



## Voucher Lifecycle

The purpose of this job aid is to assist agencies with finding vouchers, after they have been entered online or interfaced into OAKS, at the various steps of the voucher lifecycle and to assist with correcting voucher exceptions and errors.

You are able view all vouchers in a business unit that need to be cleaned up for month end. The navigation to this query is: Reporting Tools → Query → Query Viewer.

How to Run a Query job aid ([Word](#)) ([PDF](#))

| Query Name           | Description   |
|----------------------|---|
| OH_AP_VCHR_NOTPOSTED | Lists all vouchers in a business unit that need to be cleaned up for month end, query will prompt for a less than date. Example: To see all vouchers in July – select 8/1/07. |

You are also able to view vouchers that are in error at the four levels of the voucher lifecycle:

1. Recycle Status
2. Match Manager
3. Voucher Approvals
4. Budget Check Exceptions
5. Unpaid Vouchers



## Level 1 – Recycle Status

The first level is Recycled vouchers. All EDI and Travel vouchers are flagged as Recycled because the vouchers need coding added by the Agency Voucher Processor. However, there are a few vouchers that are not EDI or Travel in recycle status.

Following are the steps to review recycled vouchers in OAKS:

1. Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
2. Select Entry Status = "Recycle"
3. Click Search
4. If necessary, click View All link to view all vouchers at once
5. Click on the first voucher to review
6. Go to the **Error Summary** tab to review the error message
7. Update the voucher information as appropriate
8. Click Save
9. Go to the **Summary** tab and confirm that the Entry Status now says "Postable". You will receive error message upon save if error still exists.
10. You may click the **Next in List** button to go to the next recycled voucher

Additionally, there are multiple queries that you can use to identify vouchers that are in recycle status. The navigation to these queries is: Reporting Tools → Query → Query Viewer.

How to Run a Query job aid ([Word](#)) ([PDF](#))

| Query Name           | Description                           |
|----------------------|---------------------------------------|
| OH_AP_VCHR_RCY EDI   | EDI Vouchers in recycle status.***    |
| OH_AP_VCHR_RCY_OTHER | Other Vouchers in recycle status.***  |
| OH_AP_VCHR_RCY PCARD | PCARD Vouchers in recycle status.***  |
| OH_AP_VCHR_RCY TRVL  | Travel Vouchers in recycle status.*** |

\*\*\* In the Excel format, sort by business unit. Use auto-filter feature in Excel (select column header row and navigate to Data > Filter > Auto Filter) and filter on each business unit.

Once you have located vouchers in recycled status use the How to Correct a Recycled Voucher job aid. ([Word](#)) ([PDF](#))



## Level 2 – Match Manager

The next level in the voucher lifecycle is Match Manager. At this level vouchers are matched to a purchase order (PO), if any. If the PO and voucher do not match, then the voucher will have exceptions.

Following are the steps to review vouchers with match exceptions using the Match Manager page in OAKS:

1. Navigate to: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Manager
2. Enter your business unit in the **From Business Unit** field, if not already populated
3. Select Match Status = “Exceptions”
4. Click Search
5. If necessary, click View All link to view all vouchers at once
6. Click the icon under Exceptions Log to review the description of the match exceptions

Additionally, there are multiple queries that you can use to identify vouchers that are in an exception status. The navigation to these queries is: Reporting Tools → Query → Query Viewer.

How to Run a Query job aid ([Word](#)) ([PDF](#))

| Query Name                   | Description   |
|------------------------------|---|
| OH_AP_VCHR_MATCH_EXCEPTION_1 | Lists vouchers for all business units with Match Exceptions. The result of the query provides: Business Unit, Voucher ID, Scheduled Date, Origin, Gross Amount, Vendor, Pay Terms, and Voucher Source.*** |
| OH_AP_VCHR_MATCH_EXCEPTION_3 | Provides the count of vouchers in your business unit with Match Exceptions  |
| OH_AP_VCHR_MATCH_EXCEPTION_4 | Lists vouchers for all business units with Match Exceptions.***   |
| OH_AP_VCHR_MATCH_EXCEPTION_6 | Provides the count of vouchers in your business unit with Match Exceptions  |

\*\*\* In the Excel format, sort by business unit. Use auto-filter feature in Excel (select column header row and navigate to Data > Filter > Auto Filter) and filter on each business unit.

Once you have identified vouchers with a match exception, use the Reviewing and correcting match exceptions job aid ([Word](#)) ([PDF](#)) to obtain more details regarding how to resolve match exceptions



### Level 3 – Voucher Approvals

If the voucher passes recycle status and does not have any match exceptions, it is then sent for approval. You are able to look up vouchers at the various levels of approval. Agency Voucher Approvers are responsible for approving vouchers on their worklist on a regular basis to ensure that vouchers are approved timely.

Following are the steps to review all vouchers that are not approved for your business unit using the Voucher Inquiry page:

1. Navigate to: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
2. Enter your Business Unit, if not already populated
3. Select Voucher Style = “All Vouchers”
4. To view vouchers that are pending approval, select Approval Status = “Unapproved”.  
To view vouchers that have been denied, select Approval Status = “Denied”.
5. Click Search

Additionally, you are able to look up vouchers at the various levels of approval. There are multiple queries that you can use to find vouchers in the approval workflow. The navigation to these queries is: Reporting Tools → Query → Query Viewer.

How to Run a Query job aid ([Word](#)) ([PDF](#))

| Query Name                | Description                           |
|---------------------------|---------------------------------------|
| OH_AP_VCHR_PENDING_L1     | Vouchers Pending level 1 Approval     |
| OH_AP_VCHR_PENDING_L2     | Vouchers Pending level 2 Approval     |
| OH_AP_VCHR_PENDING_L3     | Vouchers Pending level 3 Approval     |
| OH_AP_VCHERS_APPR_BY_WHOM | Voucher Approvals by Person           |
| OH_AP_VCHR_OBM_PENDING    | Vouchers Pending OBM Approval         |
| OH_AP_OBM_APP_VCHRS       | Vouchers approved by OBM              |
| OH_AP_VCHRS_APPR_NOT_PAID | Approved Vouchers not paid            |
| OH_AP_VCHR_APPRL_2        | All Vouchers in Denied Status         |
| OHAPQ024                  | Retrieve Voucher Approval Information |

Once you have identified vouchers that need approval use the [Approving a Voucher](#) job aid ([Word](#)) ([PDF](#)).



## Level 4 – Budget Check Exceptions

The final step for a voucher before it is picked up in Pay Cycle is Budget Check.

Following are the steps to review vouchers that have budget check exceptions using the Review Budget Check Exceptions page:

1. Navigate to: Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
2. Enter the Business Unit, if not already populated
3. Select Process Status = “Errors Exist”
4. Click Search
5. Click the first voucher in the search result to review the exceptions.  
The Voucher Exceptions tab shows the error message along with the referenced budget chartfields. The Line Exceptions tab shows the voucher line(s) that caused the exception.
6. Use the **Next in List** button to review the next exception

Additionally, you can also use the custom queries developed below. The navigation to these queries is: Reporting Tools → Query → Query Viewer.

How to Run a Query job aid ([Word](#)) ([PDF](#))

| Query Name               | Description   |
|--------------------------|---|
| OH_AP_VCHR_BUDG_CK_ERR_1 | Lists vouchers for all business units with Budget Check Errors. The result of the query provides: Business Unit, Voucher ID, Scheduled Date, Origin, Gross Amount, Vendor, Pay Terms, and Voucher Source.***                  |
| OH_AP_VCHR_BUDG_CK_ERR_3 | Provides the count of vouchers in your business unit with Budget Check Errors.  |
| OH_AP_VCHR_BUDG_CK_ERR_4 | Lists vouchers for all business units with Budget Check Errors. The result of the query provides: Business Unit, Voucher ID, Exception Type, Amount, Approval Status, Budget Status, Overall Status, and Payment Due date.*** |
| OH_AP_BUDGET_EXCEPTIONS  | Vouchers in Budget Error. The result of the query provides with the coding strip for each voucher with a Budget Exception. This query provides results for each distribution line within a voucher.                           |

\*\*\* In the Excel format, sort by business unit. Use auto-filter feature in Excel (select column header row and navigate to Data > Filter > Auto Filter) and filter on each business unit.

Once you have identified vouchers with a match exception use the Reviewing and correcting budget exceptions job aid ([Word](#)) ([PDF](#)) to get details on how budget check exceptions can be corrected.



## Level 5 – Unpaid Vouchers

Following are the steps to review vouchers that have not been paid:

1. Navigate to: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
2. Enter Business Unit if not already populated
3. Select Voucher Style = “All Vouchers”
4. Select Approval Status = “Approved”
5. Select Voucher Balance = “Balance Remains”
6. Optionally, you can select Voucher Date Type = “Due Date”, and then enter From Date and To Date, to further narrow down the search.
7. Click Search.

Note that by default, the Max Rows is set to 300, which means the maximum number of vouchers that can be displayed at a time is 300. Therefore, it’s important to narrow down the search.

Finally, there is a query that will show you the vouchers that have made it through Budget Check but have a payment hold.

| Query Name         | Description                   |
|--------------------|-------------------------------|
| OH_AP_PAYMENT_HOLD | Vouchers with a payment hold. |