

9.2 Run Load Voucher Stage Process

Purpose: Use this document as a reference for running the Load Voucher Stage Process in ctLink.

Audience: Purchasing staff.

! You must have at least one of these local college managed security roles:

- CC_ADMINISTRATOR
- CC_APPROVER
- CC_RECONCILER
- CC_REVIEWER
- CC_USER_PO
- CC_USER_REQ
- ZZ Procurement Card Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Load Voucher Stage Process

Navigation: NavBar > Navigator > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

1. The **Load Voucher Stage** run control ID search page displays.
2. You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.
3. Select the **Find an Existing Value** tab.
4. Enter **Run Control ID**.
5. Select **Search**.

Load Voucher Stage

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

▼ Search Criteria

Search by: Run Control ID begins with LoadVoucherStage

Case Sensitive

Search

Advanced Search

Find an Existing Value | Add a New Value

6. The **Load Voucher Stage** page displays. Use it to run the Voucher Stage Application Engine process to load the PCard Approved Transactions into the Voucher staging table.
7. Enter **SetID**.
8. Enter **Card Issuer**.
9. Enter **Billing Date**.
10. Select one of the options in the **Invoice Date to Use** field: Billing Date, Enter Date or Today. If Enter Date is chosen, input Invoice Date in the **Invoice Date** field.
11. Enter **Business Unit**.
12. Optionally, you may enter a unique **Invoice Number**.
13. Optionally, you may increase the **Max Voucher Lines**.
14. Keep **Transaction Status Criteria** as "Approved Status".
15. Keep **Budget Status Criteria** as "Valid Budget Status".
16. Keep **ChartField Status Criteria** as "Valid ChartField Status".
17. Select **Run**. Please refer to the Process Scheduling QRG for instructions.

Load Voucher Stage

Run Control ID: LoadVoucherStage | Report Manager | Process Monitor | **Run**

Process Request Parameters

- *SetID: WA130
- *Card Issuer: USB
- AP Business Unit: WA130
- *Billing Date: 09/17/2020
- Invoice Date to Use: Enter Date
- *Invoice Date: 09/21/2020
- *Create Vouchers: By Business Unit
- Business Unit: WA130
- Invoice Number: (Process Instance will be used when blank)
- Max Voucher Lines: 500

Transaction Status Criteria

- Approved Status
- Any Status Except Closed

Budget Status Criteria

- Valid Budget Status
- Any Budget Status

Chartfield Status Criteria

- Valid Chartfield Status
- Any Chartfield Status

Buttons: Save, Add, Update/Display

18. The **Process Scheduler Request** page displays. Use it to enter or update parameters, such as server name and process output format.
19. Ensure that the **Select** checkbox for the PO_CCVCHRSTG process is checked.
20. Select **OK**.

Process Scheduler Request

User ID: 101 | Run Control ID: LoadVoucherStage | Help

Server Name: [Dropdown] | Run Date: 11/11/2020 | Run Time: 2:45:01PM | **Reset to Current Date/Time**

Recurrence: [Dropdown] | Time Zone: [Search]

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | ProCard Load Voucher Stage | PO_CCVCHRSTG | Application Engine | Web | TXT | Distribution |

Buttons: OK, Cancel

21. The **Process Scheduler Request** page disappears.
22. Note the **Process Instance** number.
23. Select **Process Monitor**.

Home Load Voucher Stage

Load Voucher Stage

Run Control ID LoadVoucherStage Report Manager Process Monitor Run

Process Instance: 934359

Process Request Parameters

*SetID WA130

*Card Issuer USB

AP Business Unit WA130

*Billing Date 09/17/2020

Invoice Date to Use Enter Date

*Invoice Date 09/21/2020

*Create Vouchers By Business Unit

Business Unit WA130

Invoice Number (Process instance will be used when blank)

Max Voucher Lines 500

Transaction Status Criteria

Approved Status

Any Status Except Closed

Budget Status Criteria

Valid Budget Status

Any Budget Status

Chartfield Status Criteria

Valid Chartfield Status

Any Chartfield Status

Save Add Update/Display

24. The **Process List** tab displays.

25. Select **Refresh** until your Process Instance's **Run Status** = "Success" and its **Distribution Status** = "Posted".

Load Voucher Stage Process Monitor

Process List Server List

View Process Request For

User ID #01 Type Last 1 Days Refresh

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Process List

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|-----------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 934359 | | Application Engine | PO_CCVCHRSTG | 101019090 | 11/11/2020 2:45:01PM PST | Success | Posted | Details |

Go back to Load Voucher Stage

Save Notify

26. Process complete.