

PeopleSoft IR-#6

Enterprise-Wide Accounts Payable Patch for Voucher Close and Encumbrance Restoration

Scope:

This PeopleSoft Information Release (IR) applies to Enterprise-wide Accounts Payable Staff personnel.

Purpose:

The purpose is to provide an update on an Accounts Payable Patch, which was applied on 12/12/03 to the Financial Production database (PSFSPRD), restoring the capability to close a Voucher or Void a Check (Payment Cancellation) and thus restoring the Encumbrance to the associated Purchase Order (PO).

Module:

The IR affects the Accounts Payable Module in Financials Production.

Source:

The source of this IR is a result of a System Patch.

Procedures

Parameters – The following must exist for this procedure to be successful:

Database: PS Financial Production (PSFSPRD)

Voucher Post Status: Posted

Payment Post Status: Posted

PO Status: NOT Complete

PO Post Status: Distributed

Navigation & Process Overview

There are two methods to close a Voucher and restore Encumbrance. The first process is “Voucher Close”, where the end user determines an *unpaid* voucher needs to be closed prior to payment. The second process is “Payment Cancellation”, where the end user determines a check needs to be voided, the voucher closed, and the PO Encumbrance restored.

Section A. [Method #1 Voucher Close](#)


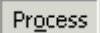
Section B. [Method #2 Payment Cancellation](#)

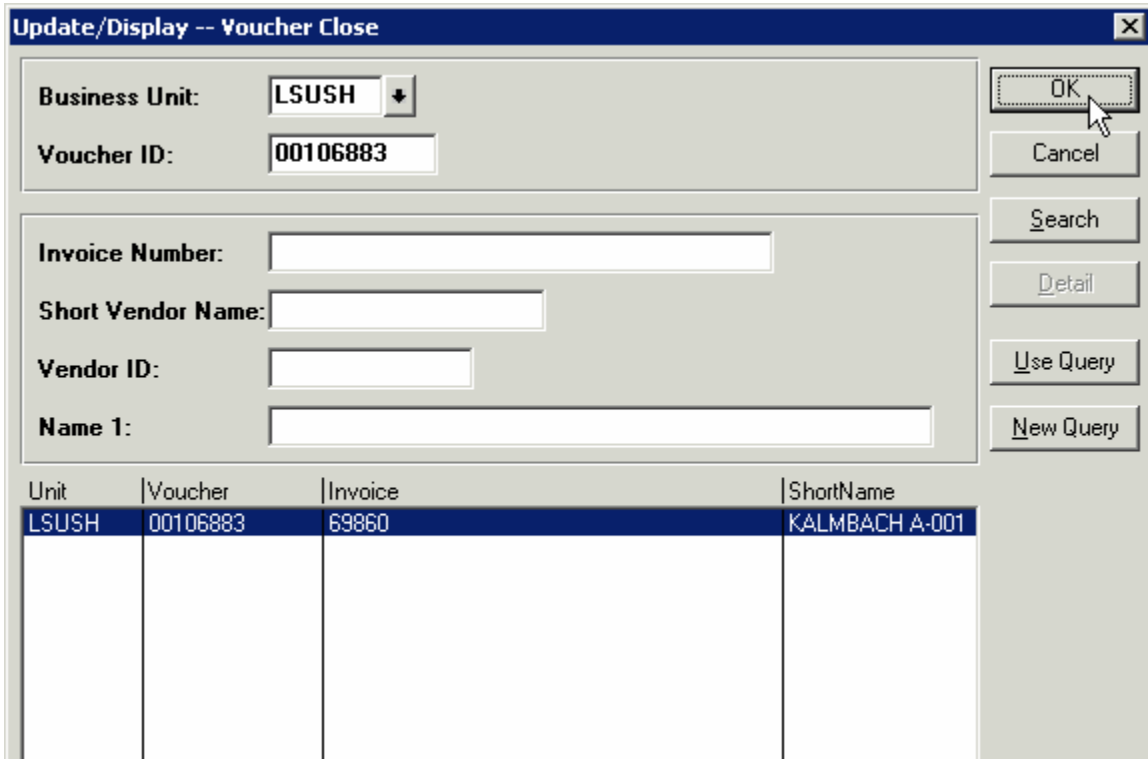
Section C. [Review Voucher Accounting](#)

Section D. [Review PO Accounting Entries](#)


Navigation & Process

Section A: Method #1 Close Voucher using "Process Voucher Close".

Step	Action
1.	Click <u>G</u> o, <u>A</u> dminister Procurement, <u>E</u> nter Voucher Information 
2.	Click <u>P</u> rocess, <u>V</u> oucher <u>C</u> lose, <u>C</u> lose Voucher 



Unit	Voucher	Invoice	ShortName
LSUSH	00106883	69860	KALMBACH A-001

Step	Action
3.	Enter the following: Business Unit: (Your AP BU) Voucher ID: (PO Voucher ID to close, whose associated PO is not Complete) Click 

The **Close Voucher** panel displays.

Enter Voucher Information - Process - Voucher Close

File Edit View Go Favorites Use Process Inquire Report Help

Close Voucher | Voucher Details

Unit: LSUSH Voucher: 00106883

Vendor Information
 Vendor: 0000008735 KALMBACH AND BURCKETT
 ShortName: KALMBACH A-001

Voucher Information
 Invoice: 69860 Origin: ONL
 Date: 10/31/2003 Group:
 Gross Amt: 26.85 USD

Budget Check: Valid

Manual Close Date: 12/15/2003 Process Manual Close

Budget Check

PSFSPR2 Close Voucher Update/Display

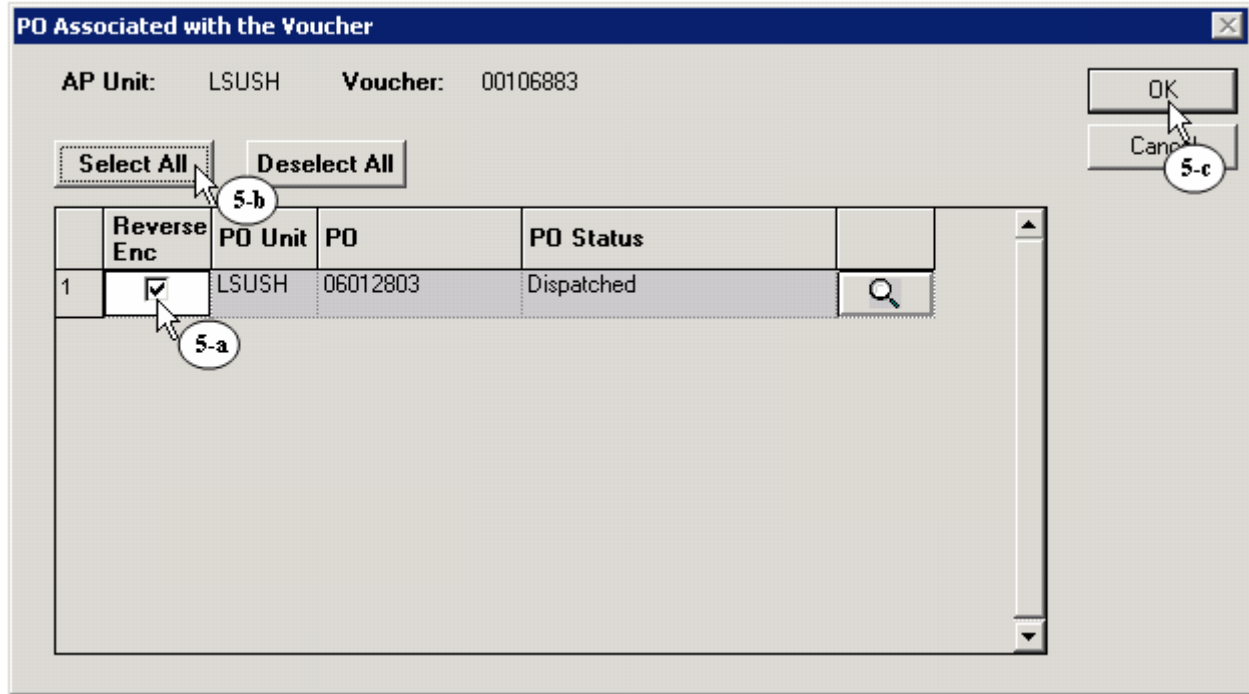
Reversing Encumbrance


You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (9340,80)

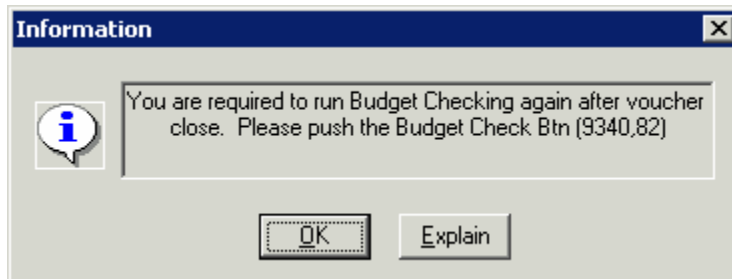
Yes No Cancel Explain


Step	Action
4.	Enter/Select the following: <ol style="list-style-type: none"> Manual Close Date: Current Date Process Manual Close: Check On Reversing Encumbrance Panel Message: Yes

The **PO Associated with the Voucher** subpanel displays.

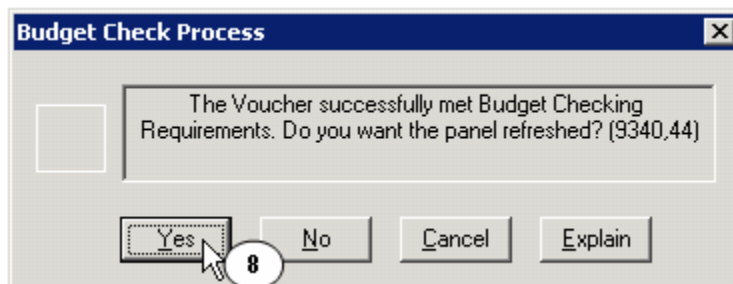
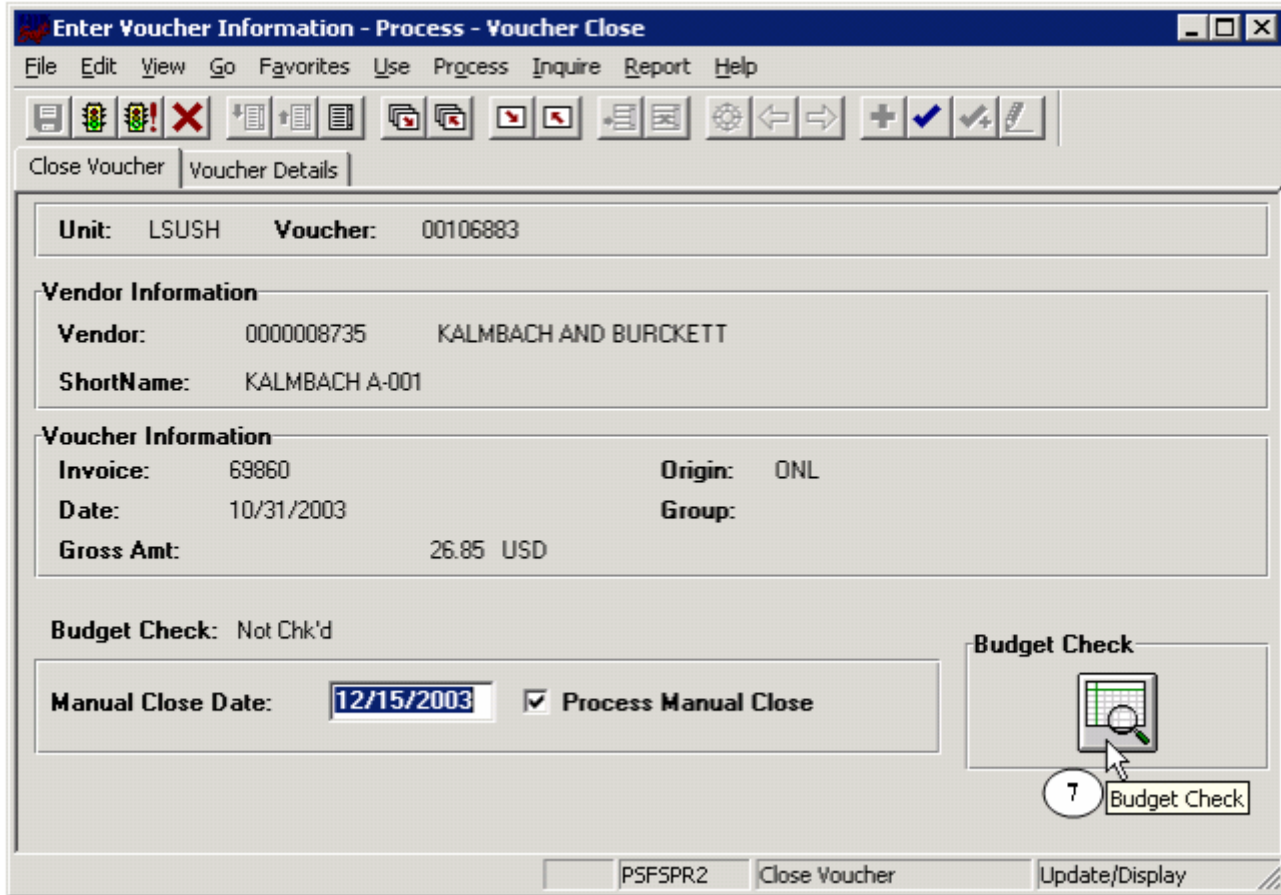


Step	Action
5.	Select the following: <ol style="list-style-type: none"> Reverse Enc Check Box: Check On (for each individual PO displayed) Select All (button): Click (Selects All POs listed to Reverse Enc) Click: 



Step	Action
6.	Click  on the Information message displayed.

The **Close Voucher** panel displays.



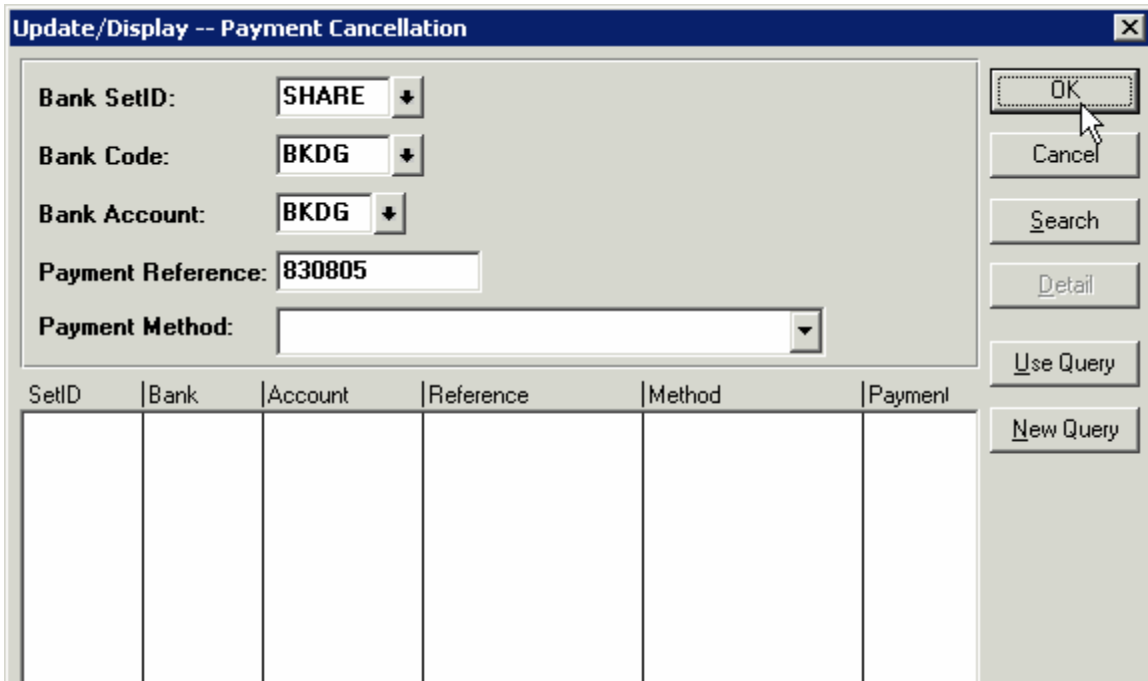
Step	Action
7.	Click the Budget Check icon.
8.	Click Yes on the Budget Check Process message box.

End of Section A procedures. Go to [Review Voucher Accounting](#) or [Review PO Acct Entries](#).

Section B: Method #2 Close Voucher using "Payment Cancellation".

(NOTE: This process is used only at HCSD Administration, LSUSH, and LSUNO. However, the HCSD Hospitals should indicate on the Payment Cancellation form sent to HCSD Administration whether they want the Encumbrance restored.)

Step	Action
1.	Click Go , Administer Procurement , Create Payments <input type="button" value="Go"/>
2.	Click Use , Payment Cancellation <input type="button" value="Use"/>



Step	Action
3.	Enter/Select the following: Business Unit: Share) Bank Code: (Your Bank Code) Bank Account: (Your Bank Account) Payment Reference: (Check Number to Void) Click <input type="button" value="OK"/>

The **Cancel a Payment** panel displays.

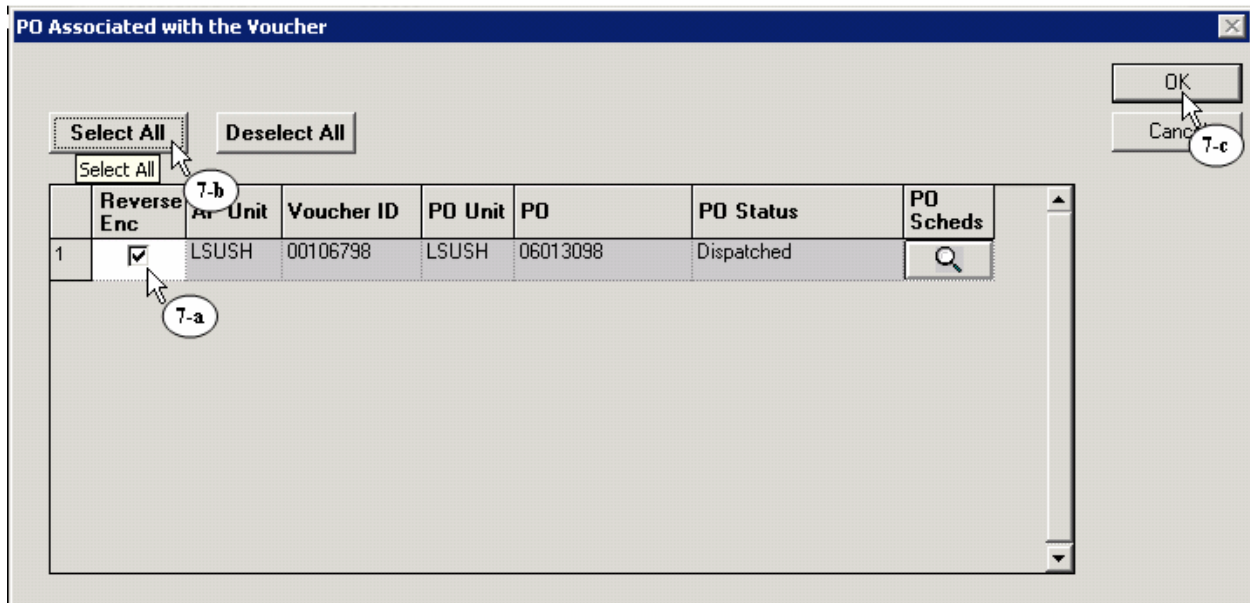
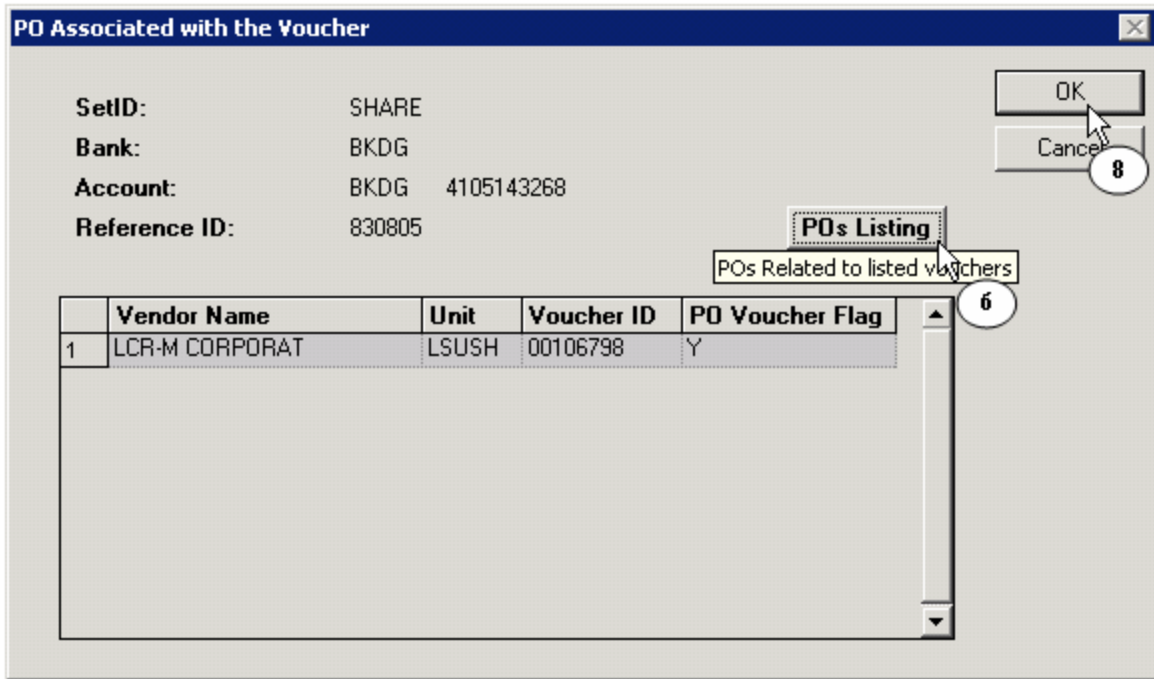
Step	Action
4.	Enter the following: <ol style="list-style-type: none"> a. Date Cancelled: Current Date b. Payment Status: Void (or Stop) c. Cancel Action: Do Not Reissue/Close Liability




Retrieval Name: Information Release - #6
Issue Date: December 23, 2003
Revision Date:
Originator: Financial Support Organization
Rescind Date:



Step	Action
5.	Click Yes on the Reversing Encumbrance message box.

The **PO Associated with the Voucher** subpanel displays.





Step	Action
6.	Click the POs Related to listed vouchers button.
7.	Select the following: <ul style="list-style-type: none"> a. Reverse Enc Check Box: Check On (for each individual PO displayed) b. Select All (button): Click (Selects All POs listed to Reverse Enc) c. Click: 
8.	Click  one more time (Returns to the Cancel a Payment panel).
9.	Click  (Save) icon

End of Section B procedures. Go to [Review Voucher Accounting](#) or [Review PO Acctg Entries](#).

Section C: Review Voucher Accounting Lines.

Review Voucher Accounting after the scheduled Payment Posting and Voucher Posting Processes run during the nightly batch processing.

NOTE: For Payment Cancellation, the close/restore Encumbrance entries will not be posted until 2-days after the payment cancellation has been processed due to the timing of Voucher and Payment Posting Processes.

Step	Action
1.	Click Go, Administer Procurement, Enter Voucher Information 
2.	Click Inquire, Voucher Accounting Entries 

Update/Display -- Voucher Accounting Entries

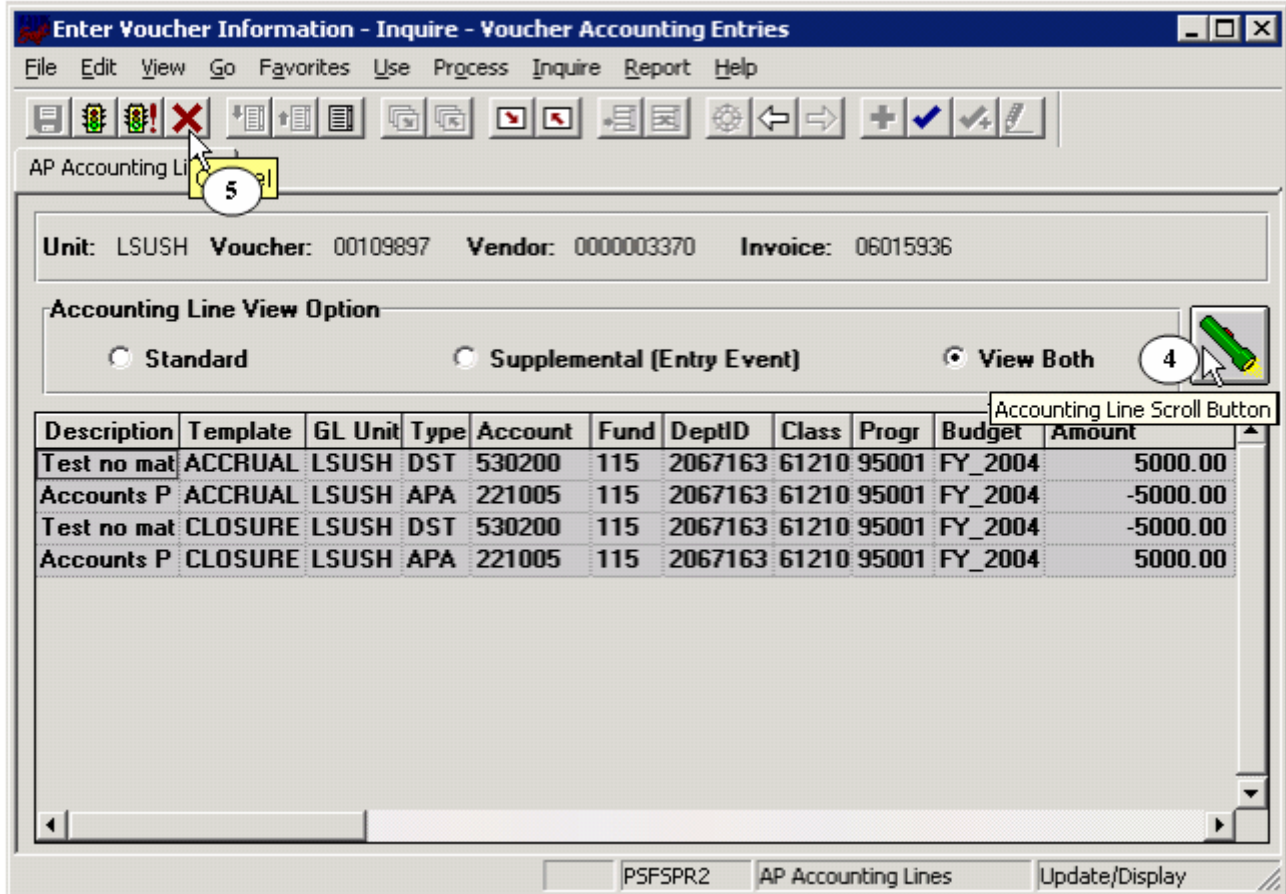
Business Unit: LSUSH
Voucher ID: 00109897



Invoice Number:
Short Vendor Name:
Vendor ID:
Name 1:

Unit	Voucher	Invoice	Date	
LSUSH	00109897	06015936	2003-11-30	SO

Step	Action
3.	Enter/Select the following: Business Unit: (Your AP BU) Voucher ID: (PO Voucher ID previously Closed)
	Click <input type="button" value="OK"/>

The AP Accounting Lines panel displays.



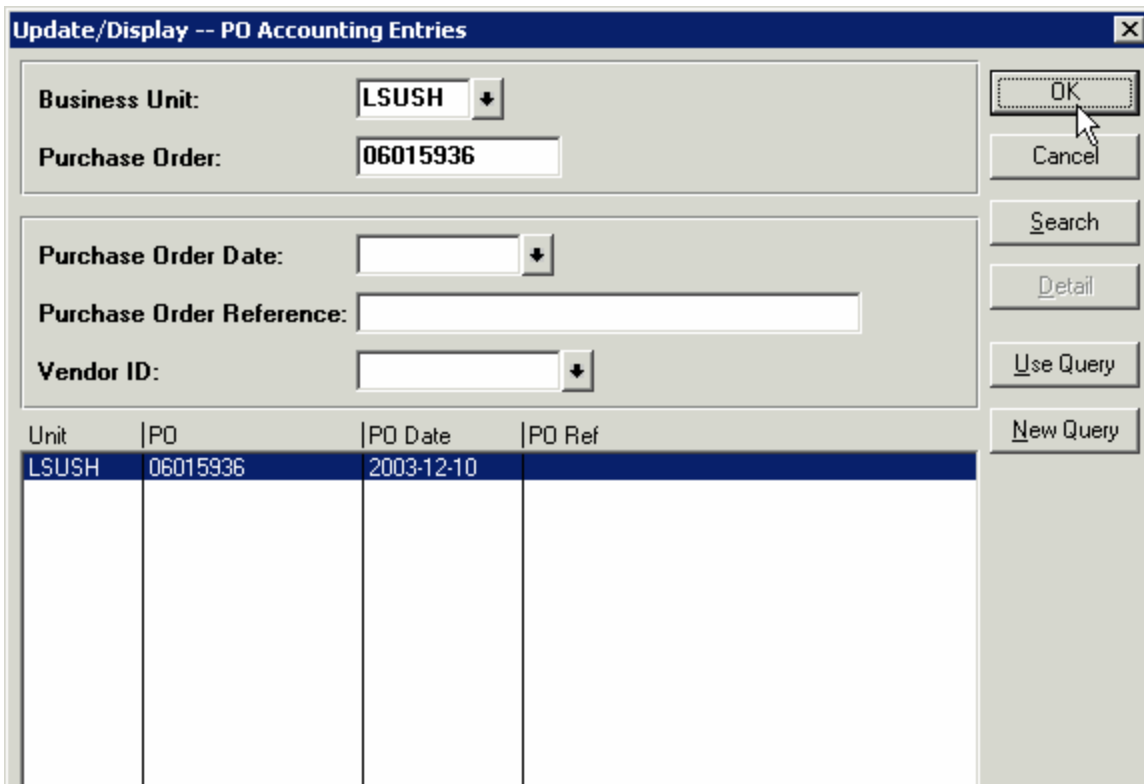
Step	Action
4.	After the panel displays  Click Accounting Line Scroll Button NOTE: The Voucher Close Entries are Template Type = Closure . The entry will CR Expense (or the original account Debited) and DR Accounts Payable.
5.	Click  to close panel.

End of Section C procedures.

Section D: Review PO Accounting Lines.

Review PO Accounting Entries after the scheduled Voucher Posting Process runs during the nightly batch processing.

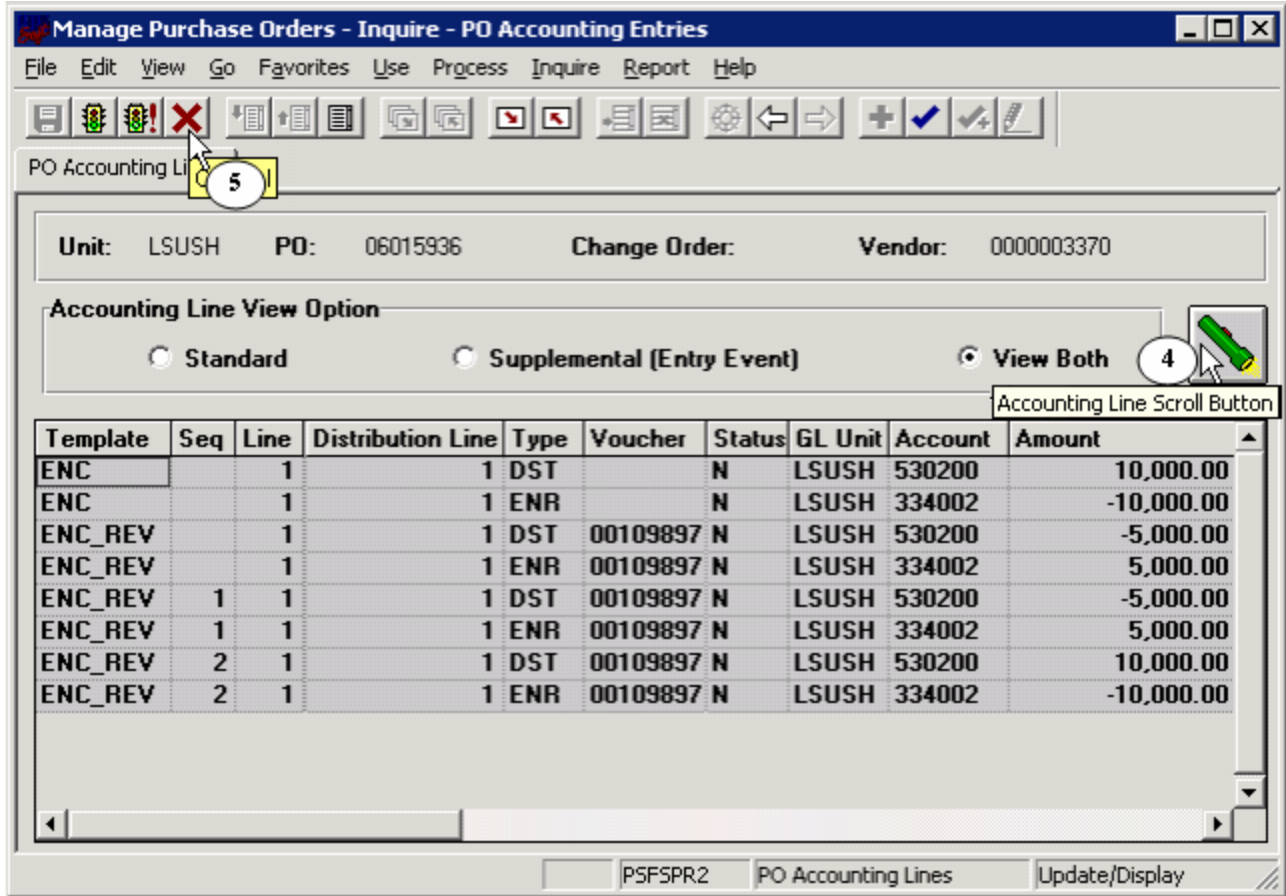
Step	Action
1.	Click Go , Administer Procurement , Manage Purchase Orders <input type="button" value="Go"/>
2.	Click Inquire , PO Accounting Entries <input type="button" value="Inquire"/>





Unit	PO	PO Date	PO Ref
LSUSH	06015936	2003-12-10	

Step	Action
3.	Enter or Select the following: Business Unit: (Your PO BU) Purchase Order: (PO associated with Closed Voucher) Click <input type="button" value="OK"/>

The PO Accounting Lines panel displays.



Step	Action
4.	<p>After the panel displays</p> <p>Click  Accounting Line Scroll Button</p> <p>NOTE: Review the PO Accounting Entries. The entry to restore the Encumbrance for the Closed Voucher will be a Template type = ENC_REV. The ENC_REV will be a DR to the Distribution Account which restores the Encumbrance.</p>
5.	<p>Click  to close panel.</p>

End of Section D procedures.

Retrieval Name: Information Release - #6
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Questions/Comments:

Refer all questions or comments via e-mail to the **PS FIN SUPPORT GROUP**.