



EDI PROCESSING FOR VOUCHERS

Version 8.9

Updated as of March, 2007

TABLE OF CONTENTS

Processing Vouchers Using EDI Overview	3
Summary of Steps to follow for loading vouchers and helpful Queries.....	4
Load student vendors –.....	5
Load the voucher file using the EDI process.....	6
View the audit trail to ensure all vouchers loaded.....	7
Run the voucher build process (loads and edits).	8
Correcting vouchers.....	10
Run voucher build process to re-check vouchers that have been corrected.....	10
Run the budget checking process.....	11
How to fix a voucher that was loaded with an invalid vendor.....	12

PROCESSING VOUCHERS USING EDI

Summary of Document:

This document is broken out into three sections:

- Summarized steps – quick reference
Users can use this as a quick reference guide once they are familiar with the EDI process flow.
- List of Queries -
Various queries can be used to help ensure data loads and edits are successful.
- Detailed steps – print screens and detailed explanations
This breaks down each step noted in the summary section into detail, including print screens of the processes pages. Users who are new to running the EDI process will find this section helpful.

The steps to processing vouchers using EDI has changed slightly from version 8.8 to 8.9. The .txt file created for the load can remain the same. We are using a different process to upload vendors in 8.9. All processes are run on the PSUNX.

The table below shows what the record or process is called now in version 8.9x.

VERSION 8.9X
EDI Records populated by ECIN0001.sqr: VCHR_HDR_STG VCHR_LINE_STG VCHR_DIST_STG
Navigation for loading student vendors: Vendors ...Vendor InformationUploadsStudent Vendor Load
Navigation for running EDI load: ECIN0001.sqr ...PeopleToolsEDI ManagerMonitor EDI ProcessingSchedule Inbound EC Agent
Navigation for running Voucher Build: (AP_VCHR_BLD)Accounts PayableBatch ProcessesVouchersVoucher Build
Navigation for finding pre edit errors after voucher load: Accounts PayableVouchersAdd/UpdateQuick Invoice Entry
Navigation for budget checking: Accounts PayableBatch ProcessesVouchersBudget Check

Summary of steps:

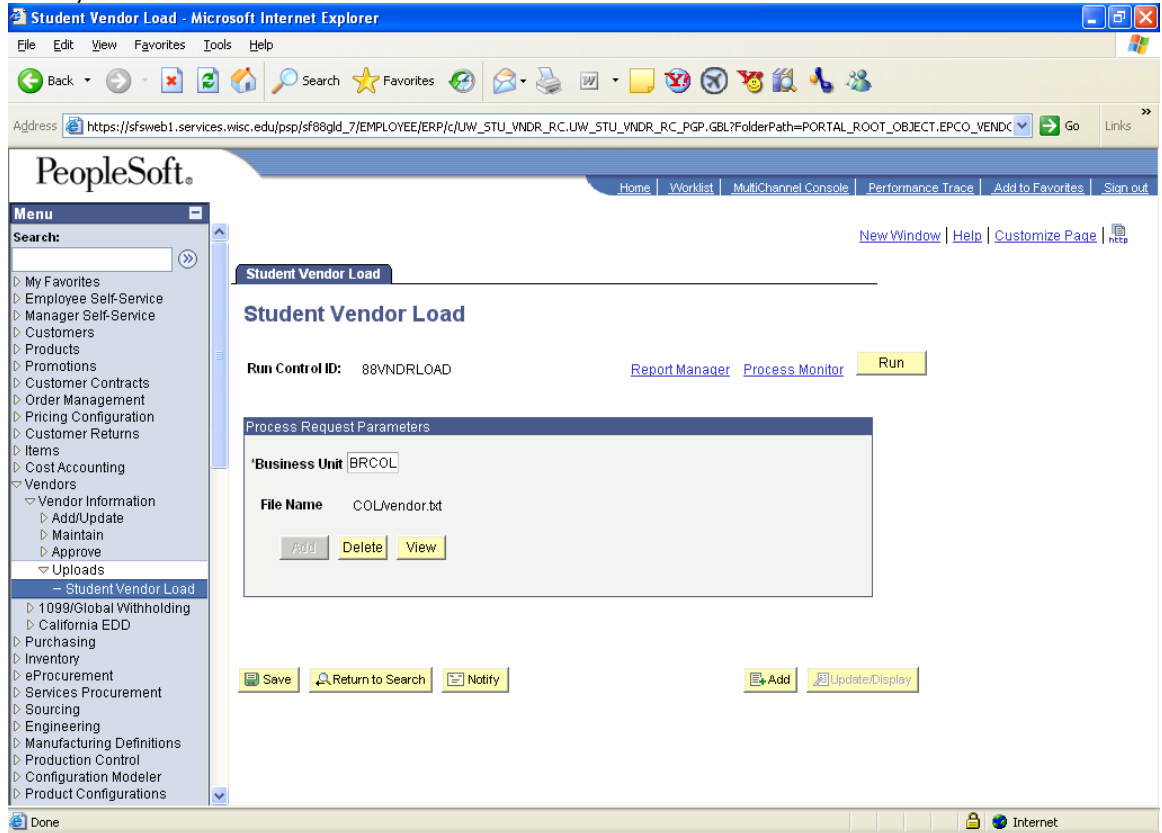
Action	Navigation	Suggested Run Control
1. Load student vendors UW_STDNT_VND	Vendors Vendor InformationUploadsStudent Vendor Load	VNDRLOADBe sure to delete previous linked .txt file and add new file.
2. Load the voucher file using the EDI process ECIN0001.sqr	PeopleToolsEDI Manager Monitor EDI ProcessingSchedule Inbound EC Agent	EDILOADBe sure to delete previous linked .txt file and add new file.
3. View audit trail to ensure all vouchers in the txt file loaded	PeopleTools ...EDI Manager ...View EDI Audit TrailBusiness Document Summary	Click Okay and open the most recent process. Ensure that the status is loaded and the load total is correct
4. Run the Voucher Build process AP_VCHR_BLD (this process loads and edits the voucher)	Accounts PayableBatch ProcessesVouchersVoucher Build	VCHRLOAD Choose a voucher source of NEW vouchers and EDI interface.
5. How to fix vouchers that may have a recycle status	Accounts PayableVouchersMaintainVoucher Build Error Detail	Type in business unit and click search to get a working list of vouchers that need to be fixed.
6. Re-run the voucher build process for vouchers that were in recycled status but have been fixed.	Accounts PayableBatch ProcessesVouchersVoucher Build	VCHR_REBUILD Be sure to change the voucher source from new to ALL.
7. Run the budget checking process	Accounts PayableBatch ProcessesVouchersBudget Check	
8. Run Pay Cycle Manager	See pay cycle training manual	

Queries that can be used to aide in processing vouchers through the various steps:

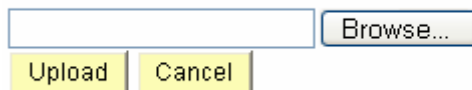
Query Name	Description of Query	When to run query
UW_88_EDI_STAGE_TBLS Shows contents in VCHR_HDR_STG table	List all vouchers that have been loaded to the EDI work tables after running the ECIN001.sqr	After running the EDI load sqr run this query to ensure all of the vouchers in the TXT file loaded. After running the voucher build process successfully – re-run this query and there should be 0 rows, indicating all vouchers moved from the work tables to the actual voucher tables.
UW_88_EDI_VCHR_STATUS	List vouchers and entry status use process instance number indicated on the voucher build run control.	Run this after running the voucher build process to get a list of vouchers that loaded and their entry status (postable / recycle).

Detailed steps:

1. Load student vendors
 - Navigate to Vendors Vendor Information.....Uploads.....Student Vendor Load
 - Add a new run control called **VNDRLOAD**. Or open existing run control if you have previously run this process.
 - The Student Vendor Load page is shown below: Enter your Bursar Business Unit if not already there

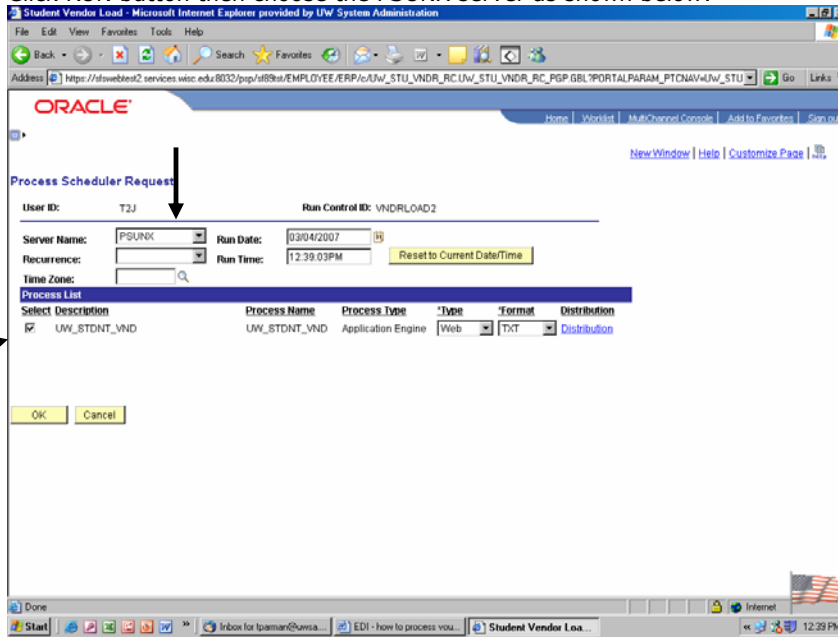


- Be sure to click the DELETE button before linking a new file to this run control. Once you click delete the ADD button will be activated.
- Click **Add** and navigate or Browse to the vendor file you wish to load. This file can be located anywhere. By linking the file to this run control it will be copied to the PSUNX server so the vendor upload can read the data in.



- Once you link the file by browsing to it and selecting it, then click the **UPLOAD** button. You should get a message indicating "add attachment succeeded".

- Click RUN button then choose the PSUNX server as shown below:

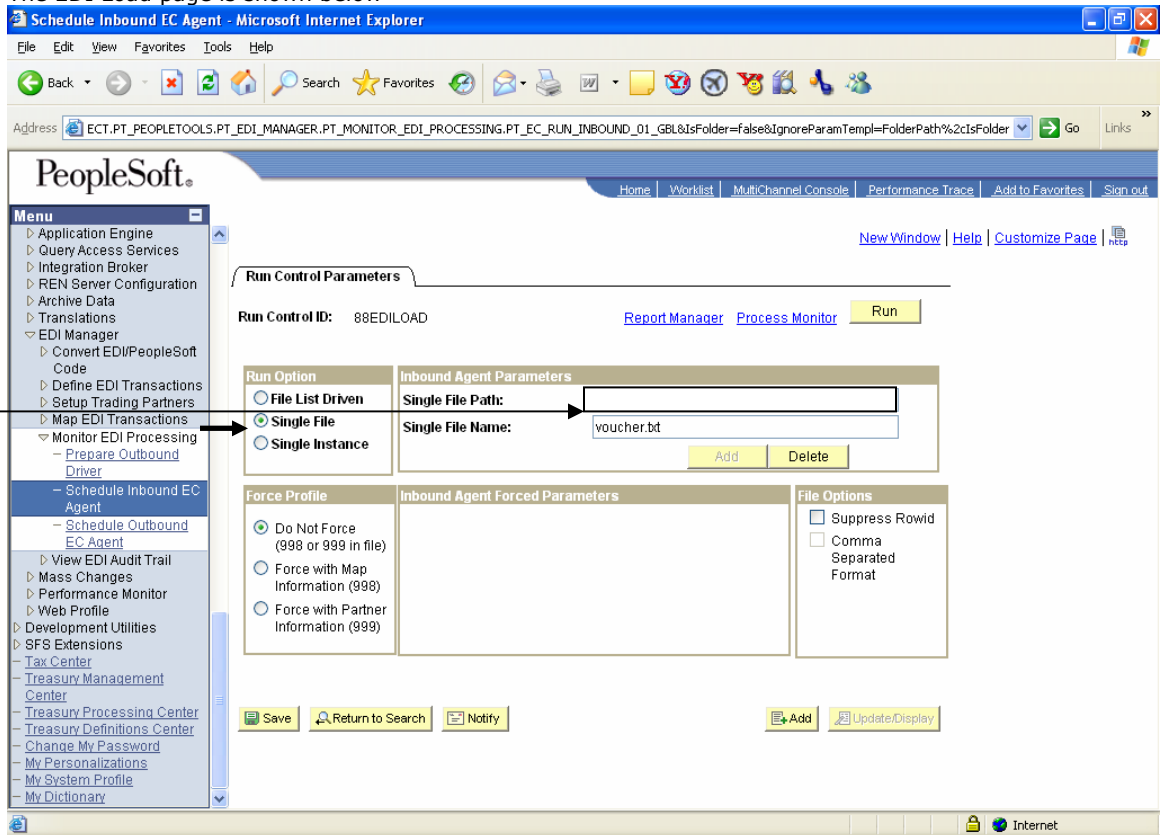


Click this process

- Click OK to run.
- Go on to the next step once this process is completed successfully.

2. Load the voucher file using the EDI process

- Navigate to: PeopleTools....EDI Manager.... Monitor EDI Processing.....Schedule Inbound EC Agent
- Add a new run control called **EDILOAD**. Or open existing run control if you have previously run this process.
- The EDI Load page is shown below



Leave Blank, this should fill in on its own

- Be sure to click the DELETE button before linking a new file to this run control. Once you click delete the ADD button will be activated.

- No need to type in the Single File Path: It will default in after you load the file. Click **Add** and navigate or Browse to the voucher file you wish to load. This file can be located anywhere. By linking the file to this run control it will be copied to the PSUNX server so the EDI sqr can read the data in.
- Once you link the file by browsing to it and selecting it, then click the **UPLOAD** button. You should get a message indicating "add attachment succeeded".
- Click RUN button then choose the PSUNX server as shown below:

[New Window](#) | [Help](#) | [Custom](#)

Process Scheduler Request

User ID: T1R **Run Control ID:** 88EDILOAD

Server Name: **Run Date:**

Recurrence: **Run Time:**

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribut
<input checked="" type="checkbox"/>	Inbound EC Agent	ECIN0001	SQR Report	Web	PDF	Distribut

- Click OK to run.
- Go on to the next step once this process is completed successfully.

3. View audit trail to ensure all vouchers in the txt file loaded

- Navigate to:
....PeopleTools...EDI Manager...View EDI Audit Trail
- Click Okay and open the most recent process. Ensure that the status is loaded and the load total is correct.

The audit trail – document summary page is shown below.

[New Window](#) | [EC](#)

Summary | [EC Business Doc Links](#)

Business Document Summary

Bus Doc ID: 5189

Bus Doc File Name: /opt/pssfwweb/brcoltjr.txt

Status: Loaded

Errors: 0

Load Total: 1

Direction

Inbound

Outbound

EC Queue Details Find | View All First 1 of 1 Last

EC Queue Instance: 361937

EC Transaction ID: VOUCHER-IN **Business Unit:**

EC Queue Status: L **EC BU Cd:**

EC Driver Datetime: 07/19/05 4:05:15.000000PM **Cust/Vndr:**

EC Application Dttm: **EC Ext Cd:**

Queue Control Number: **EC Action Code:**

[Summary](#) | [EC Business Doc Links](#)

4. Run the voucher build process which loads the vouchers from the EDI records to the voucher records and performs edit checks.

- Navigate to Accounts Payable.....Batch Processes.....Vouchers.....Voucher Build
- Add a new run control called **VCHRLOAD**. Or open existing run control if you have previously run this process.
- The Voucher Build page is shown below:

Voucher Build | [Process Messages](#) | [Build Errors](#)

Run Control ID: 88VCHRLOAD | [Report Manager](#) | [Process Monitor](#) | **Run**

Run Control Options

'Request ID:

Description:

From Date: Assign Invoice ID

To Date: Assign Invoice Date

'Process Option:

'Voucher Sources:

Selection Parameters | [Customize](#) | [Find](#) | First 1 of 1 Last

Business Unit

Interfaces | [Customize](#) | [Find](#) | First 1 of 1 Last

'Voucher Build Interfaces

- Be sure to choose the PROCESS OPTION TO BUSINESS UNIT.
- Change voucher sources to NEW VOUCHER DATA.
- Run the voucher build process on the PSUNX server.

Process Scheduler Request

User ID: T1R | Run Control ID: 88VCHRLOAD

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	'Type	'Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	<input type="text" value="Web"/> <input type="button" value="v"/>	<input type="text" value="TXT"/> <input type="button" value="v"/>	Distribution

- Use the link on the voucher build page to go to Process Monitor.
- Upon a successful process use the link to return to the voucher build page.

- Navigate to the BUILD ERRORS tab located on the voucher build process run control. This will indicate if you had any problem vouchers. In this example a voucher has a duplicate invoice error:

[New Window](#) | [Help](#) | [Custom](#)

Voucher Build | **Process Messages** | **Build Errors**

User ID: T1R **Run Control ID:** VCHRLOAD

Request ID: 1 **Description:** 1

Request Status

Successfully Completed Edit Errors Logged **Instance:** 2390856 Refresh Log

Customize | Find | View All | First 1 of 1 Last

Business Unit	Voucher	Invoice	Origin	Group
BRCOL	00055472	GGTTA06101050216	FOX	

- Upon clicking the pencil you will be taken to the voucher. You CANNOT fix the voucher in this page. You will get "UNRELATED" errors. See next section for more detailed information on how to work vouchers with recycle errors. The above page should just be used to view data not fix it.

Voucher Maintenance:

This section explains how to fix vouchers that may have a recycled status. See appendix below for more details on voucher maintenance extracted from PeopleBooks.

5. Fix all vouchers that have a status of RECYCLE.
 - a. Navigate to Accounts Payable.....Vouchers.....Add/Update.....Quick Invoice Entry
 - b. Enter applicable business unit and click on search

Quick Invoice Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: [=]

Voucher ID: [begins with]

Invoice Number: [begins with]

Vendor ID: [begins with]

Short Vendor Name: [begins with]

Name 1: [begins with]

Build Status: [=]

Voucher Source: [=]

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

First 1-22 of 22 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Vendor ID	Short Vendor Name	Name 1	Build Status	Voucher Source
BRGBY	SF035374	567202	937.55	02/16/2007	1063116	OATMAN,DAL-004	Oatman,Dale H	Error	EDI
BRGBY	SF035373	567201	328.34	02/16/2007	1081438	EVELJESSI-004	Evel,Jessica A.	Error	EDI
BRGBY	SF035372	567200	1.25	02/16/2007	1080020	BACKSON,D'L004	Backson,D'Angelo Ann	Error	EDI

- This will give you a list of vouchers that need to be worked either due to combination edit errors or duplicate invoices.
 - Upon clicking the voucher you choose to work a new page will be opened. Return back to this page when you are ready to work the next one. Note, once you have corrected a recycled voucher it is saved with a maintained status. Upon re-running the voucher build process the maintained voucher will be re-checked and either become a postable or recycled voucher again.
 -
6. Re-run the voucher build process, however, this time you have to change the Voucher Source from new data only to include recycled and maintained vouchers. The easiest way to ensure you are re-building all vouchers is to choose all. See run control criteria shown below. It is recommended a separate run control be used for those instances when you want to re-build your vouchers.
 - a. Navigate to Accounts Payable.....Batch Processes.....Vouchers.....Voucher Build
 - b. Add a new run control called **VCHR_REBUILD**. Or open existing run control if you have previously run this process.

The Voucher Build page is shown below:

After process finishes running check the Build Errors tab to see if all vouchers passed edit. If not work the vouchers that still have a recycle status.

7. Run the budget checking process

Run the process on the PSUNIX server.

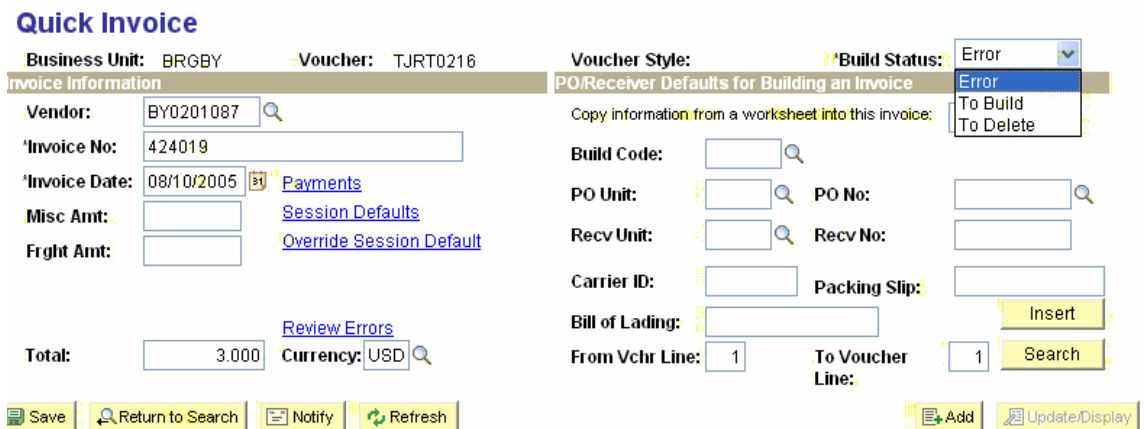
8. Run Pay cycle manager. See pay cycle manager training manual for details.

How to fix a voucher that was loaded with an invalid vendor:

There could be a scenario where the user runs the EDI load process without loading the student vendor file first. This scenario would cause the vouchers to be loaded without a valid vendor. This type of voucher would be created as a quick invoice versus a voucher. This section explains what would need to be done to remedy this situation.

Here is the break down of this scenario

- User runs voucher build and gets errors on all vouchers.
- Navigate again to the QUICK INVOICE page. Since the vendor you used does not exist the voucher does not get created and only makes it as far as a quick invoice. In the upper right corner of the quick invoice page is a BUILD STATUS option. Change this voucher from ERROR to "TO BUILD".
- Change the build status on all the vouchers from Error – To Build.



The screenshot shows the 'Quick Invoice' page. At the top, the 'Build Status' dropdown menu is open, showing options: 'Error', 'To Build', and 'To Delete'. A black arrow points down from the text 'Change the build status on all the vouchers from Error – To Build.' to the 'To Build' option in the dropdown. The page includes fields for Business Unit (BRGBY), Voucher (TJRT0216), Vendor (BY0201087), Invoice No (424019), Invoice Date (08/10/2005), Misc Amt, and Fright Amt. There are also fields for PO Unit, Recv Unit, Carrier ID, and Bill of Lading. A 'Total' field shows 3.000 and a 'Currency' field shows USD. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

- Load in your vendors (see process above).
- Re-run the voucher build process, however, this time you have to change the Voucher Source from new data only to include recycled and maintained vouchers. The easiest way to ensure you are re-building all vouchers is to Choose ALL (UNRESTRICTED) for VOUCHER SOURCES
- The vouchers should now be created with success. Review the build errors tab on the voucher build run control to ensure there are no recycled vouchers.