



Mass Voucher Load

PeopleSoft Version 8.9

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Mass Voucher Load - PeopleSoft Upload

1. Create your Mass Voucher Load file in Excel (CSV format)
2. Import the voucher file (Accounts Payable>Vouchers>Import Vouchers)
3. Run Voucher Build (Accounts Payable>Batch Processes>Vouchers>Voucher Build)
4. Check and fix Pre-edit errors in Quick Invoice Entry (Accounts Payable>Vouchers>Add/Update>Quick Invoice Entry)
5. Check and fix vouchers in Recycle Status (Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail)
6. Run Voucher Rebuild (Accounts Payable>Batch Processes>Vouchers>Voucher Build)
7. Run Budget Check (Accounts Payable>Batch Processes>Vouchers>Budget Check)

Security Required: UW_SINGLE_PYMNT_VCHR role must be added to the user. Go to <http://www.uwsa.edu/fadmin/sfs/secprocauthor.htm> for the SFS User Request Authorization Form.

Note: If these, or any job run, ends with Run Status = 'No Success' you should call Liv Goff 608-890-2977 or Janet Larson 608-890-1632, or email: uwsaproblemsolvers@uwsa.edu.

1. Create your Mass Voucher Load file in Excel

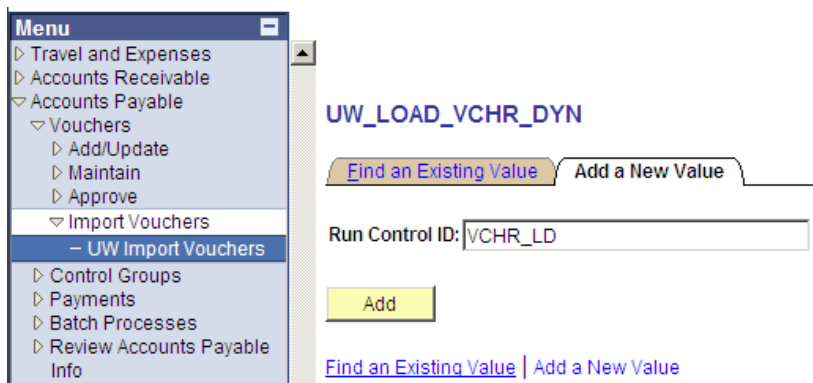
The 'Mass Voucher Load – template.xls' contains a macro that will format the data and create the CSV file (comma separated values), and save the file to your desktop. You template file may have a different name)

Note: *Payment Handling Code* and *Origin* are campus specific. If you do not know the values for your campus, please call Liv Goff 608-890-2977 or Janet Larson 608-890-1632, or email: uwsaproblemsolvers@uwsa.edu

2. Import the voucher file

Navigation: Accounts Payable>Vouchers>Import Vouchers>UW Import Vouchers

- If this is the first time you have run the Mass Voucher load, you will need to create a Run Control. Name it VCHR_LD and click 'Add'.



- Click Add to select the CSV file that you just created.

Spreadsheet Voucher Import Request

Run Control ID: VCHR_LD

[Report Manager](#) [Process Monitor](#)

[Run](#)

Process Request Parameters

Attached File:

Add Delete View

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Click 'Browse' and navigate to you CSV file (Mass Voucher Load-IMPORT FILE.csv)

C:\Desktop\Mass Voucher Load-IMPORT FILE.csv Browse...

Upload Cancel

- Select Upload
- Click 'Save' to save your Run Control
- Click 'Run' to run the Voucher Import
- Click 'OK' in the Process Scheduler Request

Process Scheduler Request

User ID: 00556590 Run Control ID: VOUCHER_LOAD

Server Name: Run Date: BT
 Recurrence: Run Time: Reset to Current Date/Time
 Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UW_LOAD_VCHR	UW_LOAD_VCHR	Application Engine	Web	TXT	Distribution

OK Cancel

- Click Process Monitor to view the status of the job

Process List **Server List**

View Process Request For

User ID: Type: Last: Days Refresh
 Server: Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First | 1-11 of 11 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4047768		Application Engine	UW_LOAD_VCHR	00556590	02/23/2009 4:03:20PM CST	Queued	N/A	Details
<input type="checkbox"/>	4047766		Application Engine	FS_BP	00556590	02/23/2009 3:38:27PM CST	Success	Posted	Details

- Click Refresh until Run and Distribution Status change to Success and Posted

- Click Details to view the load results

Date/Time	Actions
Request Created On: 02/23/2009 4:04:42PM CST	Parameters Transfer
Run Anytime After: 02/23/2009 4:03:20PM CST	Message Log View Locks
Began Process At: 02/23/2009 4:04:54PM CST	Batch Timings
Ended Process At: 02/23/2009 4:05:12PM CST	View Log/Trace

- Click Message Log to verify the amount of vouchers that you loaded.

Message Log

Process

Instance: 4047768 **Type:** Application Engine
Name: UW_LOAD_VCHR **Description:** UW_LOAD_VCHR

Customize | Find | View All | First 1-6 of 6 Last

Severity	Log Time	Message Text	Explain
	4:04:54PM	Start of File Processing	Explain
	4:04:55PM	End of File Processing	Explain
	4:05:00PM	Vouchers Staged: 613	Explain
	4:05:00PM	End of File Processing	Explain
	4:05:12PM	Published message with Transaction ID of 0b086118-01f6-11de-97e8-c3fb22 to request to have report added in folder GENERAL	Explain
	4:05:12PM	Successfully posted generated files to the report repository	Explain

[Return](#)

3. Voucher Build

Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build

- If this is the first time you have run the Voucher Build, you will need to create a Run Control. Name it VCHR_BLD and click 'Add'
- Request ID= 1
- Process Option = Business Unit
- Voucher Source = New Voucher Data
- Voucher Build Interfaces = XML invoice

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

Run Control ID: VOUCHER_BUILD [Report Manager](#) [Process Monitor](#)

Run Control Options

*Request ID:

Description:

From Date: Assign Invoice ID

To Date: Assign Invoice Date

*Process Option:

*Voucher Sources:

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

Business Unit

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

***Voucher Build Interfaces** **Publish Voucher Messages**

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

- Click 'Save' to save your Run Control
- Click 'Run' to run the Voucher Build

Process Scheduler Request

User ID: 00556590 Run Control ID: VOUCHER_REBUILD

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	Web	TXT	Distribution

- Click 'OK' in the Process Scheduler Request
- Click Process Monitor to view the status of the job

Process List | **Server List**

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | 1-5 of 5

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4047752	Application Engine	AP_VCHRBLD	00556590	02/23/2009 1:58:37PM CST	Queued	N/A	Details

- Click Refresh until Run and Distribution Status change to Success and Posted
- Click Details to view the load results

Process Detail

Process	
Instance:	4047747
Name:	AP_VCHRBLD
Run Status:	Success
Type:	Application Engine
Description:	Voucher Build
Distribution Status:	Posted
Run	
Run Control ID:	VOUCHER_BUILD
Location:	Server
Server:	PSUNIX
Recurrence:	
<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request	
Date/Time	
Request Created On:	02/23/2009 12:42:00PM CST
Run Anytime After:	02/23/2009 12:41:55PM CST
Began Process At:	02/23/2009 12:42:14PM CST
Ended Process At:	02/23/2009 12:46:19PM CST
Parameters Transfer Message Log View Locks Batch Timings View Log/Trace	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- Click Message Log to look for Pre-Edit Errors, Postable Status and Recycle Status

Message Log

Process			
Instance:	4047747	Type:	Application Engine
Name:	AP_VCHRBLD	Description:	Voucher Build
Customize Find View All First 1-22 of 22 Last			
Severity	Log Time	Message Text	Explain
10	12:42:14PM	Beginning Batch Voucher Build/Pre-Edit	<input type="button" value="Explain"/>
10	12:42:28PM	0 Voucher(s) Staged for further review.	<input type="button" value="Explain"/>
10	12:42:28PM	1 Voucher(s) Staged with Pre-Edit Errors.	<input type="button" value="Explain"/>
10	12:42:30PM	New vouchers to be processed = 612	<input type="button" value="Explain"/>
10	12:42:34PM	Beginning Voucher Header Defaults and Editing	<input type="button" value="Explain"/>
10	12:43:09PM	Invoice Line Default Processing Started.	<input type="button" value="Explain"/>
10	12:43:18PM	Beginning Voucher Distribution Defaulting.	<input type="button" value="Explain"/>
10	12:43:26PM	Applying Voucher Payment Defaults.	<input type="button" value="Explain"/>
10	12:43:33PM	Processing Miscellaneous Voucher Records.	<input type="button" value="Explain"/>
10	12:43:37PM	DEFAULT processing completed	<input type="button" value="Explain"/>
10	12:43:38PM	EDIT processing started	<input type="button" value="Explain"/>
10	12:45:34PM	EDIT processing completed	<input type="button" value="Explain"/>
10	12:45:35PM	PRORATE processing completed	<input type="button" value="Explain"/>
10	12:45:36PM	SCHEDULE processing started	<input type="button" value="Explain"/>
10	12:45:49PM	SCHEDULE processing completed	<input type="button" value="Explain"/>
10	12:45:49PM	VALIDATE processing started	<input type="button" value="Explain"/>
10	12:45:50PM	Vouchers processed with entry status Postable: 610	<input type="button" value="Explain"/>
10	12:45:50PM	Vouchers processed with entry status Recycle: 2	<input type="button" value="Explain"/>
10	12:45:50PM	VALIDATE processing completed	<input type="button" value="Explain"/>
10	12:46:07PM	MOVE processing completed	<input type="button" value="Explain"/>
	12:46:20PM	Published message with Transaction ID of 42962c08-01da-11de-bb3f-9c21c9 to request to have report added in folder GENERAL	<input type="button" value="Explain"/>
	12:46:20PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>
<input type="button" value="Return"/>			

4. Check Pre-edit errors in Quick Invoice Entry

Navigation: Accounts Payable>Vouchers>Add/Update>Quick Invoice Entry

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

Find an Existing Value / **Add a New Value**

Business Unit: [=] UWMSN

Voucher ID: [begins with]

Invoice Number: [begins with]

Vendor ID: [begins with]

Short Vendor Name: [begins with]

Name 1: [begins with]

Build Status: [=] **Pre-Edit Error**

Voucher Source: [=]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

- Make sure you are on the 'Find an Existing Value' tab and Build Status = Pre-Edit Error.
- This brings up the one voucher that didn't load. (The *SEE at the end of the vendor name shows us this is probably an inactive vendor). We can review and correct the errors by clicking on the Review Errors link.

Quick Invoice

Business Unit: UWMSN *Invoice Number: SFS LSN FT 1 - 0286

Voucher: 00603303 *Invoice Date: 02/12/2009

Voucher Style: Regular *Build Status: Error

Copy from a Source Document

PO Unit PO No Worksheet Opt None

Voucher Build Association

Build Code Packing Slip Bill of Lading

Recv Unit Recv No Carrier ID

Vendor: 0000568970 Prepaid Ref: Auto Apply

Location: 0001 Acct Template:

Invoice Address: 1 Terms: [Override Session Default](#)

Remitting Addr: 1 Control Group: [Review Errors](#)

Accounting Date: [Session Defaults](#)

Due Date:

BLEDSOE BRACE SYSTEMS * SEE
 131841
 PO BOX 671610

Total: 101.00 **Calculate**

HOUSTON
 TX 75267-1610 USA Currency: USD **Edit Combinations**

Business Unit: UWMSN Voucher ID: 00603303 [Correct Errors](#)

Header Errors		Customize Find View All First 1 of 1 Last
Field Name	Message	
Vendor ID	TSE Prompt table edit; value not found in prompt table.	

- We see that there are problems with the vendor ID so we need to look up the Vendor number in Vendor Update to gather information to Correct Errors. Open Vendor information in a new window so you can easily return to the Quick Invoice screen.
 Navigation: Vendors>Vendor Information

Vendor Information

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

[Find an Existing Value](#) [Add a New Value](#)

SetID: = UWMSN

Vendor ID: contains 568970

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#)

First [◀](#) 1 of 1 [▶](#) Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Persistence
UWMSN	0000568970	BLEDSOE BRA	(blank)	BLEDSOE BRACE SYSTEMS * SEE 131841	Regular

- We can see that this is an inactive vendor. The new vendor # is 131841

[Summary](#) [Identifying Information](#) [Address](#) [Contacts](#) [Location](#) [Custom](#)

SetID: UWMSN

Vendor ID: 0000568970

Vendor Short Name: BLEDSOE BRA **BLEDSOE BRA-001**

Vendor Name: BLEDSOE BRACE SYSTEMS * SEE 131841

Order: BLEDSOE BRA-001

Remit To: BLEDSOE BRA-001

PO BOX 671610

HOUSTON, TX 75267-1610

PO BOX 671610

HOUSTON, TX 75267-1610

Status: **Inactive**

Last Modified By: MTF

Persistence: Regular

Last modified date: 06/10/2008 10:53AM

Classification: Supplier

Created By: MTF

HCM Class:

Created Date/time: 02/20/2008 3:55PM

Open for Ordering: Yes

Last Activity Date: 06/10/2008

Withholding: No

VAT: No

- Return to the Quick Invoice Screen and click on correct Errors.
- Change the Vendor Number to 0000131841 and hit save at the bottom of the screen.

5. Check and fix vouchers in Recycle Status

Navigation: Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail

6. Run Voucher Rebuild Process

Navigation: Accounts Payable>Batch Processes>Vouchers>Voucher Build

- It is recommended to create a new Run Control if you need to rebuild any vouchers. Name it `VOUCHER_REBUILD` and click 'Add'.

The screenshot shows the 'Voucher Build' interface with the following sections:

- Run Control ID:** `VOUCHER_REBUILD`. Buttons for [Report Manager](#), [Process Monitor](#), and **Run**.
- Run Control Options:**
 - *Request ID:
 - Description:
 - From Date: Assign Invoice ID
 - To Date: Assign Invoice Date
 - *Process Option: Business Unit
 - *Voucher Sources: All (Unrestricted)
- Selection Parameters:** Business Unit. Search field contains `UWMSN`. Buttons for [Customize](#), [Find](#), [First](#), [1 of 1](#), [Last](#).
- Interfaces:** *Voucher Build Interfaces. Publish Voucher Messages. Search field contains `XML Invoice`. Buttons for [Customize](#), [Find](#), [First](#), [1 of 1](#), [Last](#).
- Bottom navigation: [Save](#), [Return to Search](#), [Previous in List](#), [Next in List](#), [Notify](#), [Refresh](#), [Add](#), [Update/Display](#).

- Click 'Save' to save your Run Control
- Click 'Run' to Rerun the Voucher Build
- Click 'OK' in the Process Scheduler Request
- Back at the Voucher Build Screen, click [Process Monitor](#) to view the status of the job as it is running.
- Click Refresh to check on the Status.
- When the Run and Distribution Statuses have changed to Successful and Posted, you can click on Details to check on the results.

7. Run the Budget Checking Process

Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check

Budget Check

The screenshot shows the 'Budget Check' interface with the following sections:

- Run Control ID:** `BUDGET_CHECK`. Buttons for [Report Manager](#), [Process Monitor](#), and **Run** (circled in red).
- Process Request Parameters:**
 - *Process Frequency: Always Process
 - Request Number: 1
 - *Description: BCM
 - *Transaction Type: AP_VOUCHER
- Selection Parameters:**

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWMSN	

Process Scheduler Request

User ID: 00556590

Run Control ID: AP_WHD

Server Name: PSUNX

Run Date: 04/20/2009

Recurrence:

Run Time: 1:30:14PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK

Cancel

Refresh