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AP.030.060 – RUNNING VOUCHER BUILD

Purpose	• To run the Voucher Build process.
Description	The Voucher Build process allows users to build multiple vouchers from various source transactions, including transactions originating from third-party systems. The Voucher Build application engine (AP_VCHRBLD) process comprises two sub processes, pre-edit and voucher edit. Vouchers flagged with errors during the Voucher Build process are assigned a status of Recycle. Georgia*FIRST* Financials supports the following transaction types that require the use of the Voucher Build process: • Banner to AP Interface for Banner student suppliers. • Catalog transactions with electronic invoices from Georgia*FIRST* Marketplace suppliers. • Excel Upload Vouchers from the BOR External Voucher Upload spreadsheet process. • Payment Request. • Quick Invoice. The Banner to AP Interface, Catalog, and Excel Upload Vouchers processes load the voucher data into staging tables. The Voucher Build process removes the data from staging and creates the vouchers in the online voucher tables.
Security Role	**BOR_AP_VOUCHER_ENTRY**
Dependencies/ Constraints	• For Banner to AP Interface, Catalog, and Excel Upload Vouchers processes: Voucher data has been loaded into the PS staging tables. • For Payment Request: Request ID status is Approved. • For Quick Invoices: Information has been entered and saved using Quick Invoice Entry.
Additional Information	Users can create a separate Run Control ID for processing transactions from each of the Voucher Build Interfaces. This allows users to save different parameters for each source.

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Procedure

Below are step by step instructions on how to run the Voucher Build.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Batch Processes** link.
5.	Click the **Vouchers** link.
6.	Click the **Voucher Build** link.
7.	Enter or Add **Run Control ID.**
8.	Click the **Search** button.
9.	Enter a Request ID in the **Request ID** field (e.g., "**VCHR_BLD**").
10.	Enter a Description in the **Description** field (e.g., "**Voucher Build**").
11.	Enter **From Date** and **To Date** to have the Voucher Build process select vouchers for which invoices are dated within the specified range. *Note*: Leave these fields blank to build vouchers for all available Invoice Dates.
12.	Select the **Assign Invoice ID** box to have the Voucher Build process assign an Invoice ID to vouchers that originate from sources that have no Invoice ID or that have an Invoice ID value of NEXT. The process assigns the Voucher ID as the Invoice ID.
13.	Select the **Assign Invoice Date** box to have the Voucher Build process assign the current date as the Invoice Date to vouchers built from sources that have no Invoice Date.

Step	Action
14.	Click the **Process Option** list to select the level at which to process vouchers: • Business Unit: process all vouchers for the Business Unit entered. • Process Contract: *this option is not currently available for use.* • Process Group: process vouchers for Business Unit and Control Group entered. • Process Origin: process vouchers for SetID and Origin entered. • Process Supplier: process vouchers for Business Unit and Supplier ID entered. • Process Voucher: process the specified Voucher for the Business Unit entered. ***Note:*** *Depending on the option that you select, different fields become available in the Selection Parameters group box.*
15.	Click the **Voucher Sources** list to select the status of the sources to process: • All (Unrestricted): process both new and recycled vouchers. • Errors/Staged Vouchers: process only vouchers that have pre-edit errors from prior Voucher Build process runs or that were staged for review during a prior run. • New Voucher Data: process new transactions from selected interface sources. • Recycled Vouchers: process vouchers with an entry status of Recycle. • Voucher Maintenance: process vouchers updated using Voucher Maintenance. • Voucher Mass Maintenance: this source is not currently available for use.

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Step	Action
16.	Depending on the Process Option that you selected, different fields are available. Enter the required information for transactions you wish to process: • Business Unit • Control Group ID • Set ID • Origin • Payment Request ID • Supplier ID • Voucher ID *NOTE: If the user's User Profile allows them to run the Voucher Build process for Banner student suppliers in addition to standard suppliers, they will have the option of selecting either the regular or "B" Business Unit.*
17.	Depending on the Process Option that was selected, different fields are available. If users select Process Voucher, there are no Interfaces options. Click the **Voucher Build Interfaces** list and select: • All Interfaces: process vouchers for all available sources. • Banner to AP Interface: process vouchers for Banner student suppliers. • Catalog: process electronic invoices from Georgia*FIRST* Marketplace suppliers. • Excel Upload Vouchers: process vouchers uploaded using the BOR Excel Upload for Voucher spreadsheet. • Payment Request: process approved Payment Requests. • Quick Invoice: process vouchers for Quick Invoice entries.
18.	If desired, select the **Publish Voucher Messages** checkbox to publish the voucher message in XML format when the Voucher Build process successfully creates the voucher, and the data exists in the PS_VOUCHER table.
19.	Click the **Save** button to save these settings.
20.	Click the **Run** button.
21.	Click the **OK** button on the Process Schedule Request page to proceed.
22.	Click the **Process Monitor** link.
23.	Click **Refresh** until the AP_VCHRBLD process has run to Success/Posted.
24.	Click the **Go back to Voucher Build Request** link.

Step	Action
25.	Click the **Build Errors** tab. If Voucher Build Errors exist, refer to AP.050.030 - Viewing and Correcting Voucher Build Errors. If the Request Status is Successfully Completed, navigate to the Voucher Regular Entry page to view and further process these vouchers.