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”**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go</strong>, <strong>Administer Procurement</strong>, <strong>Enter Voucher Information</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Process</strong>, <strong>Voucher Close</strong>, <strong>Close Voucher</strong></td>
</tr>
</tbody>
</table>

#### Update/Display — Voucher Close

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>LSUSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>00106883</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td></td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td></td>
</tr>
<tr>
<td>Vendor ID:</td>
<td></td>
</tr>
<tr>
<td>Name 1:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Voucher</th>
<th>Invoice</th>
<th>ShortName</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUSH</td>
<td>00106883</td>
<td>69860</td>
<td>KALMBACH A-001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | Enter the following:  
|      | **Business Unit:** (Your AP BU)  
|      | **Voucher ID:** (PO Voucher ID to close, whose associated PO is not Complete)  
|      | Click **OK** |
The Close Voucher panel displays.

Step 4.

Action

- a. Manual Close Date: Current Date
- c. Reversing Encumbrance Panel Message: Yes
The **PO Associated with the Voucher** subpanel displays.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

**Select the following:**

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: **OK**

**Information**

You are required to run Budget Checking again after voucher close. Please push the Budget Check Btn [9340,82]

Click **OK** on the Information message displayed.
The Close Voucher panel displays.

**Step 7.** Click the Budget Check icon.

**Step 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.)*

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go</strong>, <em>Administer Procurement, Create Payments</em></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use</strong>, <em>Payment Cancellation</em></td>
</tr>
</tbody>
</table>

| Bank SetID: | SHARE       |
| Bank Code:  | BKDG        |
| Bank Account: | BKDG       |
| Payment Reference: | 830805     |

<table>
<thead>
<tr>
<th>SetID</th>
<th>Bank</th>
<th>Account</th>
<th>Reference</th>
<th>Method</th>
<th>Payment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 **CK** |
The **Cancel a Payment** panel displays.

### Step 4

Enter the following:

a. Date Cancelled: **Current Date**

b. Payment Status: **Void (or Stop)**

c. Cancel Action: **Do Not Reissue/Close Liability**
5. Click Yes on the Reversing Encumbrance message box.

The **PO Associated with the Voucher** subpanel displays.
### Section B

#### Step 6.
Click the **POs Related to listed vouchers** button.

#### Step 7.
Select the following:
- 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**:  

#### Step 8.
Click **OK** one more time (Returns to the **Cancel a Payment** panel).

#### Step 9.
Click **(Save) icon**

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

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### 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 1.
Click **Go, Administer Procurement, Enter Voucher Information**

#### Step 2.
Click **Inquire, Voucher Accounting Entries**
Step 3. Enter/Select the following:

**Business Unit:** *(Your AP BU)*

**Voucher ID:** *(PO Voucher ID previously Closed)*

Click **OK**
The **AP Accounting Lines** panel displays.

### Step 4

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.

### Step 5

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.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go</strong>, <strong>Administer Procurement</strong>, <strong>Manage Purchase Orders</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Inquire</strong>, <strong>PO Accounting Entries</strong></td>
</tr>
</tbody>
</table>

### Update/Display — PO Accounting Entries

| Business Unit: | LSUSH |
| Purchase Order: | 06015936 |
| Purchase Order Date: | |
| Purchase Order Reference: | |
| Vendor ID: | |

<table>
<thead>
<tr>
<th>Unit</th>
<th>PO</th>
<th>PO Date</th>
<th>PO Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUSH</td>
<td>06015936</td>
<td>2003-12-10</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | Enter or Select the following:  
Business Unit: (Your PO BU)  
Purchase Order: (PO associated with Closed Voucher)  
Click **OK** |
The **PO Accounting Lines** panel displays.

### Step 4.

After the panel displays

Click ![Accounting Line Scroll Button](image)

**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.

### Step 5.

Click ![Close Button](image) to close panel.

End of Section D procedures.
Questions/Comments:
Refer all questions or comments via e-mail to the PS FIN SUPPORT GROUP.