

## AP.020.130 – ON-DEMAND BUSINESS PROCESSING

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Select an on-demand process group in the Action field of the Invoice Information Page.</li> <li>Initiate the Voucher Posting process.</li> <li>View the processing status of the voucher on the Voucher Summary page.</li> </ul>
<b>Description</b>	<p>If users want to process a voucher on demand from the Invoice Information page:</p> <ol style="list-style-type: none"> <li>1. Save the voucher.</li> <li>2. Select an on-demand process group in the Action field.</li> <li>3. Click Run to initiate processing.</li> </ol> <p>While the voucher is being processed, the fields on the Voucher component will be grayed out and unavailable for entry. Click Refresh to view the processing status of the voucher on the Voucher Summary page.</p>
<b>Security Role</b>	<b>BOR_AP_VOUCHER_ENTRY</b>
<b>Dependencies/ Constraints</b>	On-demand processing is only available if the user preference Process Group setup has been completed for the user. For more information, see <a href="#">AP.010.010 - Adding and Updating AP User Preferences.</a>
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to Post a voucher directly from the Invoice Information page.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Vouchers</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click the <b>Regular Entry</b> link.
7.	Click the <b>Find an Existing Value</b> tab.
8.	Enter " <b>00095468</b> " in the <b>Voucher ID</b> field.
9.	Click the <b>Search</b> button.
10.	Click the <b>Invoice Information</b> tab.
11.	Click the <b>Action</b> list.
12.	Depending on the status of the voucher and the processing options required for the voucher, the list of available Actions may be different.  Other possible actions for on-demand processing may be to budget check, run document tolerance, run matching or a combined process that may complete all three steps at once.
13.	Click the <b>Voucher Post</b> list item.
14.	Click the <b>Run</b> button.
15.	Click the <b>Yes</b> button.
16.	Users can return to the <b>Summary</b> page to review the updated status of the voucher once the on-demand processing has successfully completed.  For this exercise, the voucher post status would now be Posted.
17.	<ul style="list-style-type: none"> <li>- On-Demand Process Groups amass together application engine processes and allow for one-off processing instead of waiting for a batch process to run.</li> <li>- Before you can use on-demand processing, you must specify the accounting entry definition that each source transaction process group uses. Note: This setup was included as part of model.</li> <li>- On-Demand processing is granted via user preferences. Refer to <a href="#">AP.010.010 - Adding and Updating AP User Preferences</a>.</li> </ul>