



**State of Wisconsin
Department of Administration**

**Accounts Payable WorkCenter
Job Aid**

Version 1.0

Version History

Version	Date	Editor	Description
1.0	5/23/16	Stacey Beattie	Initial Release



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PURPOSE AND DESCRIPTION

Purpose

The Accounts Payable WorkCenter is a tool that can be used to monitor vouchers as they are in different stages in the workflow process.

Description

A voucher can have an error status or be at a particular point in the workflow process in PeopleSoft. The Accounts Payable WorkCenter is a place where a user can set criteria to search for vouchers under particular categories. The Accounts Payable WorkCenter also allows a user to run reports and queries.



ACCOUNTS PAYABLE WORKCENTER CATEGORIES *

There are many different categories in the Accounts Payable WorkCenter.

- *Incomplete Vouchers*: All vouchers in incomplete status.
- *Available Prepayments*: List of available prepayments.
- *Unpaid Voucher Status*: All vouchers that are yet to be paid.
- *Vouchers Submitted for Approval*: Vouchers that have been submitted for approval and have a pending approval status. May have errors.
- *Voucher Mass Approval*: Voucher Mass Approvals page
- *Vouchers Rejected by Approvers*: Vouchers that have been denied approval.
- *Vouchers Ready for Posting*: Vouchers that are ready for posting
- *Transactions Ready for Asset Management*: Transactions that are ready to be posted to Asset Management.
- *Transactions Ready for Landed Cost*: Transactions that are ready to be extracted to landed cost.
- *Transactions Ready for AR*: Transactions ready to be posted to Accounts Receivable.
- *Unverified Control Groups*: List of Unverified Control Groups.
- *Recycled Vouchers*: Vouchers that are in recycle status. This does not include incomplete vouchers.
- *Budget Check Errors*: Vouchers with Budget Check Errors.
- *Document Tolerance Exceptions*: Vouchers with Document Tolerance exceptions.
- *To Be Matched*: View the Match Workbench - To Be Matched page.
- *Match Exceptions Exist*: View the Match Workbench - Match Exceptions Exist page.
- *Match Dispute*: View the Match Workbench - Match Dispute page.
- *Manually Overridden*: View the Match Workbench - Manually Overridden page.
- *Overridden - Credit Note*: View the Match Workbench - Overridden Credit Note page.
- *Scheduled Payment on Hold*: Vouchers on payment hold.
- *Paycycle Manager*: List of paycycles.
- *Payments Ready for Posting*: Payments ready for posting.
- *Suppliers Pending Approval*: Suppliers pending approval

* Category availability is based on roles.



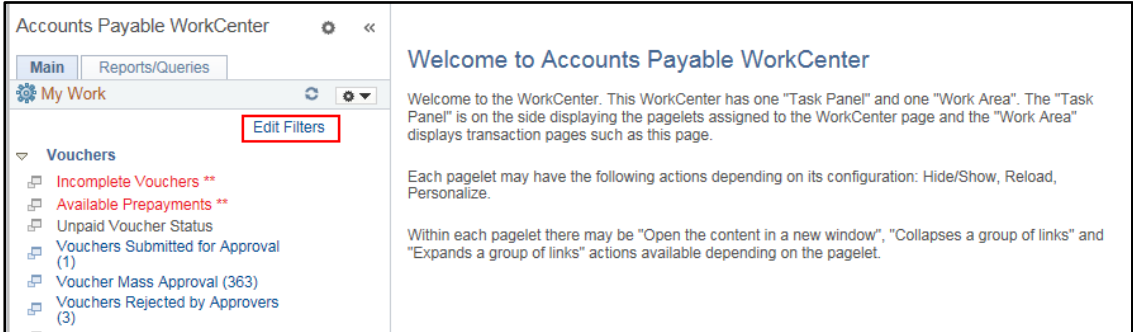
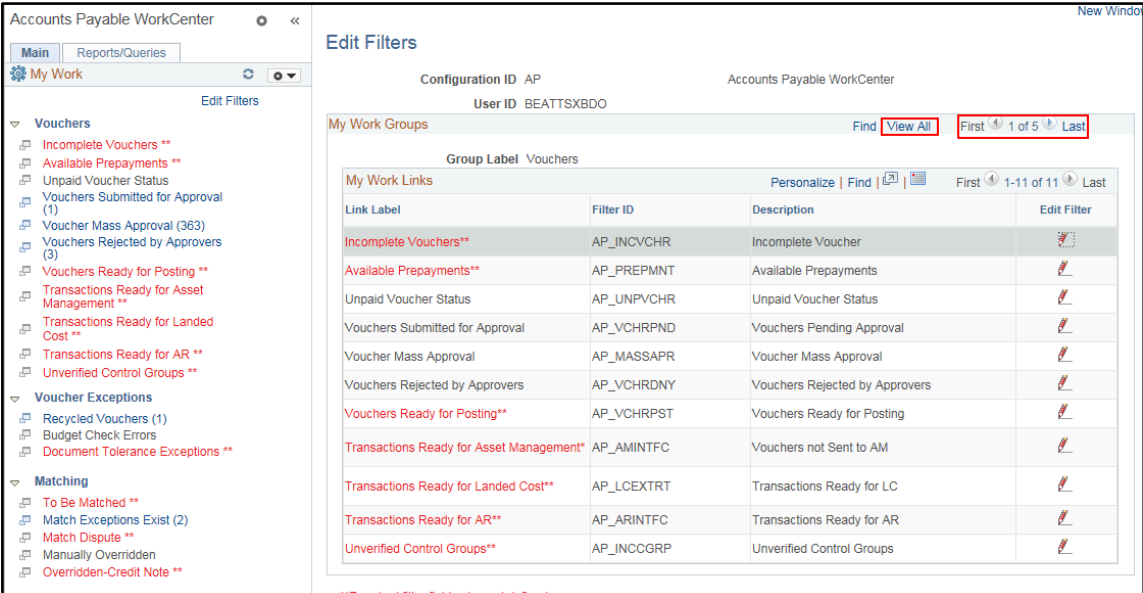
ACCOUNTS PAYABLE WORKCENTER SET UP

The Accounts Payable WorkCenter can be found by navigating to Accounts Payable > Accounts Payable WorkCenter.

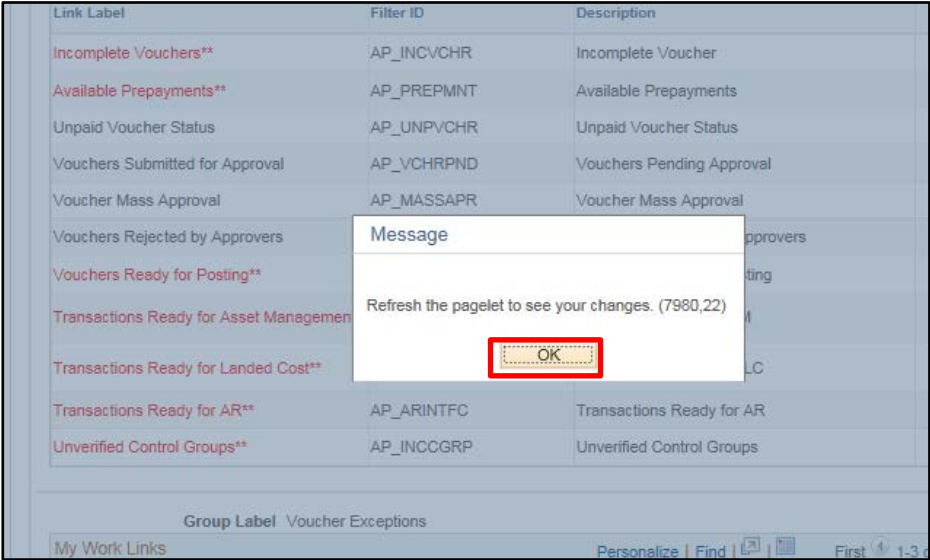
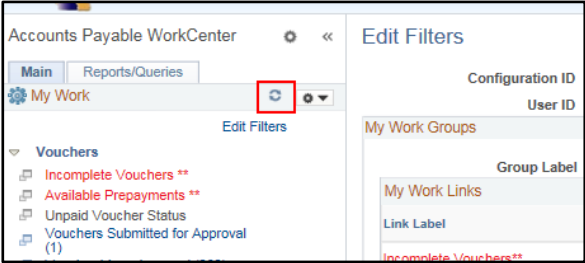
If you have never used the Accounts Payable WorkCenter or set up your filters, all of the categories will be red. This means that no filters have been defined and will need to be done before any information can be found for a particular category.

Step	Action
1.	Navigate to Accounts Payable > Accounts Payable WorkCenter. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Main Menu ▾ > Accounts Payable ▾ > Accounts Payable WorkCenter </div>
2.	The Accounts Payable WorkCenter page is displayed. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Accounts Payable WorkCenter</p> <p>Main Reports/Queries</p> <p>My Work Edit Filters</p> <ul style="list-style-type: none"> Vouchers <ul style="list-style-type: none"> Incomplete Vouchers ** Available Prepayments ** Unpaid Voucher Status Vouchers Submitted for Approval (1) Voucher Mass Approval (363) Vouchers Rejected by Approvers (3) Vouchers Ready for Posting ** Transactions Ready for Asset Management ** Transactions Ready for Landed Cost ** Transactions Ready for AR ** Unverified Control Groups ** Voucher Exceptions <ul style="list-style-type: none"> Recycled Vouchers (1) Budget Check Errors Document Tolerance Exceptions ** Matching <ul style="list-style-type: none"> To Be Matched ** Match Exceptions Exist (2) Match Dispute ** Manually Overridden Overridden-Credit Note ** Payments <ul style="list-style-type: none"> Scheduled Payment on Hold ** Paycycle Manager (7) Payments Ready for Posting ** Suppliers <ul style="list-style-type: none"> Suppliers Pending Approval ** <p>**Required filter field value not defined</p> <p>Welcome to Accounts Payable WorkCenter</p> <p>Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.</p> <p>Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.</p> <p>Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.</p> </div>



Step	Action																								
3.	<p>Click on Edit Filters.</p>  <p>The screenshot shows the 'Accounts Payable WorkCenter' interface. On the left, under 'My Work', there is a list of voucher categories. The 'Edit Filters' button is highlighted with a red box. The main content area displays a 'Welcome to Accounts Payable WorkCenter' message and instructions about the 'Task Panel' and 'Work Area'.</p>																								
4.	<p>The Work Groups will be displayed. There are five different groups, with unique categories under each group.</p> <p>You can either click View All to view all groups at once or click the sideways arrow to page through each group separately.</p>  <p>The screenshot shows the 'Edit Filters' page. The 'My Work Groups' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Group Label</th> <th>Vouchers</th> </tr> </thead> <tbody> <tr> <td>Incomplete Vouchers**</td> <td>AP_INCVCHR</td> </tr> <tr> <td>Available Prepayments**</td> <td>AP_PREPMNT</td> </tr> <tr> <td>Unpaid Voucher Status</td> <td>AP_UNPVCHR</td> </tr> <tr> <td>Vouchers Submitted for Approval</td> <td>AP_VCHRPND</td> </tr> <tr> <td>Voucher Mass Approval</td> <td>AP_MASSAPR</td> </tr> <tr> <td>Vouchers Rejected by Approvers</td> <td>AP_VCHRDNY</td> </tr> <tr> <td>Vouchers Ready for Posting**</td> <td>AP_VCHRPST</td> </tr> <tr> <td>Transactions Ready for Asset Management**</td> <td>AP_AMINTFC</td> </tr> <tr> <td>Transactions Ready for Landed Cost**</td> <td>AP_LCEXTRT</td> </tr> <tr> <td>Transactions Ready for AR**</td> <td>AP_ARINTFC</td> </tr> <tr> <td>Unverified Control Groups**</td> <td>AP_INCCGRP</td> </tr> </tbody> </table> <p>**Required filter field value not defined.</p>	Group Label	Vouchers	Incomplete Vouchers**	AP_INCVCHR	Available Prepayments**	AP_PREPMNT	Unpaid Voucher Status	AP_UNPVCHR	Vouchers Submitted for Approval	AP_VCHRPND	Voucher Mass Approval	AP_MASSAPR	Vouchers Rejected by Approvers	AP_VCHRDNY	Vouchers Ready for Posting**	AP_VCHRPST	Transactions Ready for Asset Management**	AP_AMINTFC	Transactions Ready for Landed Cost**	AP_LCEXTRT	Transactions Ready for AR**	AP_ARINTFC	Unverified Control Groups**	AP_INCCGRP
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Step	Action																
5.	<p>To edit a filter for a category, click the pencil icon under the Edit Filter column.</p> <div data-bbox="342 359 1369 611" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Group Label Voucher Exceptions</p> <p>My Work Links Personalize Find First 1-3 of 3 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Link Label</th> <th>Filter ID</th> <th>Description</th> <th>Edit Filter</th> </tr> </thead> <tbody> <tr> <td>Recycled Vouchers</td> <td>AP_VRCYCL</td> <td>Recycled Vouchers</td> <td style="text-align: center;"></td> </tr> <tr> <td>Budget Check Errors</td> <td>AP_BDGT_ER</td> <td>Budget Check Errors</td> <td style="text-align: center;"></td> </tr> <tr> <td>Document Tolerance Exceptions**</td> <td>AP_DOC_TOL</td> <td>Document Tolerance Exceptions</td> <td style="text-align: center;"></td> </tr> </tbody> </table> </div>	Link Label	Filter ID	Description	Edit Filter	Recycled Vouchers	AP_VRCYCL	Recycled Vouchers		Budget Check Errors	AP_BDGT_ER	Budget Check Errors		Document Tolerance Exceptions**	AP_DOC_TOL	Document Tolerance Exceptions	
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Document Tolerance Exceptions**	AP_DOC_TOL	Document Tolerance Exceptions															
6.	<p>The Configure Filter Values page will be displayed.</p> <p>There are a number of fields that can be used to filter future end results. The most common filter field would be your BU to pull everything for your agency, but if you want to narrow your search, you could use any of the other fields.</p> <p>These fields can be changed as your needs change.</p> <div data-bbox="550 951 1162 1583" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Configure Filter Values</p> <p>User ID BEATTSXBDO Filter ID AP_BDGT_ER Budget Check Errors</p> <p>Business Unit = <input type="text" value="50500"/> </p> <p>Voucher ID = <input type="text"/> </p> <p>Supplier ID = <input type="text"/> </p> <p>Invoice Date = <input type="text"/> </p> <p>Gross Invoice Amount = <input type="text"/> </p> <p>Transaction Currency = <input type="text"/> </p> <p>Created On = <input type="text"/> </p> <p>Created By = <input type="text"/> </p> <p>Last User to Update = <input type="text"/> </p> <p>Origin = <input type="text"/> </p> <p>Voucher Style = <input type="text"/> </p> <p>Voucher Source = <input type="text"/> </p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> </p> </div> <p>Once you have entered your criteria, click OK</p>																

Step	Action
7.	<p>You will get a message that says, "Refresh your pagelet to see your changes." Click OK.</p>  <p>The screenshot shows a table with columns 'Link Label', 'Filter ID', and 'Description'. A message dialog box is overlaid on the table, containing the text 'Refresh the pagelet to see your changes. (7980,22)' and an 'OK' button highlighted with a red rectangle.</p>
8.	<p>To refresh your pagelet, click on the Reload icon by the My Work heading.</p>  <p>The screenshot shows the 'Accounts Payable WorkCenter' interface. Under the 'My Work' heading, there is a reload icon (a circular arrow) highlighted with a red rectangle. Below it, a list of voucher categories is visible, including 'Incomplete Vouchers **', 'Available Prepayments **', 'Unpaid Voucher Status', and 'Vouchers Submitted for Approval (1)'. To the right, there is an 'Edit Filters' panel with 'My Work Groups' and 'My Work Links' sections.</p>



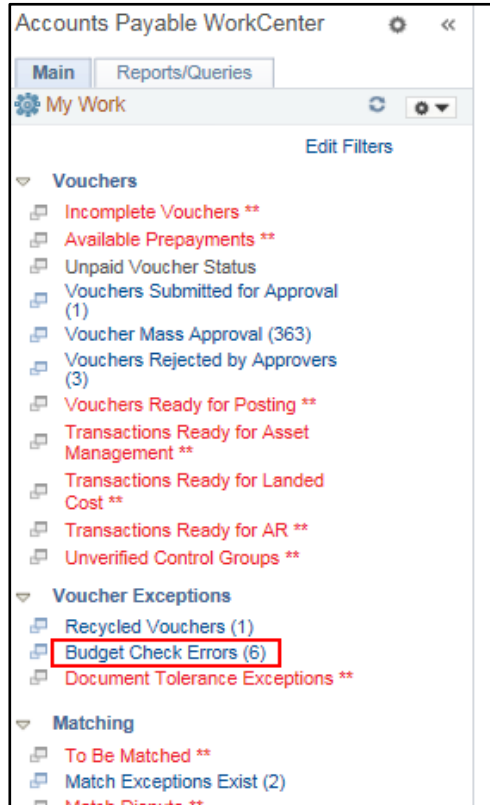
Step	Action
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Once the filters have been set up, work that is in the system will be displayed, for each category that is available, based on your roles.

After a category's filter has been edited it will change to black or blue text with a hyperlink. If they are black, it can mean two things. Access is not available because of roles or there are no vouchers currently in that category.

If it is a blue hyperlink with a number in parentheses, there are vouchers in this category.

9.



Click on the **category hyperlink** to review the vouchers that are currently in that category. The list of vouchers in that category will be displayed.

Budget Check Errors										
Refine Search Criteria										
Voucher List										
Business Unit	Voucher	Number Of Errors	Exceptions	Misc Exceptions	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	
50500	00017840	1	Exceptions	Misc Exceptions	INTER56600	DOR-001	Department of Revenue	KN20160001	10/09	
50500	00014704	60	Exceptions	Misc Exceptions	0000039465	WISCONSIN-313	Wisconsin Dept Of Administration	ML-505-FEB2016	01/31	
50500	00018953	2	Exceptions	Misc Exceptions	0000030853	MAGERUS, J-001	Magerus, John E	00003	02/17	
50500	00016337	1	Exceptions	Misc Exceptions	0000004198	RICOH USA-001	Ricoh USA Inc.	5040794411	03/01	
50500	00018269	1	Exceptions	Misc Exceptions	0000034991	FEDERAL EX-001	Federal Express Corp	CORRECT PV#7519	05/03	
50500	00018726	1	Exceptions	Misc Exceptions	0000071906	M13000-001	Dane County	15221	05/09	
Total Gross Amount by Currency							8,524,415.11	USD		



Step	Action
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10. To go into the voucher, click on the **voucher ID**. This is a hyperlink to the voucher.

Budget Check Errors

Voucher List

Voucher Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 50500
 Voucher ID: 00017840
 Voucher Style: Regular
 Supplier Name: Department of Revenue
 101 East Wilson
 Madison, WI 53713
 Entry Status: Postable
 Match Status: No Match
 Approval Status: Pending
 Post Status: Unposted

Invoice Date: 10/09/2015
 Invoice No: KN20160001
 Invoice Total: 20,145.13 USD
 Pay Terms: Schd23Days
 Voucher Source: Payment Request
 Origin: ONL
 Created On: 04/28/2016 3:00PM
 Created By: VANGMXIRW
 Last Update: 04/29/2016 7:04PM
 Modified By: WI_BATCH_FN
 ERS Type: Not Applicable
 Close Status: Open

Budget Status: Exceptions
 Budget Misc Status: Valid
 *View Related: Payment Inquiry

Return to Search | Notify | Refresh | Add | Update/Display

11. A popup window is opened and the Voucher Entry screen is displayed. The user's access to the voucher on this screen will be the same access available through the Accounts Payable navigation. Corrections can be made to the voucher here. If you do make corrections here, be sure to **click Save**.

Voucher Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 50500
 Voucher ID: 00017840
 Voucher Style: Regular Voucher
 Invoice Date: 10/09/2015
 Invoice Received: []
 Supplier ID: INTER56600
 ShortName: DOR-001
 Location: MAIN
 *Address: 1

Invoice No: KN20160001
 Accounting Date: 05/01/2016
 *Pay Terms: 23D
 Basis Date Type: Inv Date

Invoice Total
 Line Total: 20,145.13
 *Currency: USD
 Miscellaneous: []
 Freight: []
 Total: 20,145.13
 Difference: 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(1)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Line 1
 *Distribute by: Amount
 Item: []
 Quantity: []
 UOM: []
 Unit Price: []
 Line Amount: 20,145.13

SpeedChart: []
 Ship To: 00001701
 Description: []
 Packing Slip: []

Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	FF?							
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit
[]	1	20,145.13	[]	50500	FY2016	10000	13800	505D000001	7690000	[]	D00501

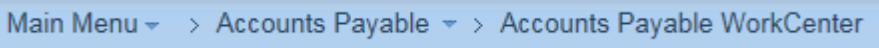
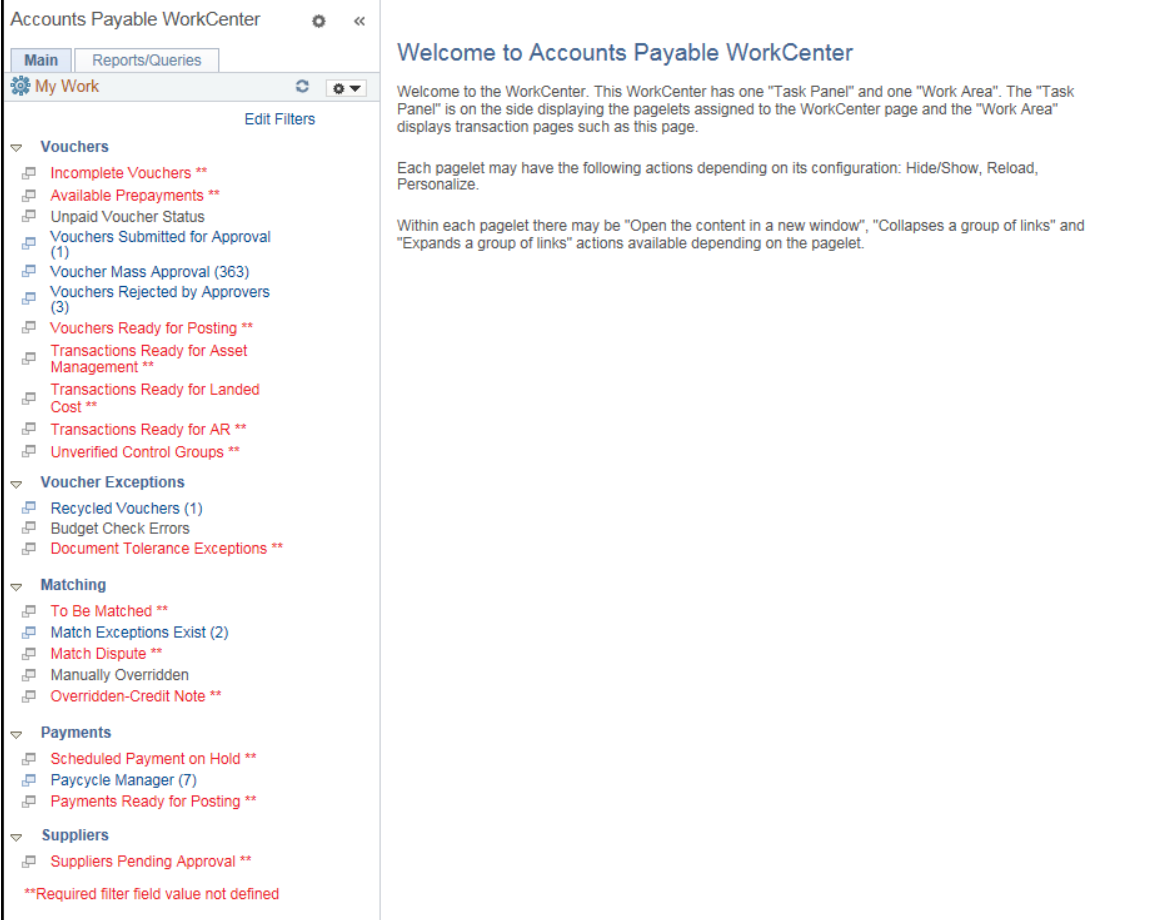
Save

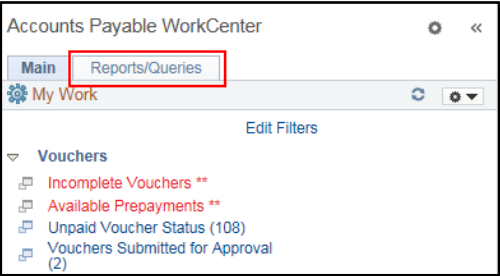
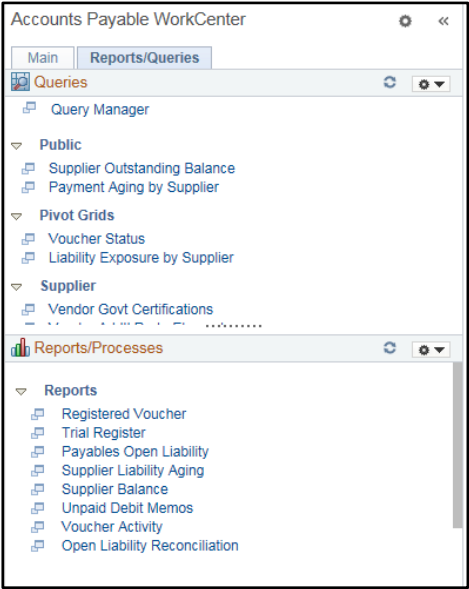
Return to Search | Notify | Refresh | Add | Update/Display



ACCOUNTS PAYABLE WORKCENTER REPORTS/QUERIES

Delivered reports and queries that are also available in the Accounts Payable WorkCenter.

Step	Action
1.	<p>Navigate to Accounts Payable > Accounts Payable WorkCenter.</p> 
2.	<p>The Accounts Payable WorkCenter page is displayed.</p> 

Step	Action
3.	<p>Click on the Reports/Queries tab.</p> 
4.	<p>A list of available reports and queries will be displayed. Click on the desired Query hyperlink to run the query.</p> 



Step	Action																																																						
5.	<ul style="list-style-type: none"> <p>QUERY: When you choose a query to run, you will need to complete any prompts that are required by the query. Then click View Results.</p> <div data-bbox="386 380 1328 642" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">APY3020_VNDR_OUTSTANDING_BAL - Supplier Outstanding Balance</p> <div style="border: 1px solid red; padding: 2px;"> <p>Supplier Set ID: <input type="text"/></p> <p>Supplier ID: <input type="text"/></p> </div> <p style="text-align: center;">View Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Supp SetID</th> <th>Supplier ID</th> <th>Currency</th> <th>Unit</th> <th>Voucher</th> <th>Invoice Number</th> <th>Date</th> <th>Appr Stat</th> <th>Terms</th> <th>SetID</th> <th>Bank</th> <th>Account</th> <th>Method</th> <th>SetID</th> <th>Remit Supp</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> </div> <p>REPORT: When you choose a report to run, you will need to either choose an already existing Run Control or set up a new Run Control and complete the criteria that are needed. The click Run to run the report.</p> <div data-bbox="467 779 1247 1241" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Payables Open Liability</p> <p>Run Control ID: test Report Manager Process Monitor Run</p> <p>Language: English</p> <p>Report Request Parameters</p> <p>*As of Date: 01/12/2016</p> <p>*As Of Date Type: Accounting Date</p> <p>Aging Basis Date: Scheduled Pay Date</p> <p><input type="checkbox"/> Include Unrecorded Liabilities</p> <p><input type="checkbox"/> Include Prepayment</p> <p><input type="checkbox"/> Include Unmatured Drafts Paid</p> <p><input type="checkbox"/> Include Available Discount</p> <p>*Business Unit Option: Value</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Business Unit</th> <th>Personalize</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>41000</td> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> <p>*Supplier Select Option: Select All Suppliers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Suppliers</th> <th>Personalize</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>SetID Supplier ID</td> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> <p>Currency Options</p> <p>*Currency Options: Base Currency</p> <p>Currency: <input type="text"/></p> <p>Rate Type: <input type="text"/></p> <p>Currency Effective Date: <input type="text"/></p> <p>Report Format Options</p> <p>Changing any of these options does not require rerunning the Application Engine program to load the data. You may just run the report process to regenerate the report.</p> <p>*Report Supplier By: Remit Supplier</p> <p>*Report Group By: Business Unit / Supplier</p> <p>*Detail or Summary: Detail</p> </div> 	Supp SetID	Supplier ID	Currency	Unit	Voucher	Invoice Number	Date	Appr Stat	Terms	SetID	Bank	Account	Method	SetID	Remit Supp																Business Unit	Personalize	View All	First	1 of 1	Last	41000						Suppliers	Personalize	View All	First	1 of 1	Last	SetID Supplier ID					
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