

DAILY PROCESSING

1. Prepare Vouchers and Invoices normally in CEIS.
2. Click **Submit** to enter vouchers/invoices into the scheduled upload. Remember to print all documentation in preparation to send to Accounting after items have been fed to PS.
3. The **Voucher Feed** will occur at **4:30** each weekday afternoon. Only vouchers which have been marked 'submitted' but have no date assigned will be fed. If an error is discovered **before** 4:30, Click **Withdraw**, make the changes then Click **Submit**. If changes are not completed before 4:30, the voucher will be held until the next day's feed. Any vouchers which have been saved but not submitted or that are missing required information will not be included in the feed. A text file will be created to feed to the People Soft Accounting system. *(No voucher feeds are scheduled for Saturday or Sunday evenings. Any voucher items entered over the weekend will be captured and transmitted on the following Monday feed.)*
4. **Voucher Feed Emails** will be sent to units which had upload files for that day. This should serve as a reminder to complete the **PS Processing** steps the following day.

FAILED UPLOAD (THIS PROCESS IS ONLY RUN WHEN E-MAIL OF FAILED FEED RECEIVED)

The People Soft voucher import process will validate certain specific data for each voucher as it attempts to upload it into the voucher system. This check will include at least *MOCODE*, *Business Unit*, *Fund Code*, *Origin Code*, and *Vendor/EmpIID*. This validation may cause the unit's voucher upload to fail. If this occurs, the unit e-mail will be notified of that failure with 2 messages relating to the failed upload. Samples of these can be seen below.

Each unit will need to make corrections to the vouchers indicated in the email messages and re-submit them. The steps for doing so are as follows:

Step 1

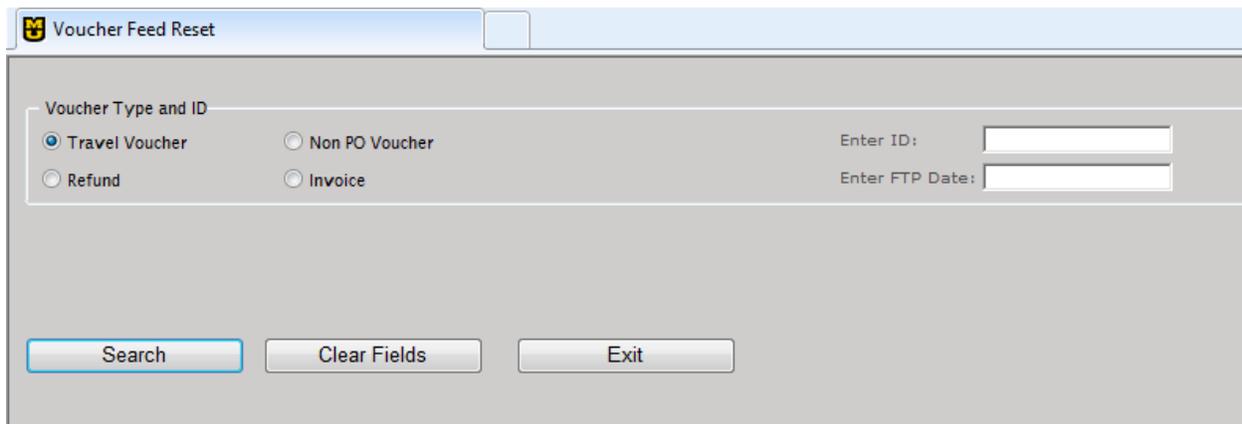
Start CEIS

Step 2

Select the **Accounting** menu

Step 3

Under **Tasks**, Select **Reset Voucher Feed**. The screen will change to the voucher feed reset screen shown below.



The screenshot shows a web-based application window titled "Voucher Feed Reset". The window contains a form with the following elements:

- Voucher Type and ID** section with four radio buttons:
 - Travel Voucher
 - Non PO Voucher
 - Refund
 - Invoice
- Two input fields on the right:
 - Enter ID: [text box]
 - Enter FTP Date: [text box]
- Three buttons at the bottom:
 - Search
 - Clear Fields
 - Exit

Step 4

Indicate whether the item to correct is a non-PO voucher, refund, or invoice by clicking the appropriate radio button. This can be determined by looking at the **Report of Records Rejected**; an example can be found on page 7.

Step 5

Enter the Voucher, Invoice, or Refund ID. The ID can be found on the **Report of Records Rejected**.

Step 6

Enter the FTP Date – the date the item was uploaded into the PS system (this date is displayed on the Voucher Feed Error message). Ideally, this process should be completed on a daily basis, so the date should be the business day preceding today's date.

Step 7

Click the **Search** button and the system will begin searching for the indicated voucher item. If the item for which you are searching does not exist, a message will display indicating that “No Records matched your search”. If the item is located, the details for the item will display in the middle of the page, along with an area listing reasons for resetting, as illustrated below.

The screenshot shows a web-based interface for searching vouchers. At the top, under "Voucher Type and ID", there are radio buttons for "Travel Voucher", "Non PO Voucher" (selected), "Refund", and "Invoice". To the right, there are input fields for "Enter ID:" (containing "3570") and "Enter FTP Date:" (containing "05/15/2003"). Below this, the search results are displayed. On the left, the "Amount:" is shown as "(\$29.74)". To the right, the "Description:" is shown in a text box containing: "CustomerID: 1203279 /EmplID: 0100051687", "MO Voluntary Organizations Active in Disaster", "c/o Tom Knox", "1130 Hampton Avenue", "Saint Louis, MO 63139". Below the search results, there is a section titled "Reason For Resetting" with four checkboxes: "Invalid Empl/Vendor ID", "Invalid Address Seq #", "Invalid MOCode", and "Invalid Account Value". To the right of these checkboxes is a text box labeled "Other Reason for Feed Failure". At the bottom of the interface, there are four buttons: "Search", "Clear Fields", "Reset to Transmit", and "Exit".

If the transactions related to the error item have already been reconciled, the user will be unable to reset the item in the feed. This will protect the user from entering an item ID that has already been processed.

The data for the payee/payer and the amount is displayed so the user can verify the correct item is being reset.

Step 8

Indicate the **Reason for Resetting** this item. The **Voucher Feed Error** message will indicate the specific problems (see the sample for how to find the problems). The 3 checkboxes display some common problems for uploaded vouchers.

For all other problems, type the error in the **Other Reason for Feed Failure** text box. At least 1 checkbox must be selected or information entered into the **Other** textbox in order to proceed.

Step 9

Click the **Reset to Transmit** button on the toolbar. Additional checks will be completed and if all data passes these checks, the item will be reset to its original status when it was first created (i.e. it will not have been submitted). The user will then need to make any changes to the item necessary to repair the errors indicated.

Step 10

Once all corrections have been made, you will need to **Submit** the item again. This will place it in the queue to be picked up that evening for uploading again.

****NOTE:** In some situations, a submitted item may not be picked up to be fed over to PS, such as if the customer record is missing a PS Seq # or Empl/Vendor ID; in those cases, there will not be a voucher feed error report, but those items will show up on the feed report that can be accessed under **Utilities**. These errors will require assistance from ETCS to correct.

FIXING ERRORS AFTER UPLOAD

All errors with vouchers after the item has been uploaded into the People Soft system will need to be fixed manually on both systems.

Step 1

Open PeopleSoft and use the voucher panels to make any necessary corrections.

Step2

Open CEIS and call up the voucher or invoice by number.

Step 3

Withdraw the voucher/invoice. This withdraw will only change the item to a status where you can make any necessary changes. It will **not** be re-submitted that evening.

Step 4

Make all necessary changes to the voucher/invoice to mirror the changes you made in PeopleSoft.

Step 5

Save the voucher/invoice. This item will **not be re-submitted** since it has already been uploaded to the PS system, but the status in CEIS will be re-set to "Submitted".

PEOPLE SOFT 8.8 PROCESSING

The morning after vouchers are submitted to People Soft, you will need to prepare the documentation to send to Jesse Hall Accounting. The following steps indicate what will need to be done.

1. Use your browser to Open People Soft **Financials Reporting** at: <https://fsrpt.umsystem.edu/rpt/signon.html> Use your email account and password to login.
2. Click **Reporting Tools**.
3. Click **Query**.
4. Click **Query Viewer**.
5. Select **Query Name** in the **Search By** field.
6. Enter **AP_EXTENSION_DETAIL** in the "begins with" field.
7. Click the **Search** button.
8. Three queries exist: AP_EXTENSION_DETAIL, AP_EXTENSION_DETAIL_COLUM, and AP_EXTENSION_DETAIL_UOEXT.
9. Click **Run to Excel** for the desired query. This creates an excel file for you to save on your local drive. (**NOTE:** If you only need to view the data on-screen, **Click Run to HTML.**)
10. Enter the **DATE** the vouchers were fed.
11. Enter the 3 character origin code for your unit in the **Origin** field.
12. Click **View Results**.
13. Click **Save** in the **File Download** message.
14. Enter a new filename in the **Save As** window and select the location to save the file.
15. Exit the People Soft **AP_EXTENSION_DETAIL** search window then **Sign Out** of the **PeopleSoft Financials Reporting** web page and exit IE.
16. Gather all documentation. **Write the invoice/voucher number from the query on the paper copy of the invoice/voucher being sent to Accounting. Each item should then be scanned separately. If there are multiple documents supporting a voucher/invoice, then those supporting documents must be scanned with the voucher/invoice that they are supporting so that all the documents are in the same file. Email all files to Accounting.**

SAMPLE VOUCHER FEED FAIL MESSAGES

Sent: Friday, May 16, 2003 8:45 AM

Subject: Voucher Feeder Error: MO_COLUM_CNF_UMAP0007.TXT

This email was generated from a feed to the TEST PeopleSoft environment.

An error was found in the Voucher feeder file processed on 16-MAY-2003.

File name: MO_COLUM_CNF_UMAP0007.TXT

ERROR: This record contains invalid Origin NFE
(note: this indicates an error on the feed)

ERROR: This record contains invalid Vendor ID
00109950qS
(note: this indicates an error on the feed)

ERROR: This record contains invalid Accounting
Date 003/05/15
(note: this indicates an error on the feed)

Transactions were rejected due to the following possible errors. Please check the above error messages.

- 1. Invalid Business Unit.**
- 2. Invalid vendor ID or address sequence number.**
- 3. Invalid Account.**
- 4. Invalid Accounting Date.**
- 5. Invalid chartfields.**

Please correct the data and resend. Please contact your Campus Accounting Department if you need assistance.

**SAMPLE MESSAGE –
REPORT OF RECORDS REJECTED...**

-----Original Message-----

From:

Sent: Friday, May 16, 2003 8:45 AM

Subject: Report of records rejected from feeder files

*(note: the hi-lighted PURPLE text below indicates
the ftp date; the hi-lighted RED text below indicates the
item type (T – Travel Expense, V – Voucher)
followed by the ID)*

(note: the hi-lighted BLUE text is the MOCODE)

(note: the hi-lighted GREEN text is the Account value)

(note: the hi-lighted BLACK is the CEIS Project ID)

MO_COLUM_CNF_UMAP0007.TXT

Errors were found in the Voucher feeder file processed on 05/16/03
08:45:08 These vouchers have been rejected from the file. Please see
error messages for details

000COLUM				T4736 Inv#					
23456		2003/05/15	UOFMO00109950q	STANDARD	1	CNFEXTENS			
22003/05/15									
74150						Net30			
			NN				TESTING		
PS FEEDER SYSTEM									
001COLUM	1	1	TESTING PS FEEDER						
SYSTEM		4150						N	
002COLUM	1	1	COLUM 721100			N Proj: 39248			
Office									
Account		4150							
				CT874		0445			
001COLUM	2	1	TESTING PS FEEDER						
SYSTEM		70000						N	
002COLUM	2	1	COLUM721000			NProj: 39248			
Office									
Account		70000							
			CT875			0445			