Processing Payroll Vouchers

Purpose: Use this document as a reference for how to use Accounts Payable for processing Payroll Vouchers.

Audience: AP Staff.

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

- ZZ Voucher Processing

You must also set these User Preference Definitions:

- User Preferences: Voucher Processing

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

Once HCM processes payroll and payroll has been completed, a notification is sent from HCM to Finance to begin the following processes; **Voucher Build Request, Budget Check/Approval/Review,** and **Payment Options.**

1. Voucher Build Request

ctcLink Accounts Payable provides the Voucher Build process to build vouchers in batch from various source transactions. The Voucher Build process comprises two subprocesses: pre-edit and voucher edit. The pre-edit subprocess builds skeleton voucher record sets from limited information that is retrieved from other sources. After the pre-edit subprocess builds voucher record sets successfully, it calls the voucher edit subprocess to complete these record sets.

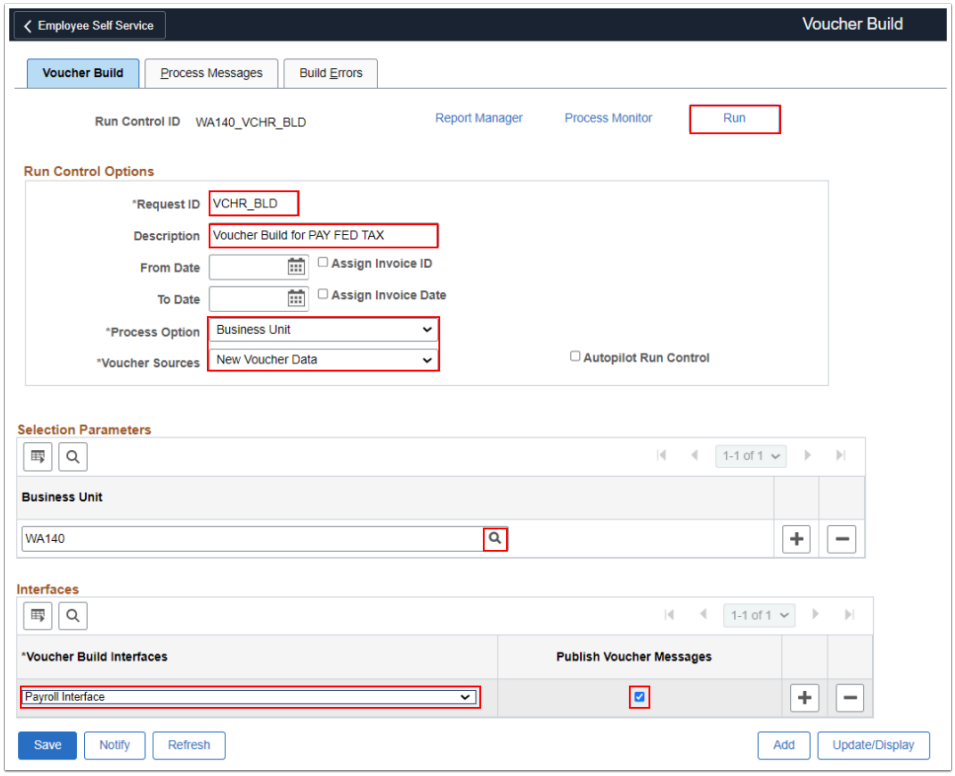
Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build

1. The **Voucher Build Request** run control ID search page displays.

2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., 010_VCHR_BLD (College, Process).

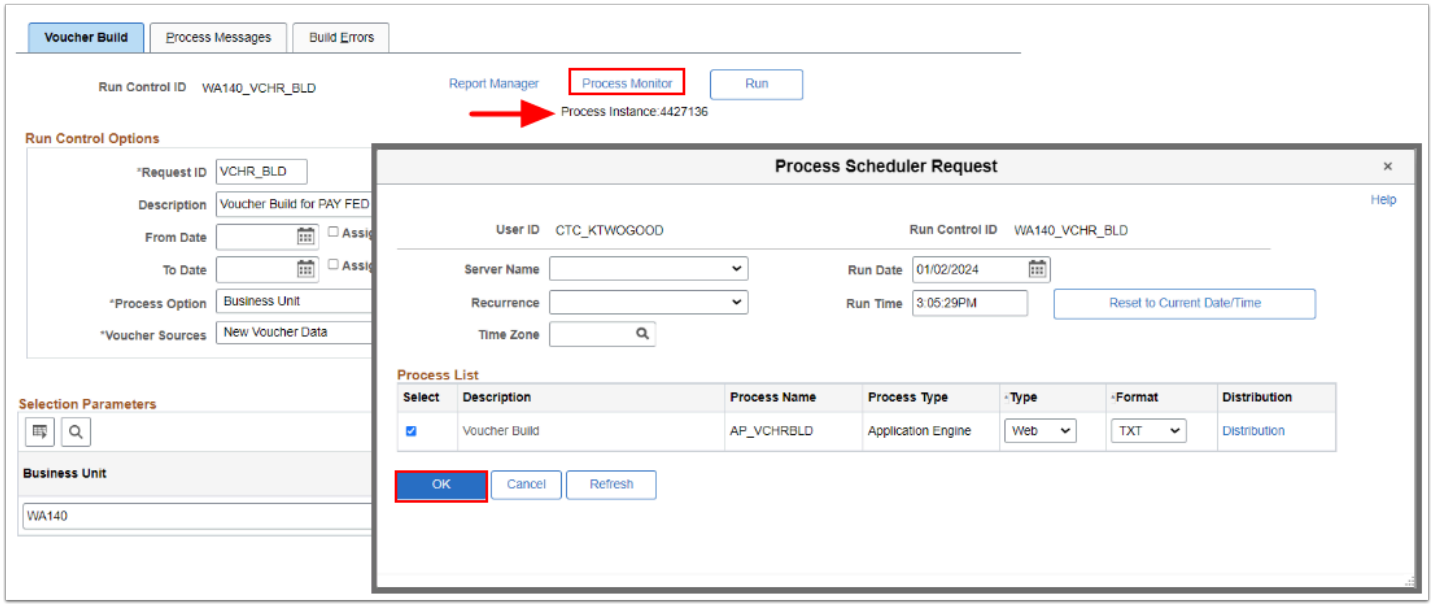
3. The **Voucher Build** page displays. Enter these parameters:
   a. **Request ID -** Enter an ID that comprises any combination of characters
   b. **Description -** Enter a description that comprises any combination of characters
   c. **From Date -** Leave Blank
   d. **To Date -** Leave Blank
   e. **Assign Invoice ID -** Unchecked
   f. **Assigned Invoice Date -** Unchecked
   g. **Process Option -** 'Business Unit'
   h. **Voucher Sources -** 'New Voucher Data'
   i. **Business Unit -** Enter College Business Unit
   j. **Voucher Build Interfaces -** 'Payroll Interface' or use 'All Interfaces' to capture all interfaces
   k. **Publish Voucher Messages -** Optional

4. Select **Run** to initiate the process.

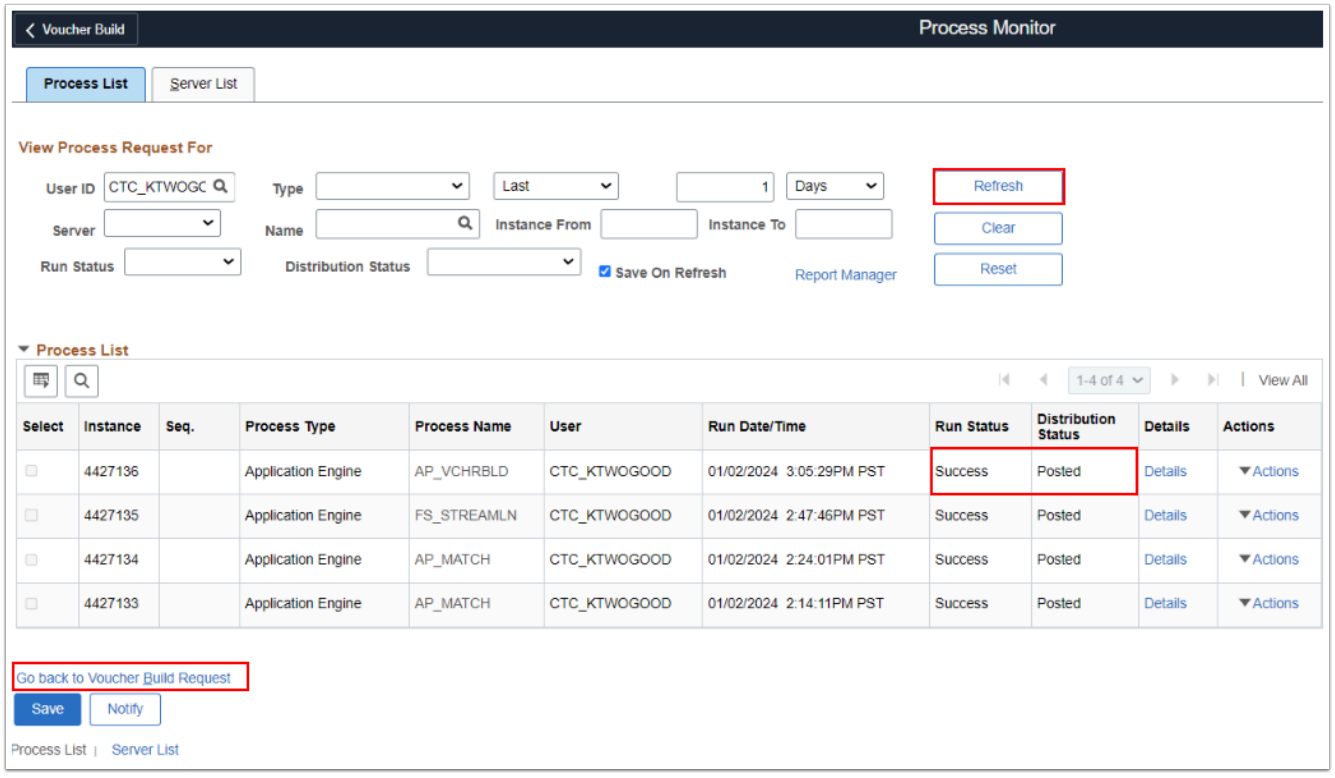


5. The **Process Scheduler Request** page displays. The Voucher Build (AP_VCHRBLD) application engine Process Name is selected by default.

6. Select **OK** button to initiate the process scheduler request.
7. The **Process Scheduler Request** page disappears. The updated **Voucher Build** page displays. Note the **Process Instance** number.
8. Select **Process Monitor** to review the process status. Refer to the QRG Process Scheduler/ Process Monitor for more instructions.



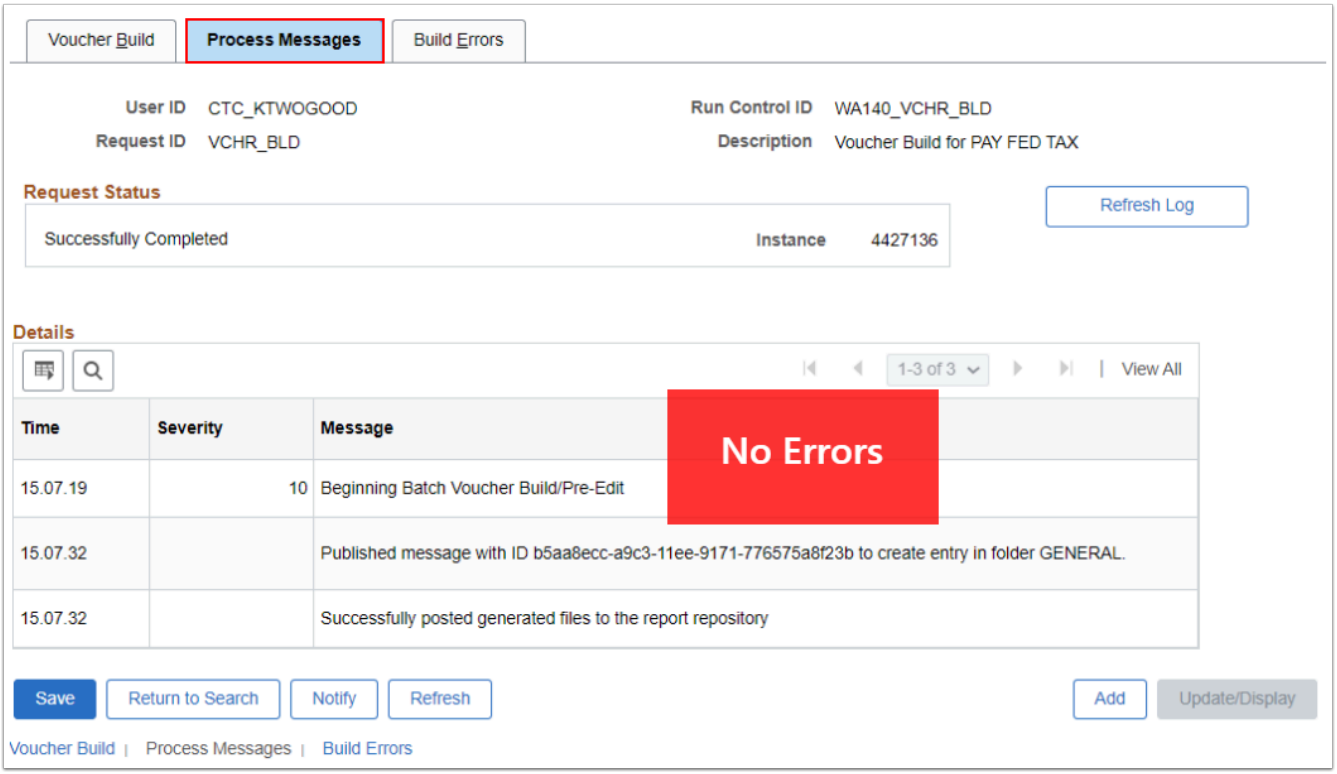
9. The **Process List** page displays. Select the **Refresh** button until the **Run Status** is says 'Success' and the **Distribution** Status says 'Posted'.
10. Select **Go back to Voucher Build Request**.

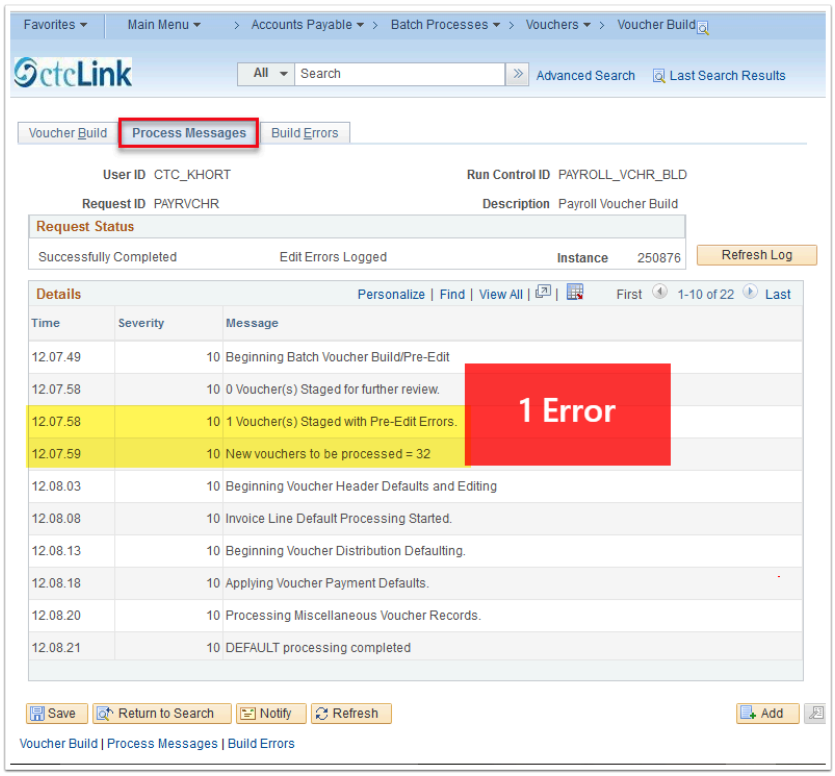


11. The **Voucher Build** page displays.

12. Select **Process Messages** to review the Voucher Build messages. The first image below has no errors; the second image below has 1 error.

> ****NOTE**** If there were any voucher build errors, the message will indicate that X Vouchers(s) Staged with Pre-Edit Errors. Review the section Voucher Build Errors on how to review and fix the error(s).



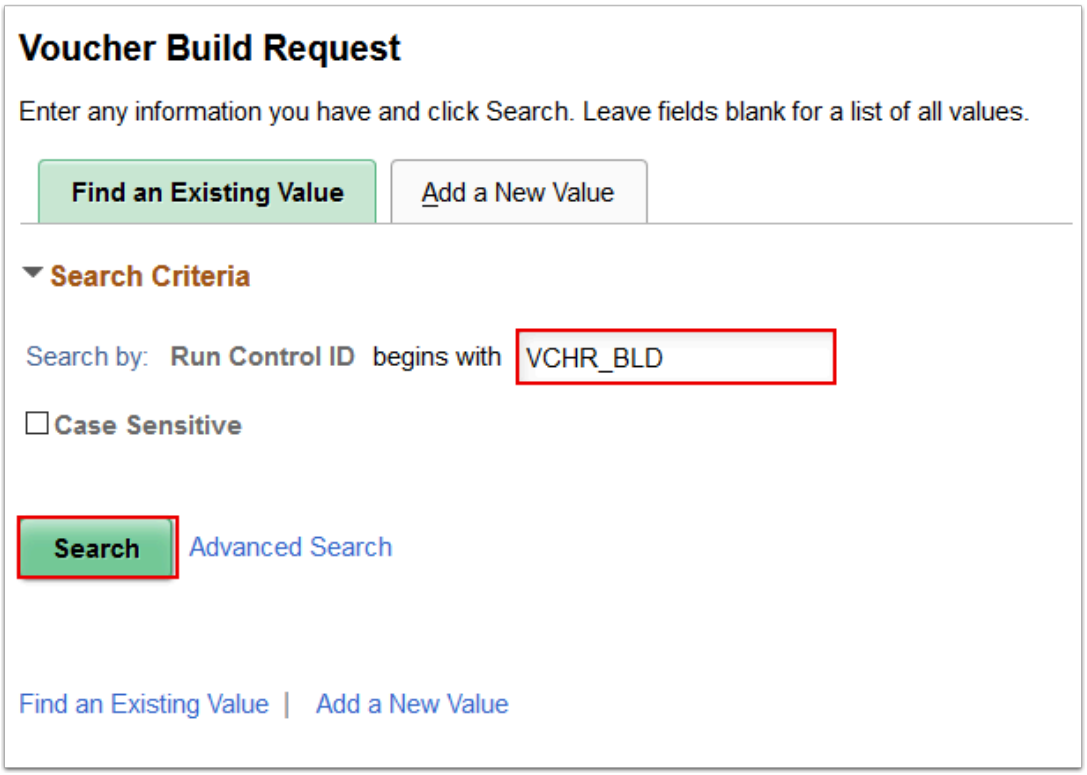


Voucher Build Errors

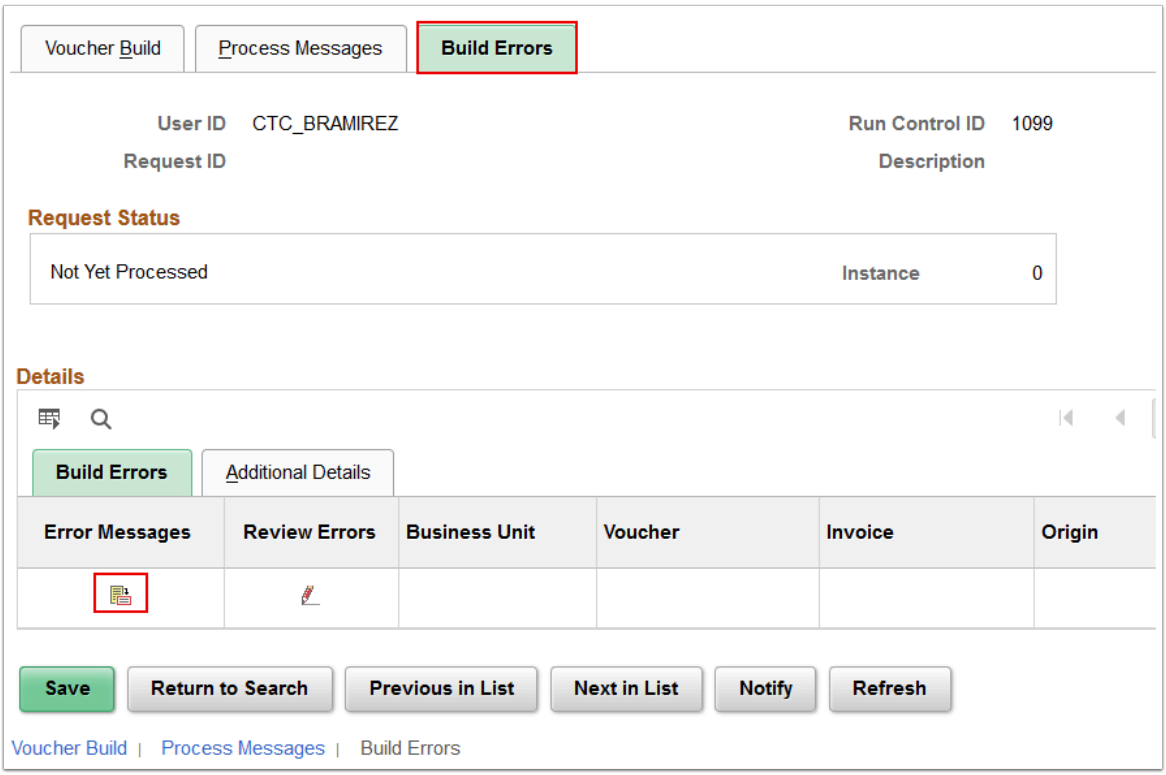
Use the Build Errors page to review a log of any voucher errors that occur during a voucher build processing run. Links to pages are available where you can view error details and correct errors. Errors that are logged include both pre-edit errors and recycled vouchers.

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

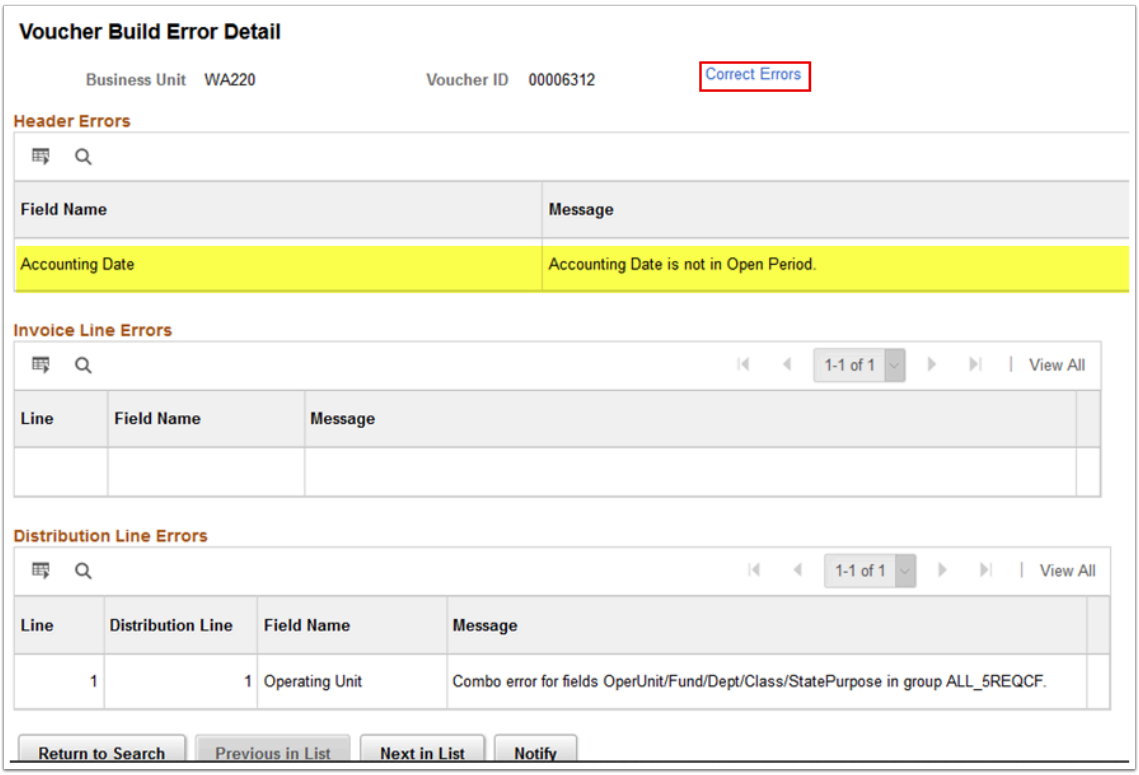
1. Search for the **Voucher Build Run Control ID**.



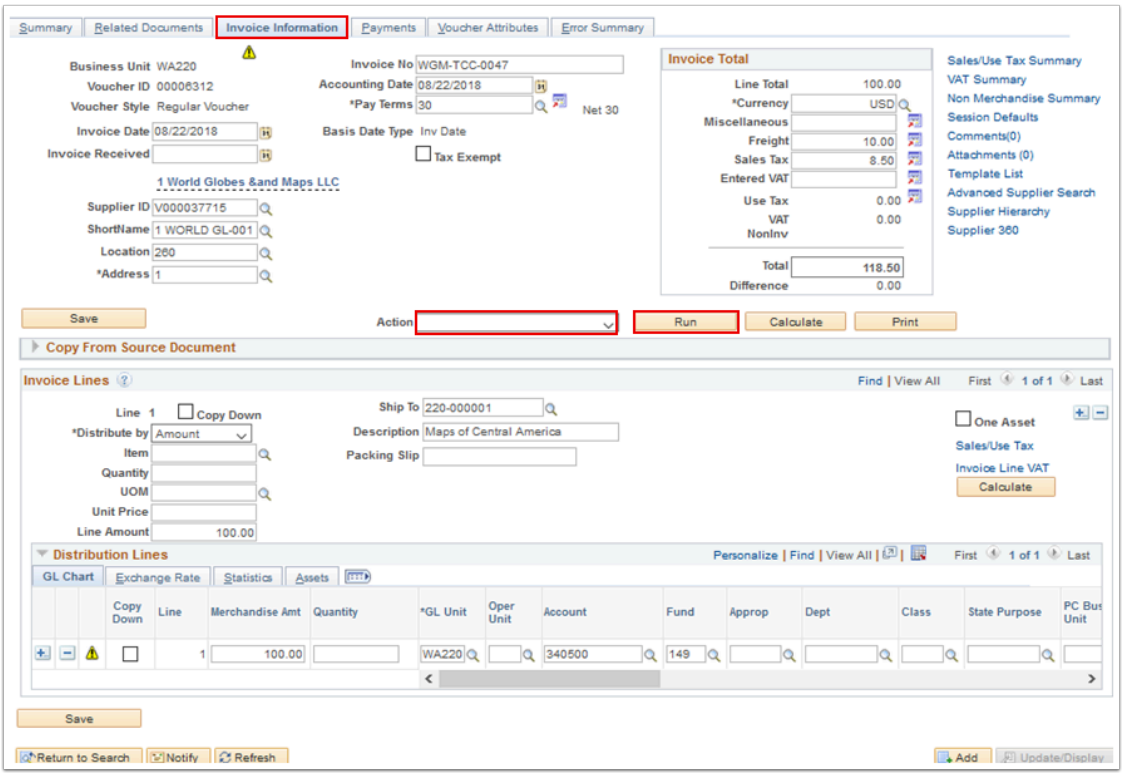
2. Select **Build Errors**.
3. Select **Error Messages** in the bottom left hand corner of the Details section.



4. Review the **Header Error** messages.
5. Select **Correct Errors**.



6. Select **Invoice Information**.
7. Correct errors.
8. Select 'Voucher Build' from the **Action** drop-down menu.
9. Select **Run** to initiate the voucher build process.



2. Voucher Budget Check, Approval & Review

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

- ZZ Voucher Entry
- ZZ Voucher Processing

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

There's two ways to perform Budget Check to your payroll voucher; **Budget Check** and **Mass Budget Check.** You can select to Budget Check within the Voucher or process all vouchers at one time by using the following process to Mass Budget Check. Recommended to use the Mass Budget Check to avoid the system being bogged down by opening vouchers with hundreds of lines.

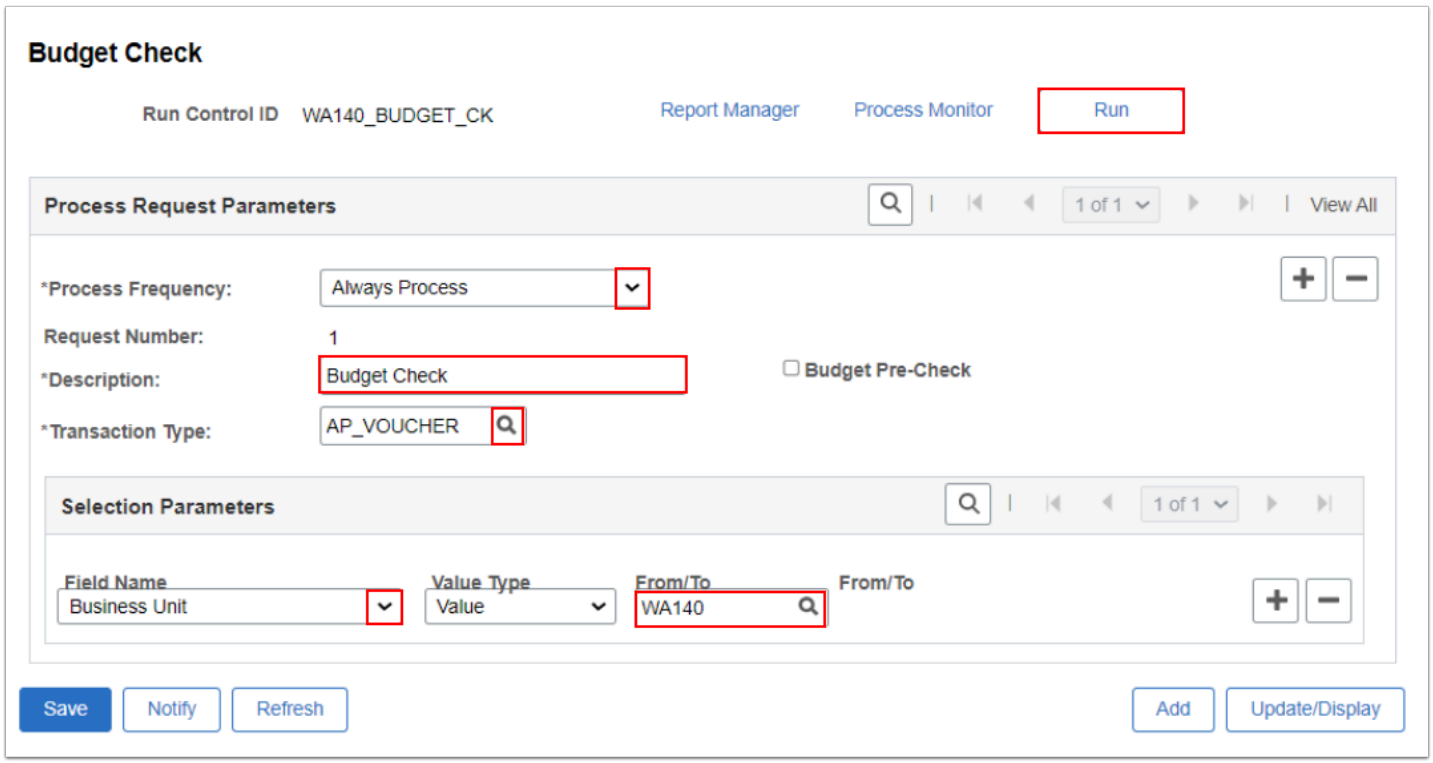
Voucher Budget Check

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

1. The **Budget Check** run control ID search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA140_BUDGET_CK (College, Process).
3. The **Budget Check** page displays.
4. Enter these Process Request Parameters:
   a. **Process Frequency** - Select from the drop-down arrow 'Always Process'
   b. **Description** - Enter 'Budget Check'
   c. **Transaction Type** - Select from the lookup magnifying glass 'AP_Voucher'
5. Enter these Selection Parameters:
   a. **Field Name** - Select from the drop-down menu 'Business Unit'

b. **From/To** - Enter the College Business Unit

6. Select **Run** to initiate the process.
7. The Process Scheduler Request window displays. Select **OK** button to run the FS_BP process. For more information, please see QRG Process Scheduler/Process Monitor.



Voucher Approval

HCM Vouchers do not require Approval. HCM Vouchers are automatically approved, they are excluded from the AWE (Approval Workflow Engine) process.

Voucher Review

Recommend running the following queries from the HCM Pillar. These queries are used to validate the vouchers that were built. (Note: you must have HCM viewing access to view HCM queries)

- **CTC_AP_EXTRACT_SUMMARY** or **CTC_AP_EXTRACT_DETAIL_PUBLIC**
- **PAY_NA_TAX_LIAB**

Hint: Contact your HCM Department to run these queries for you if you do not have HCM viewing access.

By utilizing these queries, you are able to make any necessary comments and/or adjustments for AP. Here are a few communication line examples;

- Including an Account Number within a Payment Voucher
- If the dollar amount is incorrect, an Adjustment Voucher can be created (which needs to go through the regular A/P process of Budget Check and Approval) using QRG Entering Regular Voucher and Budget Checking a Voucher Ad Hoc.
- Quarterly Payments - mark 'Q' for changing a date to reference a Quarterly Date
- Garnishments - mark 'H' for a Garnishment Hold
- Attachments - mark 'A' for adding an attachment

3. Voucher Payment Options

The Internal Revenue Service receives payments through a manual process outside of the ctcLink PeopleSoft system. The Accounts Payable pay cycle will not be utilized for the payroll federal tax payment. After the Federal Tax voucher is approved, the payment options must be updated or order for voucher to **NOT PROCESS** through the Accounts Payable pay cycle.

Vouchers paid outside of PeopleSoft Examples:

- IRS
- State Withholdings (i.e. Oregon Transit or Idaho Withholding)
- Garnishments paid to DSHS

Utilizing Accounts Payable for Voucher Payments:

- Pay Single Voucher: Accounts Payable > Vouchers > Maintain > Selective Payment Update
- Pay Multiple Vouchers: Accounts Payable > Payments > Manual Payment and Prepayment > Create Manual Payment
- Vouchers for Quarterly Payments; Modification of Paydates: Navigation: Accounts Payable > Vouchers > Maintain > Selective Payment Update
- Regular Payment Vouchers: utilize the Regular Paycycle

Single Payment Voucher

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

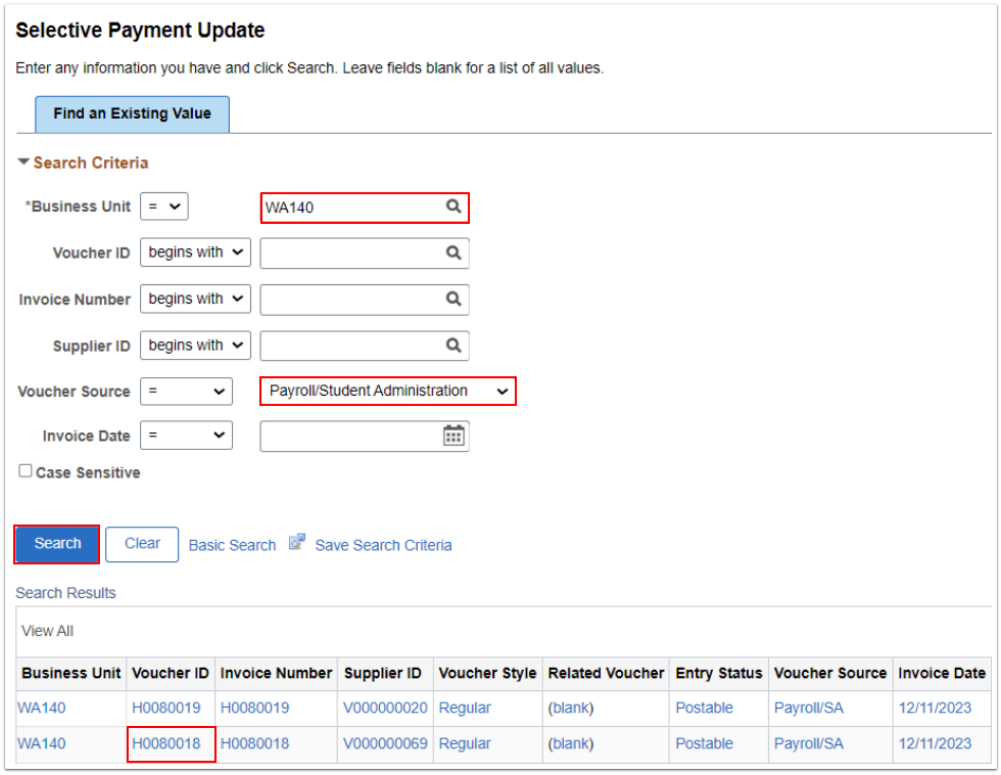
- ZZ Payment Creation

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

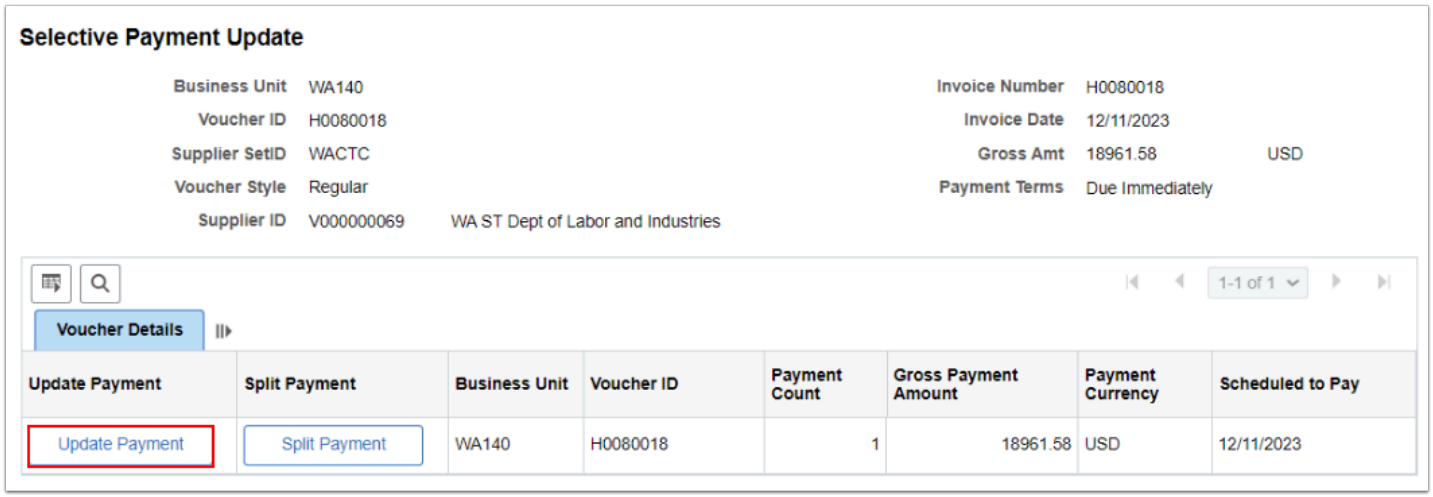
Use the Single Payment Voucher to make changes to a voucher without opening the actual Voucher.

Navigation: Accounts Payable > Vouchers > Maintain > Selective Payment Update

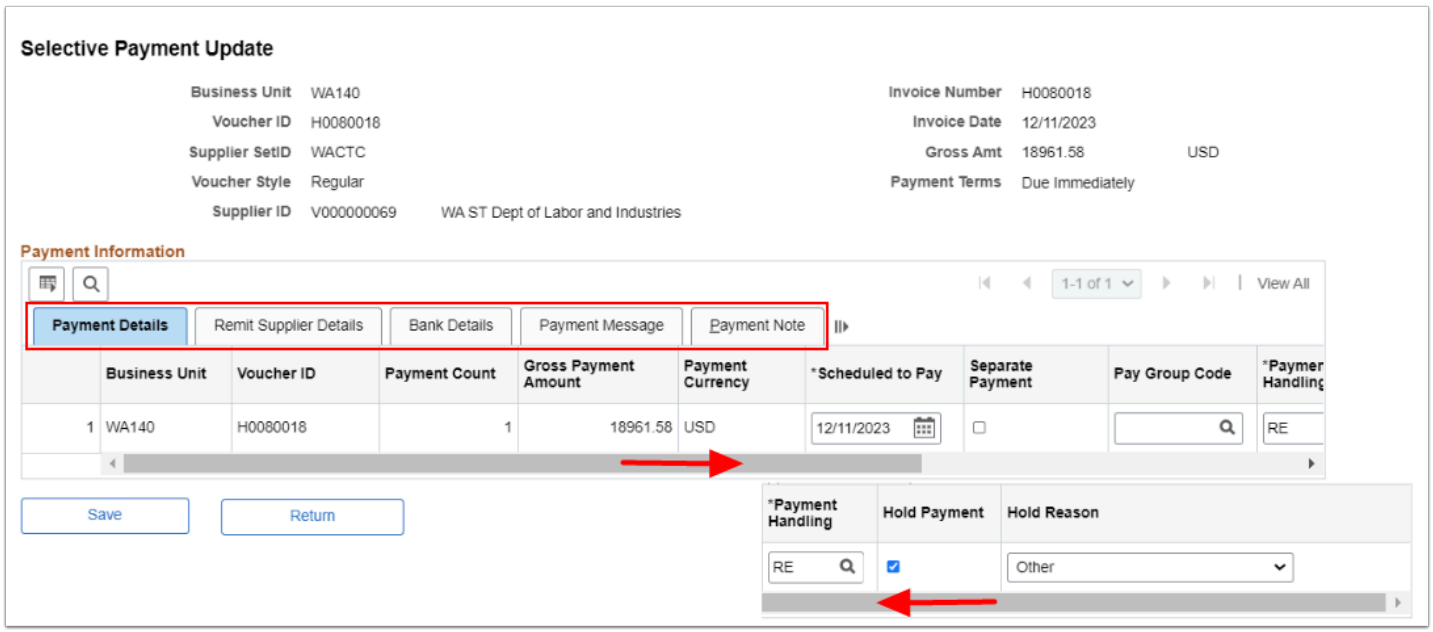
1. The **Selective Payment Update** search page will display. Enter your **Business Unit.**
2. In the Voucher Source, use the drop-down arrow to select **Payroll/Student Administration.**
3. Select **Search.** Your results will display below. Select specific voucher you would like to modify/review.



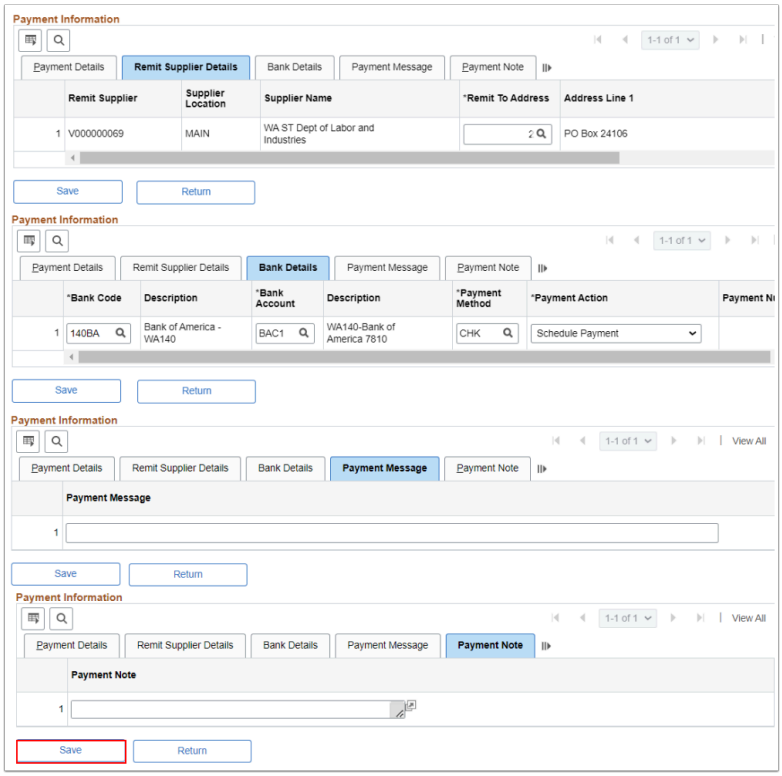
4. The **Selective Payment Update** page displays. Select the **Update Payment** button.



5. The Payment Information section expands to display various tabs; Payment Details, Remit Supplier Details, Bank Details, Payment Message, and Payment Note.
6. Use the **Payment Details** tab enables you to modify the **Scheduled to Pay Date** (i.e. if need a Quarterly Payment) and option to **Hold Payment** and add a reason. Scroll the bar to the right of the page to review all items.



7. Utilize the Payment Information tabs to modify and adjust the specific Voucher.
   a. **Remit Supplier Details** - Verify/change Suppler Address.
   b. **Bank Details** - Verify/change Bank Account.
   c. **Payment Message** - Add a payment message (goes into the remittance portion of the payment).
   d. **Payment Notes** - Add a payment note.
8. Select the **Save** button to save any changes.



Multiple Payment Voucher

Use the following process as a reference to take multiple vouchers and manually apply them in 1 manual payment.

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

- ZZ Payment Creation

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

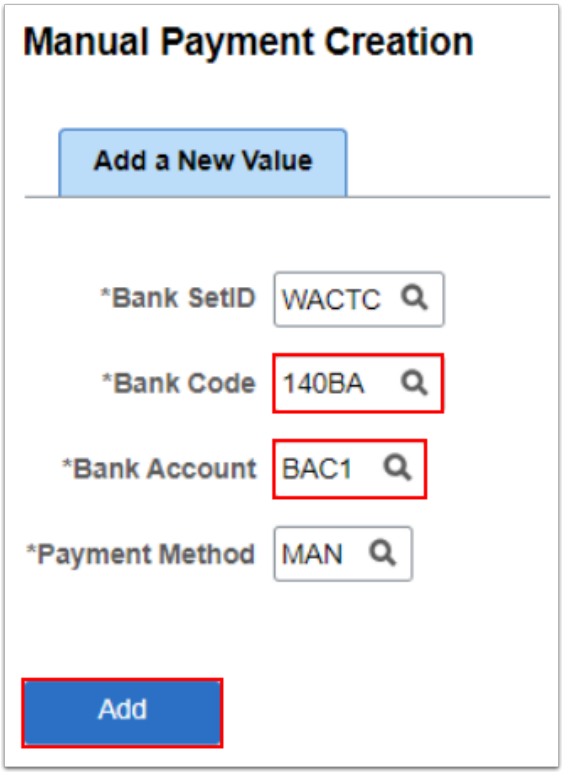
One of the benefit of using a Multiple Payment Voucher, when your voucher goes into Banking you have only 1 payment to match to. Making additional notes/changes improves Bank Reconciliation as well as Audits.

Navigation: Accounts Payable > Payments > Manual Payment and Prepayment > Create Manual Payment

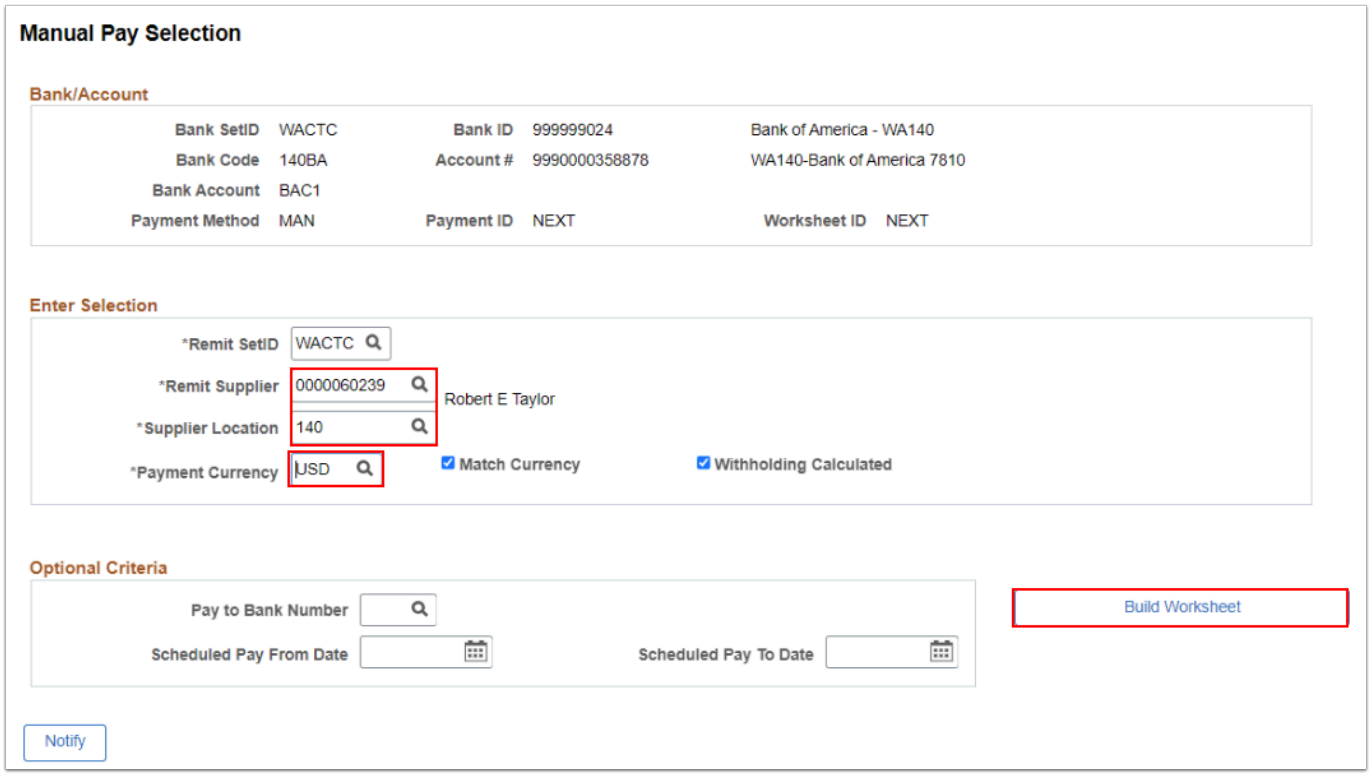
1. The Manual Payment Creation page will display.
2. Select your **Bank Code**.

3. Select your **Bank Account.**
4. Select the **Add** button.

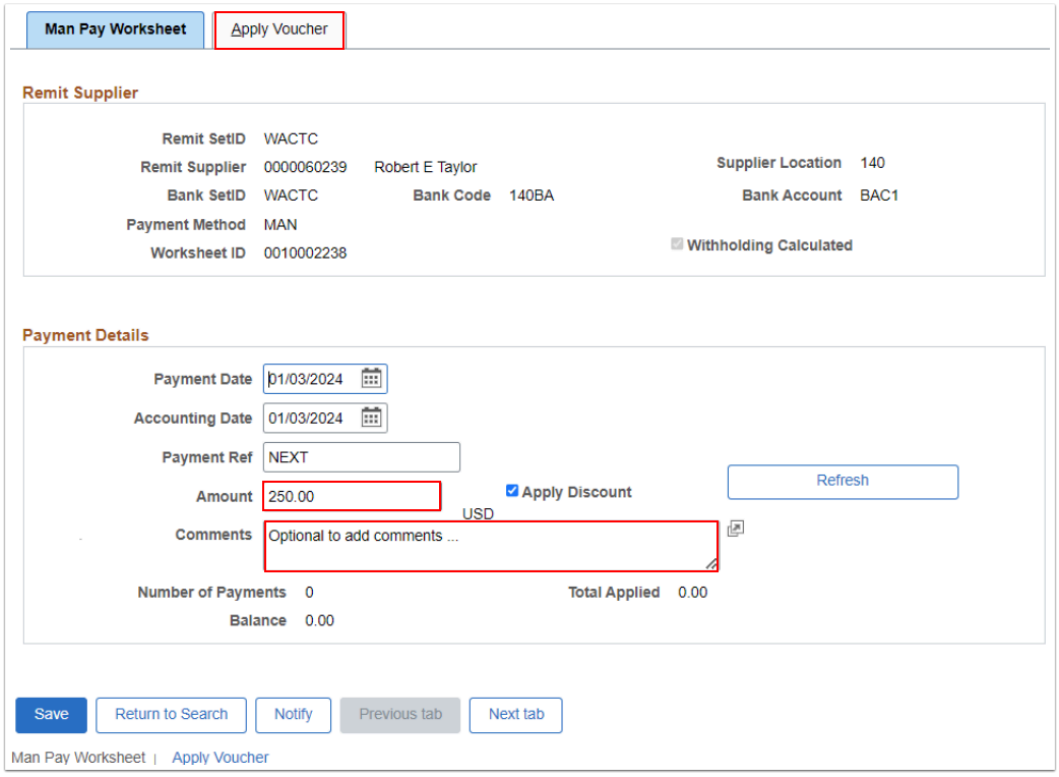
> Be sure to select your college's **Bank Code** and **Bank Account.**



5. The **Manual Pay Selection** page displays. Enter the **Remit Supplier.**
6. Enter the **Supplier Location.**
7. Enter the Payment Currency **'USD'.**
8. Select the **Build Worksheet** button.

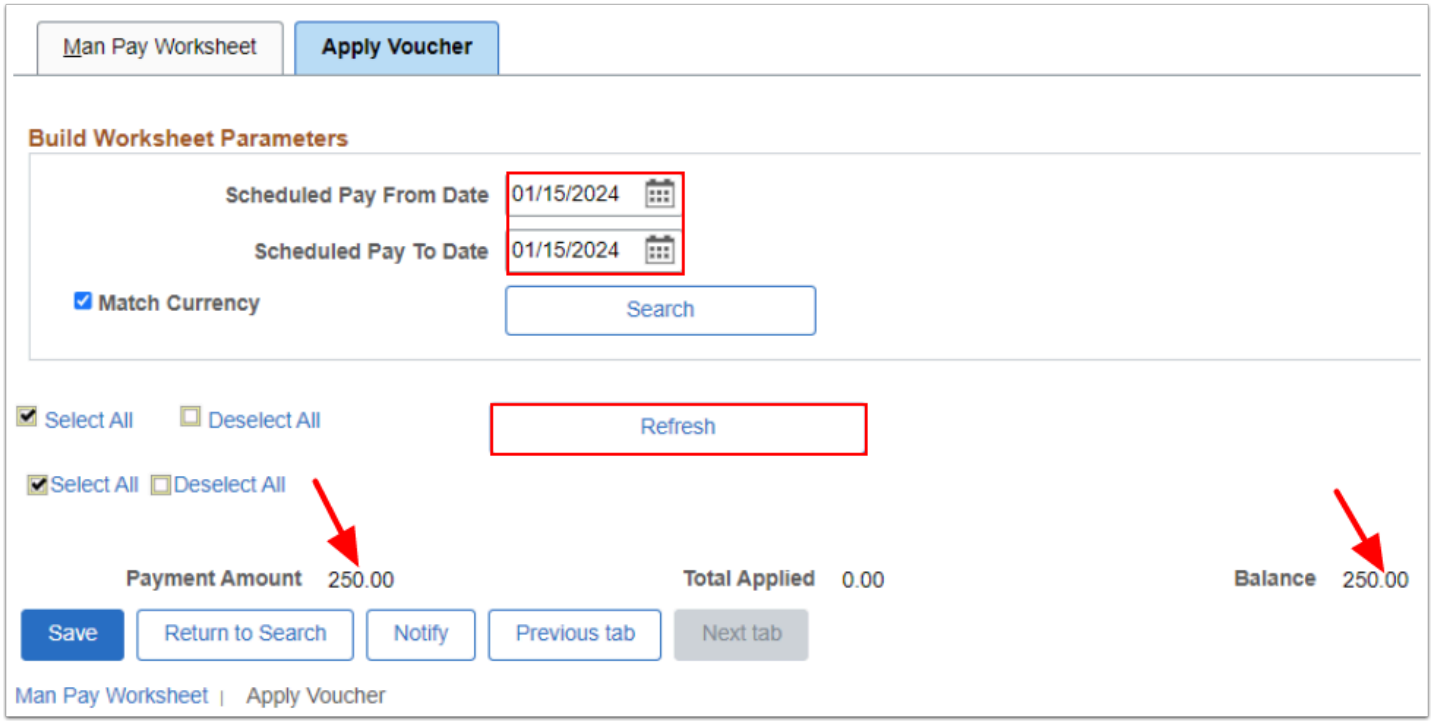


9. The **Manual Pay Worksheet** page displays. Use this page to add/modify amounts and add optional comments.
10. Select the **Apply Voucher** tab.

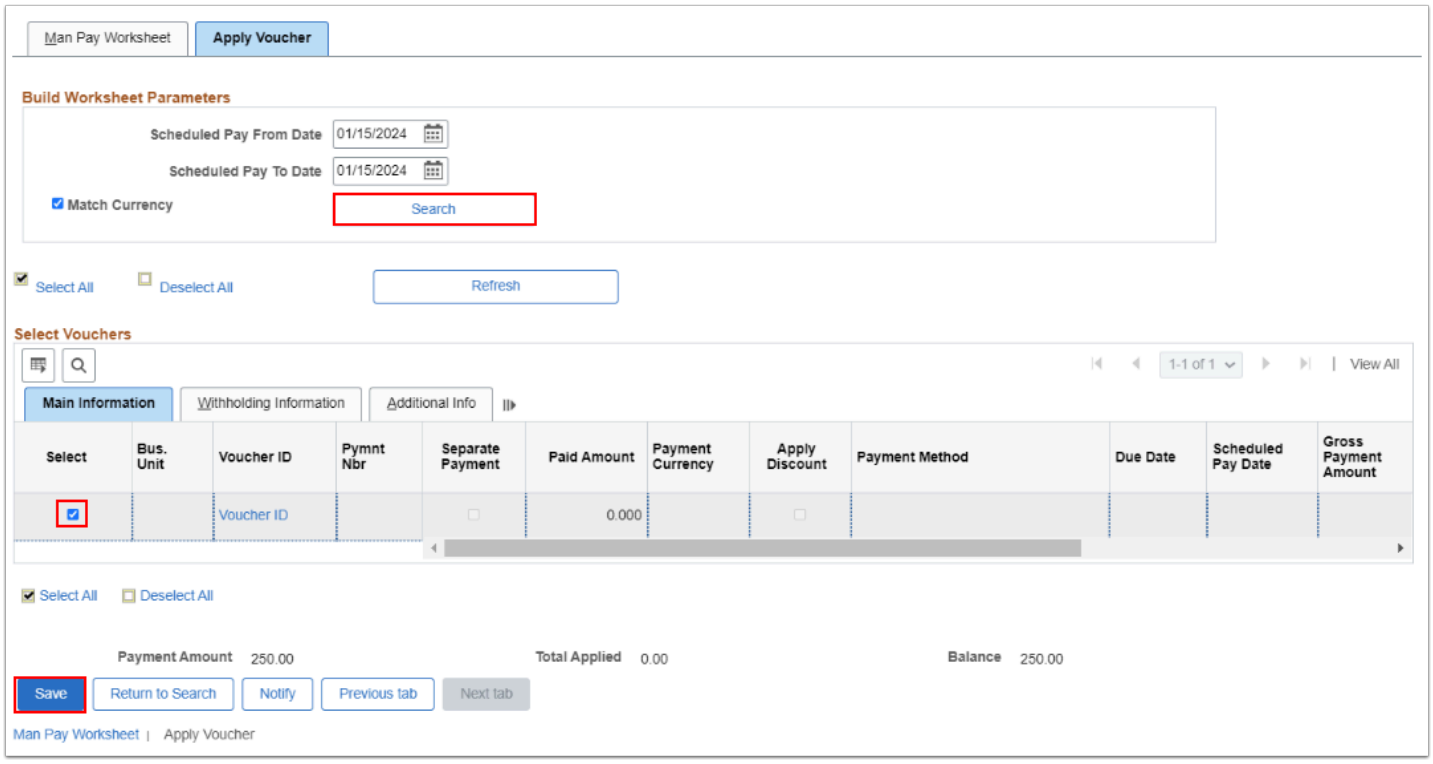


11. The **Apply Voucher** tab page displays. Use this page to **Schedule Pay From Date** and **To Date.**

12. Select the **Refresh** button to see payment changes/updates.



13. Select the **Search** button to populate the **Vouchers Section** results.
14. Mark the voucher checkbox(es) you would like to apply. Review the **Withholding Information** and **Additional Info** tabs.
15. Select the **Save** button.



16. Process complete.