

COR218 Load Voucher from Remote

(747) Manual



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Document History

Document Revision	Date	Description
1.0	04/26/2017	Initial Document
2.1	07/06/2017	Updated
2.2	07/03/2019	Updated SFTP Option
2.3	01/26/2021	Updated Logo



General Introduction

OCP747 Voucher Upload will provide a means for the agencies to load a properly formatted CSV file which contains the source information to create Voucher in PeopleSoft Accounts Payable staging tables. OCP747 Voucher Upload is designed to replace the current "Voucher from Remote" (OCP_012_AP). This will provide many of the same features/functions as the current "Voucher from Remote." There are other AP Invoice Load processes which are also incorporated within this OCP747 Voucher Upload. To support this new load process, the Voucher Build has been modified for use with the "Customer Interface" options, so that each agency will have its own set of AP Origins; although all agencies will have a set of a values in common as the baseline load. The AP Origin that will be used for OCP747_R11_LAYOUT1 is "GPS." The AP Origin that will be used for OCP747_R11_LAYOUT2 is "VFR"; some additional values maybe be authorized on a case-by-case basis requiring business needs validated to support request. For our purpose, AP Origins is a way to group and process invoices that are in the AP staging tables (Loaded by OCP747_R11_LAYOUT1 & 2).

This manual will focus on the use of OCP747_R11_LAYOUT2, although the functional use is the same for both.



Voucher Load from Remote (747)

OCP747_R11_LAYOUT1 & 2 is a means to remotely load (interface) invoices (claims) from agency payments systems by way of a CSV file which is loaded and processed by the agencies' PeopleSoft Authorized Accounts Payable User.

NOTE: Because there are many scenarios for which payments can be loaded through this interface, each scenario (agency system(s) to interface PeopleSoft through this process) must go through testing prior to "going to production."

OCP747_R11_LAYOUT1 & 2 will accept a properly formatted CSV file generated by third-party systems and through an online file load process that will place validated rows into Account Payable staging tables. The CSV file is not to be created or edited manually; this is because the formatting and content is highly complex.

NOTE: The user should never manually open or in any way manipulate the content of the file.

The CSV file will be processed by the "Voucher from Remote (747)" processor. This processor has two run options: 1) Edit Process and 2) Edit/Load Process. The Edit Process is the same for both options.

The Edit Process will perform many validation checks. The exceptions resulting of the Edit Process is found in an excel file named "Load Exception Report." This Edit Process will not load the file and is to be used as a check to identify exceptions (errors). When exceptions are identified, user will need to return to the



origination system to make corrections, recreate the file and resubmit. It is possible that it may take a number of iterations to ensure an exception-free file. This is one reason testing is so important.

The Edit/Load Process performs the same validation checks because it uses the same Edit Processor. For the rows that pass validation checks, these invoices (claims) are loaded into the Voucher staging tables. At this point the invoices (claims) are considered "Staged." Do not attempt to reload these "Staged" invoices (claims) as duplication exceptions will occur. The results of the Edit/Load Process can also be found in the excel file named "Load Exception Report" and "Loaded to Staging Report." The "Load Exception Report" shows invoices (claims) which were not loaded and their exceptions. The "Loaded to Staging Report" shows the invoices (claims) that were loaded.

For invoices (claims) that are listed on the "Load Exception Report," corrections will need to be made. Resubmit the invoices (claims) in a new file.

For the invoices (claims) that were loaded, continue onto the Voucher Build Process defined later in this manual.



OCP747_R11_LAYOUT2

Prior to opening the Run Control Page, ensure the location of the invoice (claims) CSV file.

Navigation: CORE Interfaces> Inbound>Load Voucher from Remote (747)

Select or Add a Run Control ID created specifically to run the 747 Upload. Make the Run Control ID unique to the job by adding initials, business unit, etc.

Favorites - Main Menu - > CORE Interfaces - > Inbound - > Load Voucher from Remote (747)
ORACLE"
Load Voucher from Remote(747)
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
☐ Case Sensitive
Search Advanced Search
Search Advanced Search
Find an Existing Value Add a New Value
Click Add or enter an existing run control ID and click Search.



Voucher Upload Page

Voucher Upload	
VOUCHER FILE UPLOAD	
Run Control ID 747_CW Report Manager Process Monitor	Run
*Business Unit *File Layout Used	•
File Transfer Method Attach Electronic Data Transfer ID	
Process Attachment F ATTACHMENT FILE: Attach SFTP	
ADD DELETE	
Save № Notify	

Business Unit: Enter the five-digit business unit number. It will be used to retrieve the data from the Voucher Build staging tables and create the voucher(s) for the agency. Users with access to more than one business unit can run the Voucher Build Process for multiple business units by clicking the plus icon and entering additional business units.

File Layout Used:

OCP747_R11_LAYOUT1.

OCP747_R11_LAYOUT2 will accept the properly formatted CSV file through an online file load process.

File Transfer Method: The file transfer method will depend on the File Layout used.

Attach: Used with OCP747_R11_LAYOUT2. A CSV file can be attached and uploaded through Layout2.



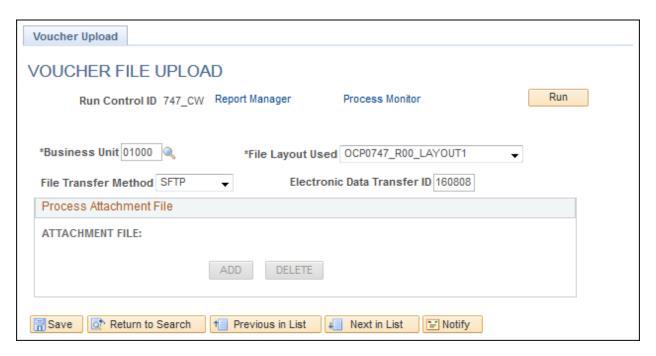
In the "Process Attachment File", "Attachment File" section:

- If this is the first time for this "Run Control ID," process by selecting "ADD." Select the
 "DELETE" button to delete the existing file prior to proceeding, if it exists.
- Select the "ADD" to add the CSV file to PeopleSoft.
- When this button is selected, it opens a "File Attachment" box. Within this box, select the "Browse" box and find the location of the CSV file you wish to load, select it and select the "Open" button on the bottom left. This will place the file location in the "File Attachment" message box.
- Select the "Upload" button; this loads the file into PeopleSoft so that the "VOUCHER
 UPLOAD FILE" Process knows where it is.
- The FILE NAME to load should contain alphanumeric and underscore only. No spaces or special characters.

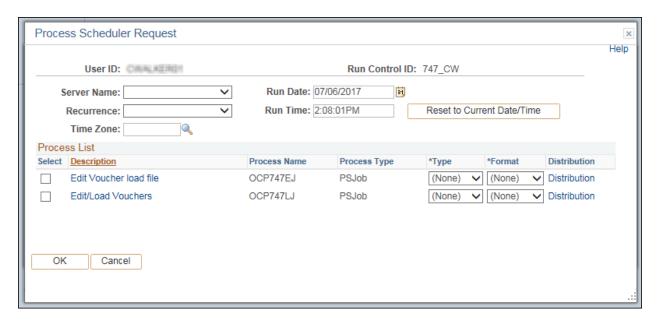




SFTP:



Click Run



This is a two-stage process that consists of an Edit Process and an Edit/Load Process.

NOTE: Only select OCP747EJ or OCP747LJ; not both.



Edit Voucher Load File Process will perform validation of Field Values and some limited Invoice Level validations. The results of the Edit Process is found in an excel file named "Load Exception Report."

Edit/Load Vouchers process performs the validation and if it passes validations then loads the PeopleSoft staging tables; at this point the vouchers are considered "Staged." The results of the Edit/Load can also be found in the excel file named "Load Exception Report" and "Loaded to Staging Report."

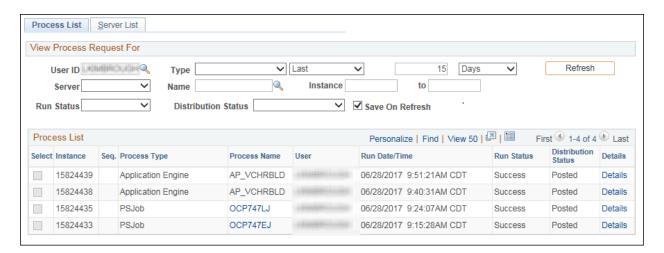
NOTE: Further along in this manual, the OCP0747EJ is accomplishing the same edits that the Voucher Build Pre-Edit sub-process completes. Because of this you should rarely, if ever, see a Voucher Build Pre-Edit error. NOT all errors on a line may be shown within one "Edit Job." Corrections will need to be made and resubmitted, and it is possible that another error may be identified.

NOTE: The Edit/Load Process OCP0747LJ will identify records in error. Records in error will not be loaded, but records passing edits will be loaded. The records that failed will have to be fixed and submitted in a separate file.



Process List

Clicking the Process Monitor link from the Voucher Build page opens the Process List. Occasionally click the Refresh button at the top of the Process List page. The process will run until the Run Status is Success and the Distribution Status is Posted.



Once the "Success" and "Posted" are achieved, select the "OCP747LJ/OCP747EJ" jobs hyperlink to take you to the next page.

If you receive a <u>No Success Run Status</u> message, contact the OMES Helpdesk by calling 405-521-2444 or by emailing <u>HelpDesk@omes.ok.gov</u> and provide the User ID and the Process Instance number. Ask for a priority of Same Business Day. <u>You will not be able to proceed with voucher creation until this</u> issue is resolved.

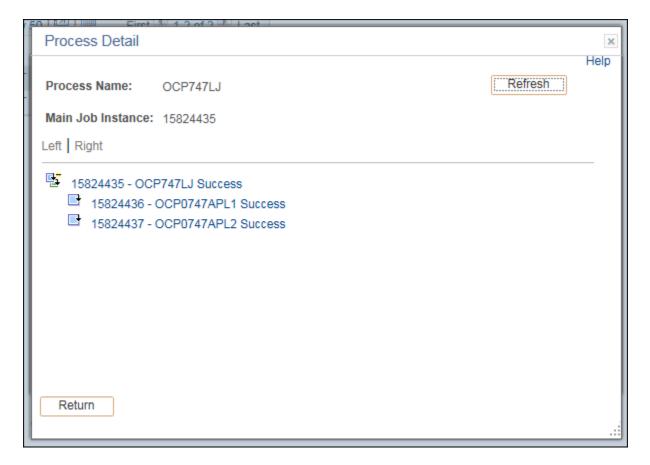
Running the process more than once will not build the voucher after a job has run to No Success because the voucher staging tables are no longer populated. The Office of Management and Enterprise Services technical staff will need to reload them.

 DO NOT DELETE the process instance since the <u>Details</u> link provides messages that the technical staff uses when resolving the case.

Once the job has run to "Success" and "Posted," Click the "Process Name."



Process Detail



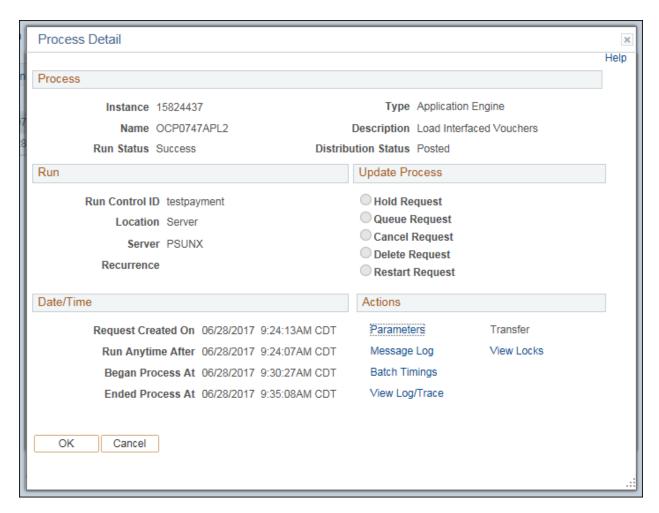
OCP04747APL1: Edit/Load Exception Report

OCP04747APL2: Load to Staging Report

Within this page, the processes are presented within the job. In this job (OCP747LJ) there are two jobs, "OCP0747APL1 and OCP04747PL2." These are also hyperlinks which can be selected to get to the "Load Exception Report." The "Load Exception Report" provides exceptions (errors) found. The "Load to Staging Report" provides the claims loaded to the staging tables.

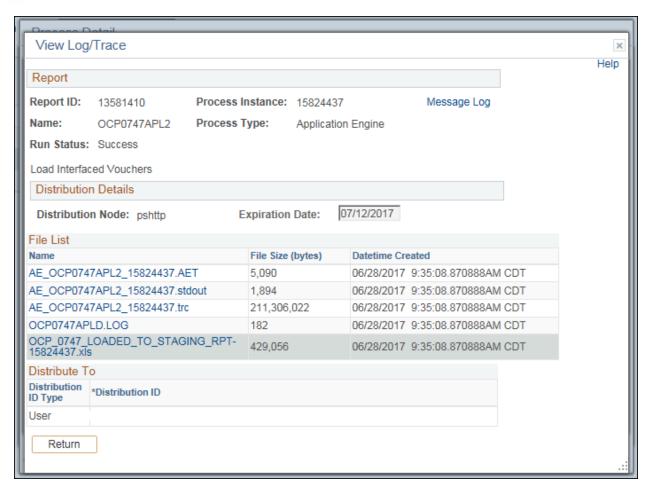


View Log/Trace



View Log/Trace: Hyperlink lists the excel file for the Loaded to Staging report, Edit and Load.





OCP_0747_LOAD_EXCEPTION_RPT- Report produced after the PSJob OCP747EJ. This spreadsheet lists the errors found during the edit.

OCP_0747_LOADED_TO_STAGING_RPT- Report produced after the PSJob OCP747LJ as seen above. Lists the Claims/Vouchers loaded to the staging tables to be built in the Voucher Build Process.



OCP_0747_Loaded_To_Staging _Rpt

4	A	В	С	D	E	F	G	Н	I	J	
1	Claims loaded to staging table	2111									
2	Instance = 15824437										
3	User =										
4	Instance	Unit	More Info	Invoice	Date	Supplier	Location	Origin	Gross Amt	User	
5	15824437	26500	Claim # 001433	1433	8/9/2016	0000176837	0001	STA	225.860		
6	15824437	26500	Claim # 001434	1434	8/9/2016	0000176760	0001	STA	75.280		
7	15824437	26500	Claim # 001435	1435	8/9/2016	0000283147	0001	STA	75.280		
8	15824437	26500	Claim # 001436	1436	8/9/2016	0000283178	0001	STA	376.430		
9	15824437	26500	Claim # 001437	1437	8/9/2016	0000283160	0001	STA	225.860		
10	15824437	26500	Claim # 001438	1438	8/9/2016	0000077121	0001	STA	376.430		
11	15824437	26500	Claim # 001439	1439	8/9/2016	0000192911	0001	STA	150.570		
12	15824437	26500	Claim # 001440	1440	8/9/2016	0000064395	0001	STA	677.580		

Instance Number- Process Instance number the PSJob.

User- Username of the person that ran the job.

Unit- Business Unit applicable to the unit whose vouchers were uploaded.

More Info- Claim number unique to the voucher to be created.

Invoice Number- Invoice Number populated in the Invoice field unique to the voucher to be created.

Date- Invoice Date.

Supplier- Supplier ID of the Supplier to be paid.

Location- Supplier location to which the payment is to be recorded.

Origin- A way to organize the claims. For this manual the Origin is VFR.

Gross Amount- Total amount for which the claim/voucher will pay.



Voucher Build Process

After the 747 Claim Upload information is downloaded to the staging loading tables, the voucher(s) can be built using the Voucher Build Process.

Voucher Build Request

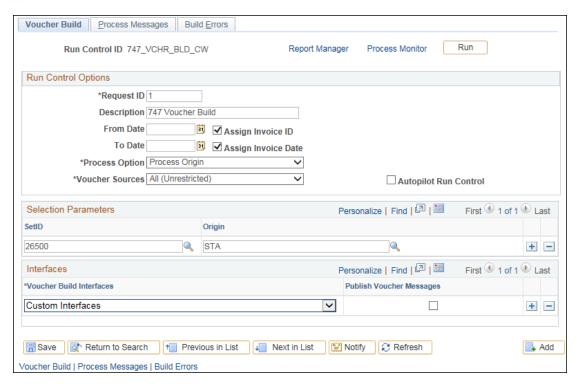
Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build

Select or Add a Run Control ID created specifically to run the Custom Build Interface. Make the Run Control ID unique by adding initials, business unit, etc.



Click Add or enter an existing run control ID and click Search





Request ID & Description- The Request ID value can be "1" to signify the one request being run, or it can be anything meaningful. The description field should also contain a meaningful description.

Dates- Leave the date fields blank. The Voucher Build Process will pick up ALL vouchers in the staging tables since the last time the Voucher Build was run.

Process Option- Process Origin, this option is only available to use with the Custom Interface.

Voucher Sources- All (Unrestricted). Change the value from <u>New Voucher Data</u> to <u>All (Unrestricted)</u>.

Unbuilt vouchers in the staging tables can be in different stages depending on Voucher Build results. The <u>All (Unrestricted)</u> Voucher Source allows all vouchers to be built regardless of the stage.

Set ID- Enter the five-digit business unit number. It will be used to retrieve the data from the voucher build staging tables and create the voucher(s) for the agency. Users with access to more than one business unit can run the Voucher Build process for multiple business units by clicking the plus icon and entering additional business units.

Origin- A way to group and process a number of claims together.



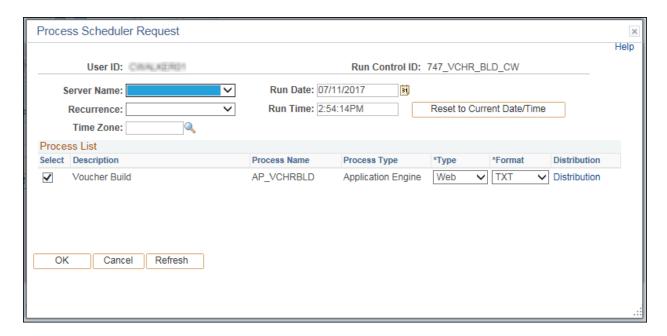
Voucher Build Interfaces- *Custom Interfaces.* There are a number of choices in this dropdown menu. Ensure "Custom Interfaces" is chosen.

Click at the top right of the Voucher Build page to access the Process Scheduler Request page after populating the fields.



Process Scheduler Request

Within the **Process Scheduler Request** page, the Server Name is **PSUNX** and the process selected is **Voucher Build**. If no Server name is selected the system will select one for you.

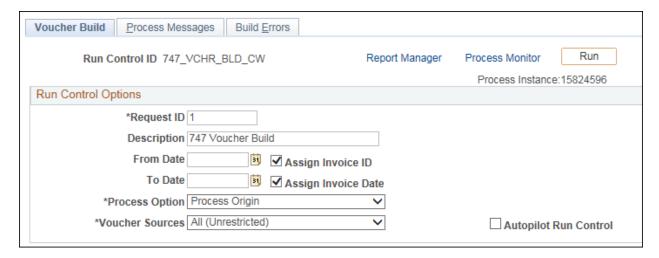


Click OK at the bottom of the page to run the process.



Process Instance

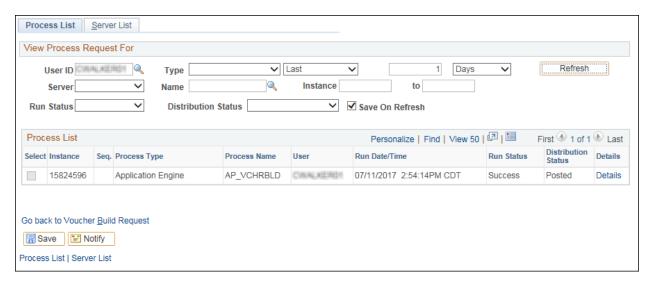
The Voucher Build page will appear with the Process Instance indicated at the top right of the page. In addition, there is a <u>Process Monitor</u> link that can be selected to view your progress on the Process List page.





Process List

Clicking the Process Monitor link from the Voucher Build page opens the Process List. Occasionally click the Refresh button at the top of the Process List page. The process will run until the Run Status is Success and the Distribution Status is Posted.



If you receive a "Success" message, then you are ready to proceed to the next step, Review the Voucher Build Process messages.

If you receive a **No_Success Run_Status** message, contact the OMES Helpdesk by calling 405-521-2444 or by emailing HelpDesk@omes.ok.gov and provide the User ID and the Process Instance number. Ask for a priority of Same Business Day. You will not be able to proceed with voucher creation until this issue is resolved.

Running the process more than once will not build the voucher after a job has run to No Success because the voucher staging tables are no longer populated.

 DO NOT DELETE the process instance since the <u>Details</u> link provides messages that the technical staff uses when resolving the case.



Voucher IDs are assigned even when a job runs to No Success. They are not reassigned when
the job is rerun after the staging tables are reloaded, nor are they accessible through the
Accounts Payable Voucher Search page. Maintain the missing numbers for the agency's internal
records in the event the Voucher ID is randomly selected for audit.

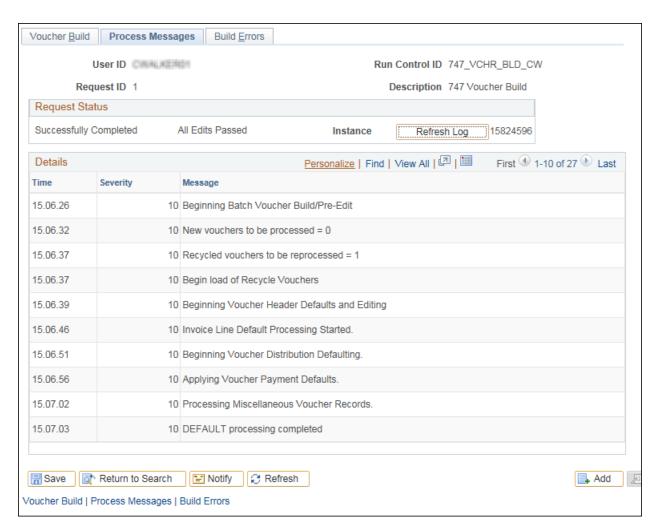
Click on the Go back to Voucher Build Request link to return to the Voucher Build Request page.



Reviewing the Voucher Build Process Message

Process Message Page

Upon returning to the Voucher Build Request page, click the Process Messages page to determine if and how many vouchers processed successfully or are in recycle status.



To examine any error messages, go to the Build Errors page.



Build Errors Page

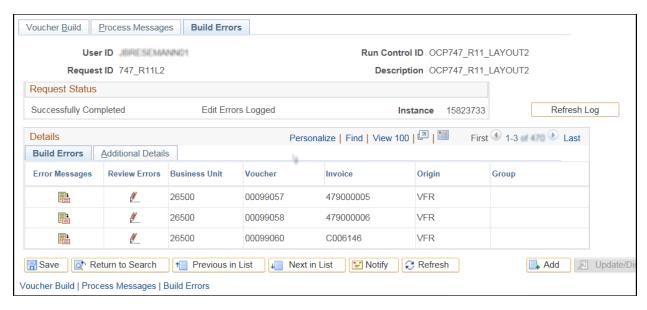
Before the uploaded transactions are loaded into the Voucher Build staging tables, the Voucher Upload runs several edits to minimize the risk of voucher building with pre-edit errors (critical errors that prevent the voucher from creating until the errors are corrected). Edits include validation of the Supplier ID and location used and the existences of the PO/Lines/Schedule/Distribution Line numbers, PO Match and Budget Check statuses, account codes, etc. When these errors are identified, the agency is required to correct them before the transactions are loaded.

Vouchers could possibly build with pre-edit errors. For example, if a PO change order results in an uncorrected PO budget check error status after the staging tables are successfully loaded, the voucher will build in a pre-edit error status when Voucher Build is executed. Pre-edit error(s) will need to be corrected so Voucher Build can be re-executed.

Select the **Build Errors** page to identify the voucher(s) in recycle status and review the errors, if any.

Voucher <u>B</u> uild <u>P</u> rocess Messages	Build Errors	
User ID Request ID 1		Run Control ID 747_VCHR_BLD_CW Description 747 Voucher Build
Request Status		
Successfully Completed	All Edits Passed	Instance 15824596
Save Return to Search	Notify Refresh	
Voucher Build Process Messages Build	d Errors	





Click the Error Message 🖺 to review the Voucher Build Error Detail



Errors are reported at the Header, Invoice Line, and Distribution Line levels. **Click** the **Correct Errors** link to access the Error Summary page on the Voucher, which also lists these error messages.

Note: Information about the voucher errors can be found in the COR112 manual.