

PeopleSoft IR-#7

Enterprise-Wide Accounts Payable Patch Correcting Recurring PO Voucher Contracts

Scope:

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

Purpose:

The purpose is to provide information on an Accounts Payable Patch, which was applied on 12/12/03 which corrects the creation of Recurring PO Voucher Contracts.

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)



1. **Contract PO must be created in the Purchasing Module:**
 - a. **Distribute by = Amount**
 - b. **Match Action = No Match**
 - c. **Receiving required = None**
 - d. **Scheduled Due Date = "Contract Expiration Date"**
2. **The Contract PO must be:**
 - a. **Approved**
 - b. **Edited**
 - c. **Budget Checked**
 - d. **Dispatched**

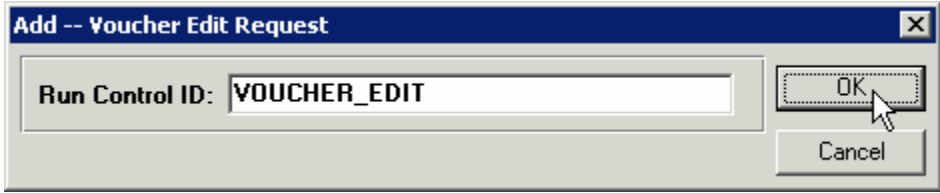
Navigation & Process Overview

- Section A.** [Setup a Voucher Edit Run Control](#)
Section B. [Create a Recurring PO Voucher Contract](#)

Navigation & Process


Section A: Set up a Voucher Edit Run Control

Step	Action
1.	Click Go , Administer Procurement , Enter Voucher Information 
2.	Click Process , Voucher Edit Request , Add 

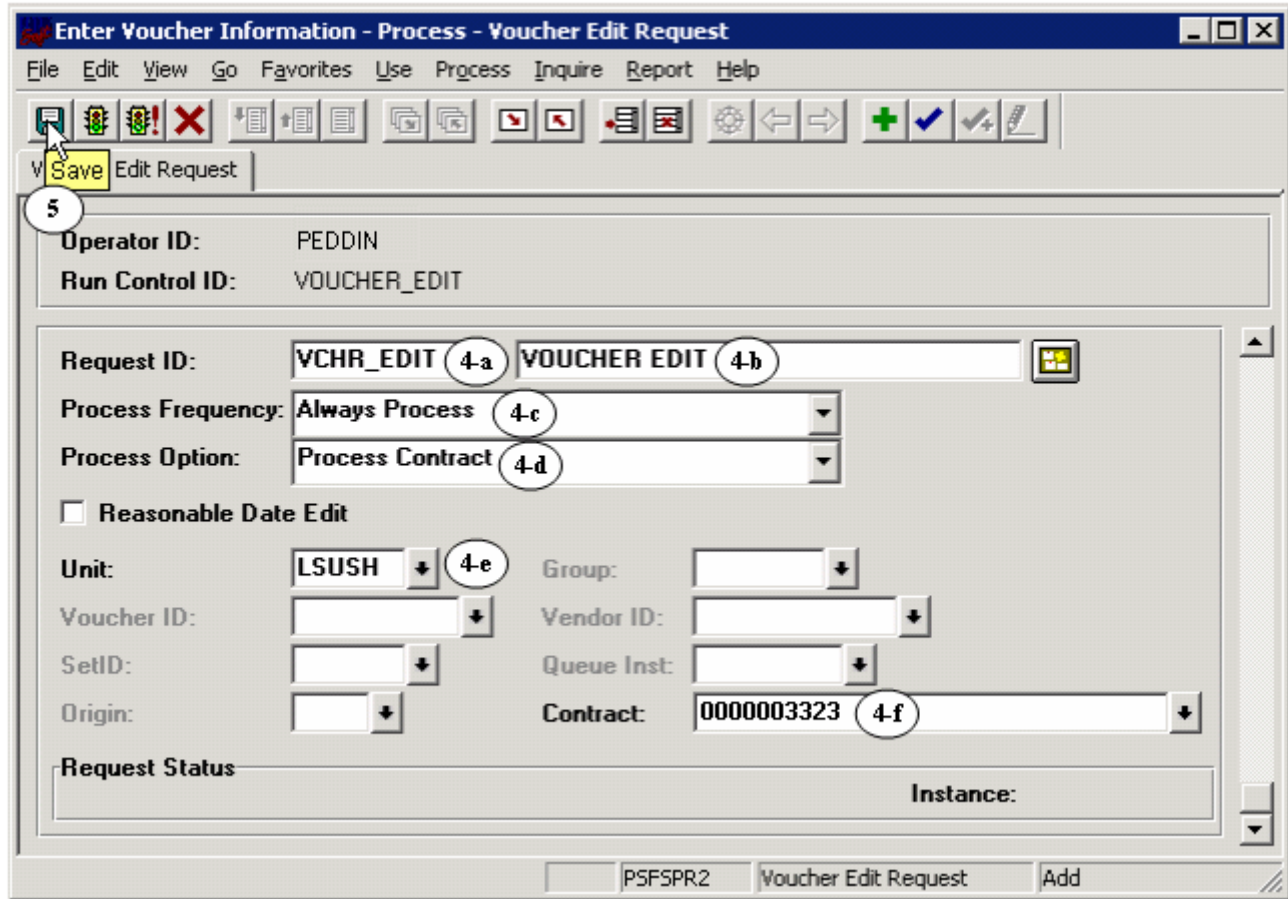



Add -- Voucher Edit Request

Run Control ID:

Step	Action
3.	Run Control ID: (Enter a Run_Control_ID) Note: <ul style="list-style-type: none">a. No spaces allowed in creation of a Run Controlb. Set this Run Control up only oncec. Use each time to create a Recurring PO Voucher Contract. Click 



The Voucher Edit Request panel displays.

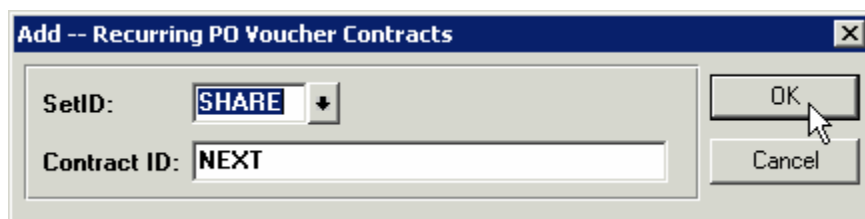



Step	Action
4.	Enter/Select the following: <ul style="list-style-type: none"> a. Request ID: VCHR_EDIT b. Request ID Description: VOUCHER EDIT c. Process Frequency: Always Process d. Process Option: Process Contract e. Unit: (Your AP Business Unit) f. Contract: (Appropriate Contract ID)
5.	Click  (Save). Note: A Voucher Edit Request Run Control is now setup for use later in the Create Recurring PO Voucher Contract.

End of Section A


Section B: Create a Recurring PO Voucher Contract

Step	Action
1.	Click Go , Administer Procurement , Administer Contracts 
2.	Click Use , Recurring PO Voucher Contracts , Enter PO Voucher , Add 

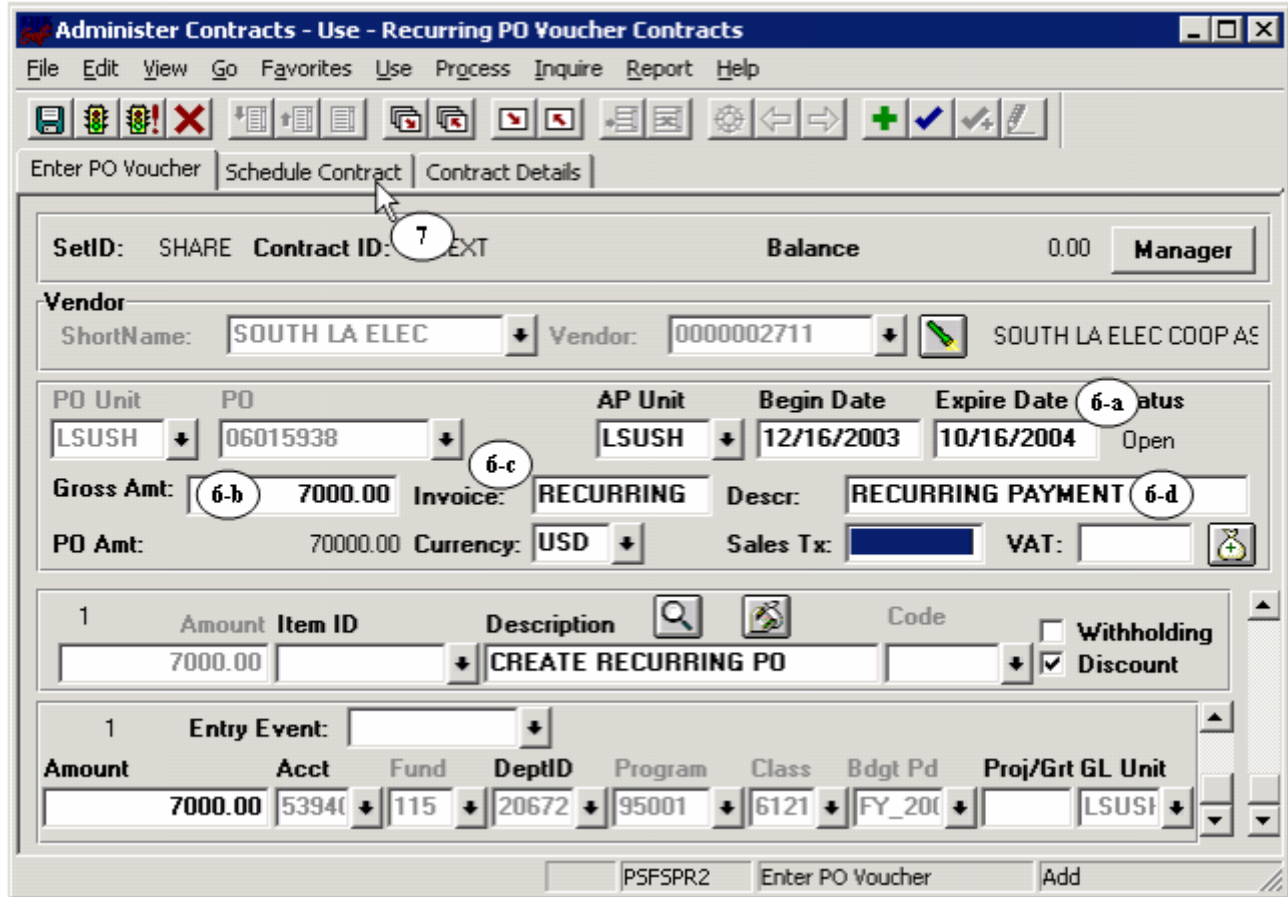


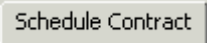
Step	Action
3.	Verify the following: SetID: SHARE Contract ID: NEXT Click 

The **Enter PO Voucher** panel displays.

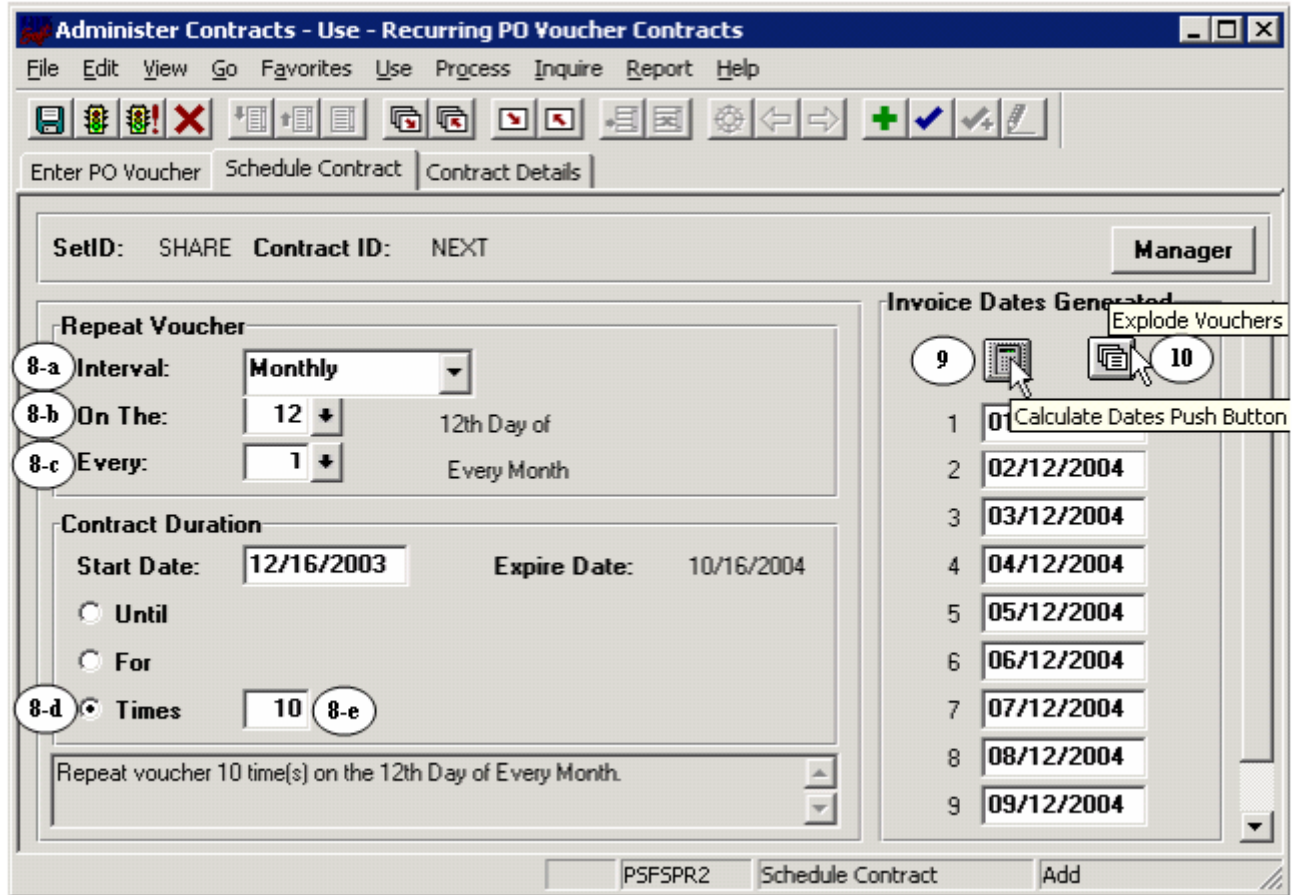
Step	Action
4.	Enter/Select the following: <ul style="list-style-type: none"> a. Vendor: (Vendor ID on PO Contract) b. PO Unit: (Your PO Business Unit) c. PO: (Purchase Order Number)
5.	Click  (Copy PO From) icon Note: The PO line and distribution information will be copied from the PO to the Recurring PO Voucher Panel.



The **Enter PO Voucher** panel is updated.



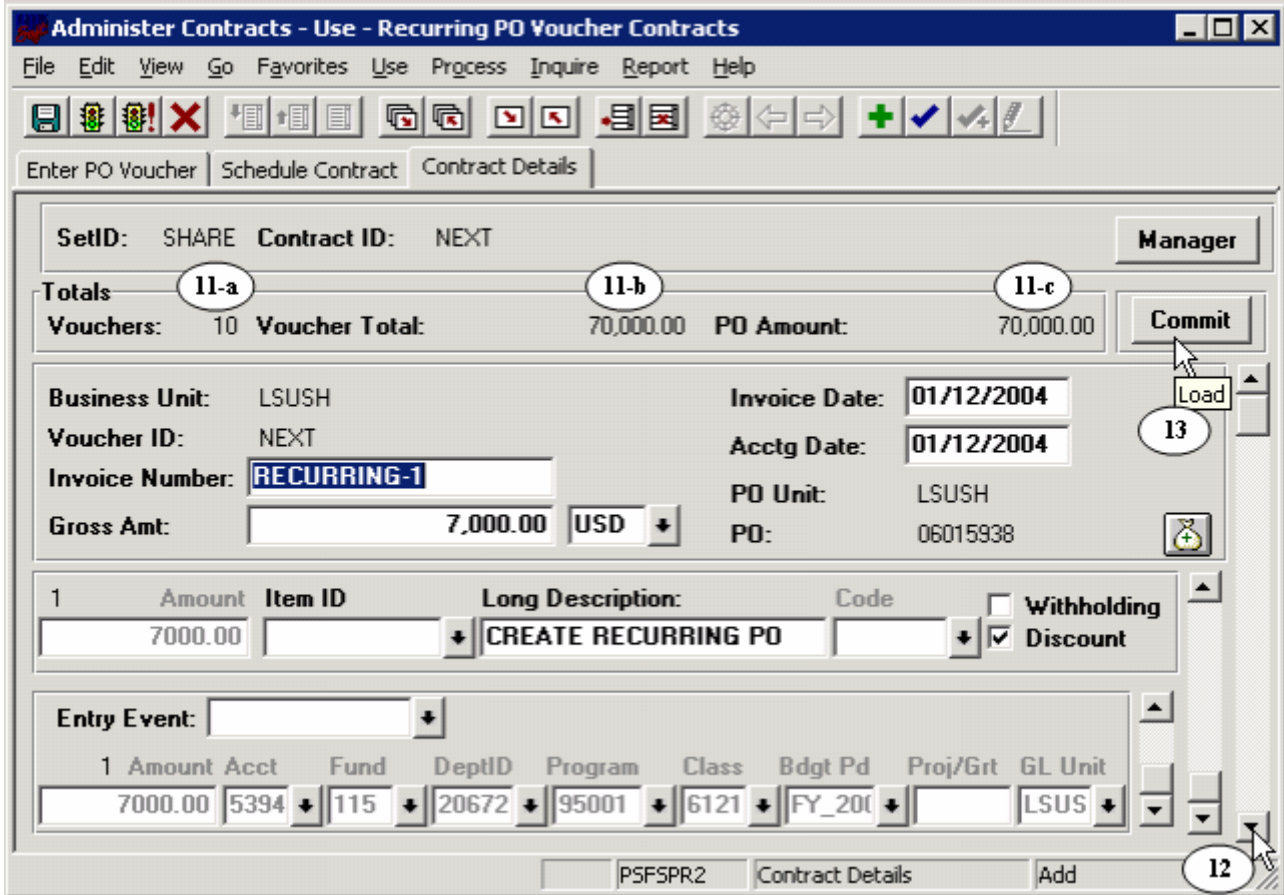
Step	Action
6.	Enter/Select the following: <ol style="list-style-type: none"> a. Expire Date: (Date of Contract Expiration) b. Gross Amt: (Amount of each individual Recurring Payment) c. Invoice: (Invoice Number) d. Descr: (Description)
7.	Click  tab.

The **Schedule Contract** panel displays.



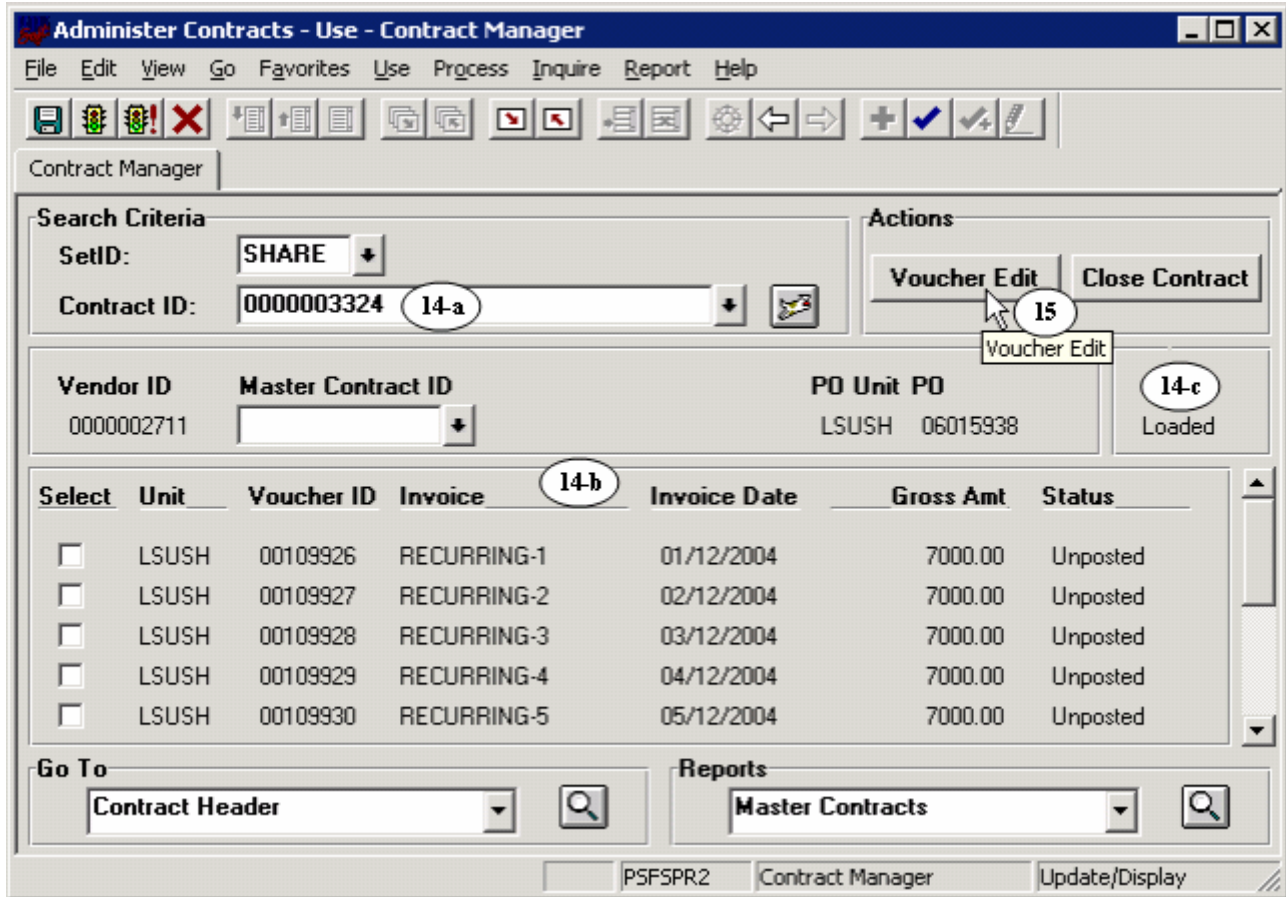
Step	Action
8.	Enter/Select the following: <ul style="list-style-type: none"> a. Interval: (Annually, Daily, Monthly, Weekly) b. On The: (Date of Month to be Paid) c. Every: (No. associated with recurring Payment) d. Contract Duration: (Times - Radio Option Selected) e. Number: (Number of times the Payment occurs)
9.	Click  (Calculate Dates Push Button) and Invoice Dates generated appear.
10.	Click  (Explode Vouchers) button.

The **Contract Details** panel displays.



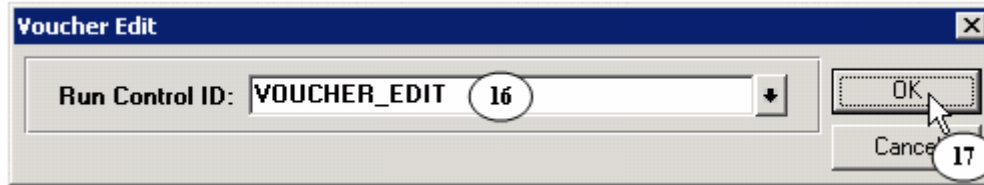
Step	Action
11.	Review the Panel - Totals: <ol style="list-style-type: none"> Vouchers: (Number of Vouchers) Voucher Total: (Dollar Total of All Voucher - should equal the Contract Total or PO Amount) PO Amount: (Dollar Total of PO - should equal the Voucher Total)
12.	Click the Outer Scroll bar down arrow to <i>review each recurring voucher</i> . Invoice Date: 02/12/2004 Acctg Date: 02/12/2004 Note that each Voucher Accounting Date = Voucher Invoice Date This assures that the voucher will not budget check or post (be recorded as expenditure until the period associated with the accounting date is opened).
13.	Click Commit (Load) button.


The **Contract Manager** panel displays.

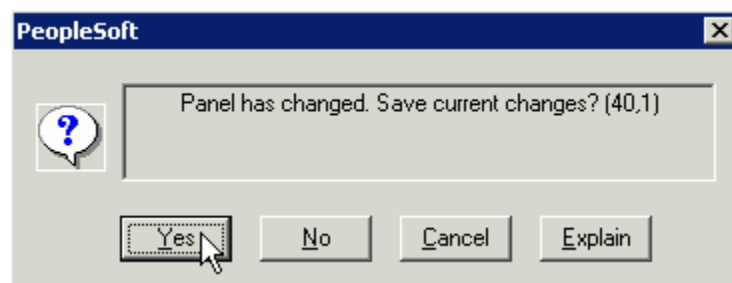


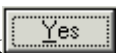
Step	Action
14.	<p>Note the following:</p> <ul style="list-style-type: none"> a. Contract ID: Now Assigned b. Each Voucher has listed: Voucher ID, Invoice, Invoice Date, Gross Amt, and Status c. Contract Status: Loaded
15.	<p>Click Actions Voucher Edit Button.</p>

The **Voucher Edit Run Control** displays.



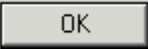

Step	Action
16.	Enter the Run Control ID that was created prior to setting up the Recurring PO Voucher Contract.
17.	Click  .



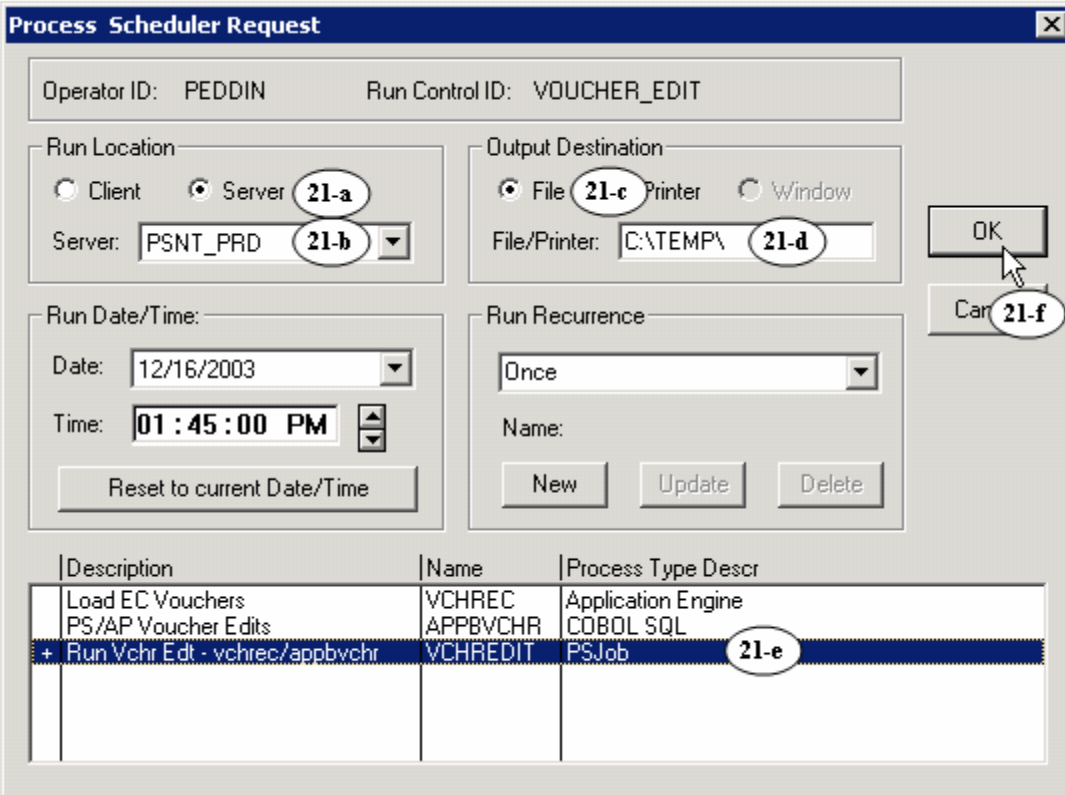
Step	Action
18.	Click  to the Panel Processing message.

The Voucher Edit Request displays.

Unit	Contract
LSUSH	0000003324

Step	Action
19.	Enter or Select the following: <ul style="list-style-type: none"> a. Unit: (Your AP Business Unit) b. Contract: (Drop down and Select the newly created Contract) c. Click: 
20.	Click  (Run) icon to Run the Process.

The **Process Scheduler Request** displays.




Operator ID: PEDDIN Run Control ID: VOUCHER_EDIT


Run Location: Client Server **21-a**
 Server: PSNT_PRD **21-b**

Output Destination: File **21-c** Printer Window
 File/Printer: C:\TEMP\ **21-d**

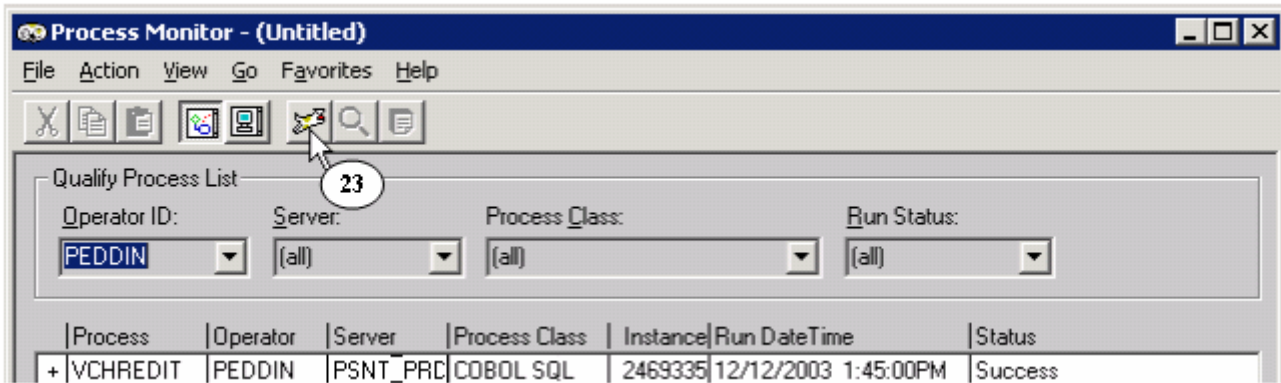
Run Date/Time: Date: 12/16/2003 Time: 01:45:00 PM
 Run Recurrence: Once


Description	Name	Process Type Descr
Load EC Vouchers	VCHREC	Application Engine
PS/AP Voucher Edits	APPBVCHR	COBOL SQL
+ Run Vchr Edt - vchrec/appbvchr	VCHREDIT	PSJob 21-e

Step	Action
21.	Enter or Select the following: <ul style="list-style-type: none"> a. Run Location: Server b. Server: PSNT_PRD c. Output Destination: File d. File/Printer: C:\TEMP\ e. Select: +Run Vchr Edt - vchrec/appbvchr f. Click: 



Step	Action
22.	Click Go, PeopleTools, Process Monitor 

The **Process Monitor** displays.



Step	Action
23.	Click  to continue to refresh the panel until the process runs to Success .

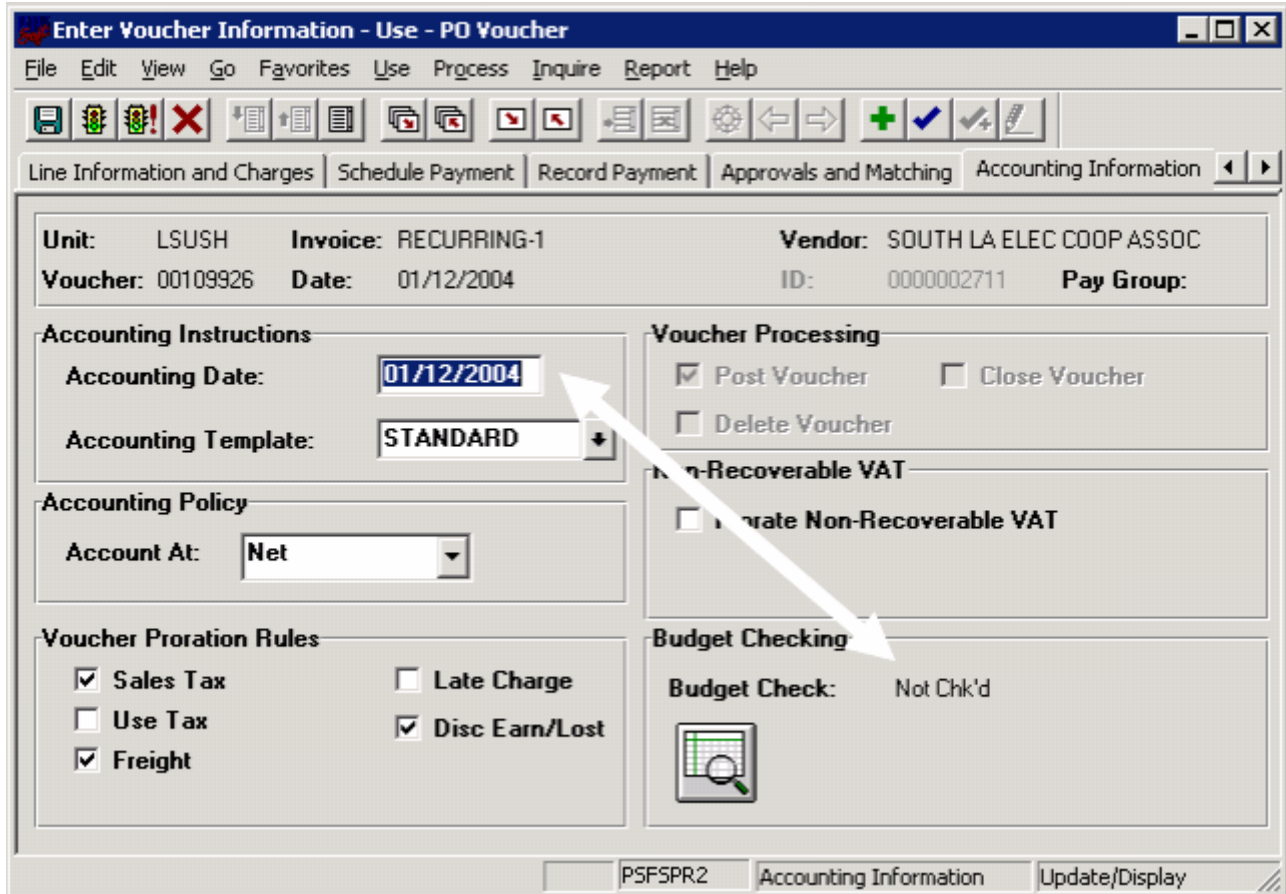
Voucher(s) Availability

Step	Action
24.	Click Go, Administer Procurement, Enter Voucher Information 
25.	Click Use, PO Voucher, Accounting Information 

Retrieval Name: Information Release - #7
Issue Date: December 29, 2003
Revision Date:
Originator: Financial Support Organization
Rescind Date:



The **Accounting Information** panel displays



Each PO Voucher will **Budget Check** and Post when the period associated with the **Accounting Date** of each PO Voucher is open.

Staff is now able to modify the Recurring PO Vouchers for Invoice #, Amount, and Accounting Date until the period associated with the Accounting Date of the Voucher is open.

Staff can also delete any of the Recurring PO Vouchers within the standard “delete” criteria of any PO Voucher.

End of Section B

Questions/Comments:

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