



# Post Vouchers

## Script Description

This script demonstrates posting of AP Vouchers.

## Process Assumptions

- All vouchers have been approved.
- All vouchers have passed budget checking.
- PO Vouchers have a match status of 'matched'.
- Related Purchase Orders for PO Vouchers have been posted.

## Process Flow Steps

A. Vouchers need to be posted into AP so that accounting entries can be created.

B. Access Voucher Posting panels:

GO	Administer Procurement
	Enter Voucher Information
PROCESS	Voucher Posting Request
	Add

1. Add a new Run Control ID - VCHRPOST. Do not use the Run Control ID for anything other than posting AP Vouchers.

2. Click on the button.

C. Voucher Posting Request Panel.

The Voucher Posting Request panel allows you to enter certain criteria so that the desired vouchers are selected for posting.

1. Request ID: VCHRPOST

2. Description: Voucher Posting Request


### 3. Process Frequency: Always Process

4. Post Voucher Option: You can select how many vouchers you want to post.

Valid choices are as follows:

- Post Business Unit: Enter the AP Business unit to post all vouchers ready to post.
- Post Origin: Enter the Voucher Origin to post all vouchers with the same origin.
- Post Voucher: Enter the Voucher ID to post an individual voucher.

### D. Process Scheduler Request

1. Click on the  icon.

2. Select the Run Time options.

3. Click .

4. Check the Process Monitor to determine if the process successfully executed.

### E. Verify Voucher Posted

1. Inquire on the voucher to determine if it has been posted.

GO	Administer Procurement
	Enter Voucher Information
INQUIRE	Voucher
	Voucher Inquiry

2. Enter the Voucher ID or select it from the list box.

### F. When Vouchers don't post

There are times when a voucher that was expected to post didn't. Here are some common things to check.

- 1. Verify that the Entry Status is Postable on the Voucher Status panel.**
- 2. Verify that the Post check box is checked on the Voucher Actions panel.**
- 3. Please refer to PeopleBooks section on Voucher Posting for more information.**