

9.2 Run Load Voucher Stage Process

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

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**.

[Manager Self Service](#)

Load Voucher Stage

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.

Home > Load Voucher Stage

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

Load Voucher Stage

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**

Billing Date and Business Unit values are tied together. Lookup Business Unit and select correct BU - do not leave blank.

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

Server Name: Run Date: 11/11/2020

Recurrence: Run Time: 2:45:01PM **Reset to Current Date/Time**

Time Zone: **OK** **Cancel**

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

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

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**

New Window | Help | Personalize

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 checked="" 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.