PeopleSoft v9.1 Accounts Payable

AP02 – Payables Training Manual

Contact Information:

SpearMC Consulting, Inc.
1-866-SPEARMC
info@spearmc.com
www.spearmc.com

TABLE OF CONTENTS

PURPOSE 5

CHAPTER 1 - UNDERSTANDING VOUCHERS 6

Topic 1: Overview 6

Topic 2: Vouchering Configuration Considerations 7

CHAPTER 2 - ONLINE VOUCHERS 10

Topic 1: Overview 10

Topic 2: Entering Online Vouchers 11

Topic 3: Payment Terms 13

Topic 4: Withholding Information 14

Topic 5: Entering Invoice Lines 14

Topic 6: Entering Payments Information 16

Topic 7: Scheduling Payments Manually 18

Topic 8: Viewing Summary Page 20

CHAPTER 3 - TEMPLATE VOUCHERS 21

Topic 1: Overview 21

Topic 2: Creating Template Vouchers 21

Topic 3: Using Template Vouchers 22

CHAPTER 4 – CONTROL GROUPS 24

Topic 1: Overview 24

Topic 2: Entering Control Groups 25

Topic 3: Updating Control Group Status 30

Topic 4: Deleting Control Group Status 30

Topic 5: Using Control Groups 31

CHAPTER 5 – POSTING VOUCHERS 32

Topic 1: Overview 32

Topic 2: Voucher Posting 34

Topic 3: Evaluating Posting Accounting Entries 36

Topic 4: Viewing Journal Details 36

Topic 5: Unposting Vouchers 37

CHAPTER 6 – PAYMENT PROCESSING 39

Topic 1: Understanding Payments 39
Topic 2: Pay Cycles 40
Topic 3: Creating Pay Cycles 42
Topic 4: Pay Cycle Manager 48
Topic 5: Payment Creation 51
Topic 6: Payment Approval 51
Topic 7: Print Checks and Complete Cycle 52
Topic 8: Positive Payment 52
Topic 9: Troubleshooting Pay Cycles 53
Topic 10: Resetting and Restarting Pay Cycles 54
Topic 11: Payment Posting 55
Topic 12: Cancelling Payments 57

CHAPTER 7 – MANUAL CHECKS 59

CHAPTER 8 – EXPRESS CHECKS 62

CHAPTER 9 – EDI VOUCHER LOAD 64

Topic 1: EDI Overview 64
Topic 2: Inbound EDI Voucher Mapping 65
Topic 3: Inbound EC Agent 66
Topic 4: Voucher Build 67

CHAPTER 10 – JOURNAL ENTRY 72

Topic 1: Overview of PeopleSoft AP to PeopleSoft GL Interface 72
Topic 2: Evaluating Posting Accounting Entries 72
Topic 3: Journal Generator Configuration 73
Topic 4: Journal Generator Processing 76
Topic 5: GL Inquiry on AP Data 79

CHAPTER 11 – MATCHING 81

Topic 1: Overview 81
Topic 2: Matching Configuration 82

CHAPTER 12– BANK RECONCILIATION 84

Topic 1: Overview Example 84
Topic 2: Bank Reconciliation - Configuration 85

CHAPTER 13– 1099 WITHHOLDING 86

Topic 1: Vendor Setup 86
Topic 2: Withholding Mismatch 87
Topic 3: Update Vendor Withholding 87
Topic 4: Post Withholdings 88
Topic 5: Update Withholdings 89
Topic 6: Withholding Adjustments 90
Topic 7: Year End Processing 90
Topic 8: Inquiries 94

APPENDIX 1– PEOPLESOFT VENDOR TABLES 95

APPENDIX 2– AP VOUCHER FLOW 96

PURPOSE

Developed for implementation team members and functional end users, PeopleSoft Accounts Payable v9.1 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the AP module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

All major AP related setup and functions can be accessed either via the Accounts Payable Home Page (Figure 1) or via direct menu navigation (Figure 2).

Figure 1

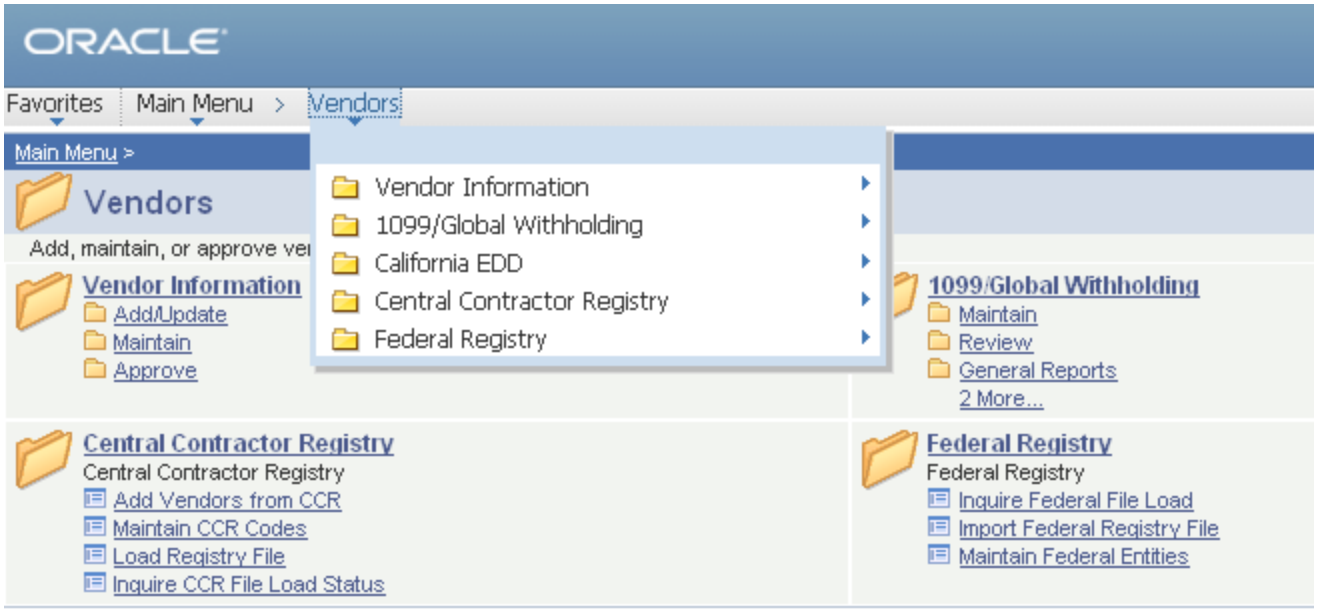

Figure 2

Users access every Payables page (plus some others such as Journal Generator and PO Activity) from the links on the Home page.

CHAPTER 1 - UNDERSTANDING VOUCHERS

Topic 1: Overview

NAVIGATION: Home > Accounts Payable > Vouchers

Figure 3

PeopleSoft Payables has several different voucher entry ways, used for different situations.

- **Regular Entry:** For vouchers with many voucher accounting lines. For copying information from purchase orders and receivers for vendor invoices that require two, three, or four way matching.
- **Quick Invoice Entry:** Used for quick invoice entry. The Voucher Build process completes the remaining voucher information.
- **Summary Invoice Entry:** Used for quick invoice entry. The Voucher Build process completes the remaining voucher information.
- **Complete Register Voucher**
- **Error Correction:** To retrieve vouchers which are in the state of Recycle.
- **Selective Line Update**: To retrieve specific lines of vouchers that contain many hundreds of lines, of which you need to update only a few.
- **Selective Line Update – Errors:** To retrieve specific lines of vouchers that contain many hundreds of lines and that are in a state of recycle because of errors.

If you look at the Vouchers menus, you can get a sense of the different ways you enter and update vouchers in the PeopleSoft Payables system. AP has several component groups to enable you to quickly get to the types of voucher pages you need.

Topic 2: Vouchering Configuration Considerations

Sub-process	Available Capability	Configuration Consideration
Structure Procurement Options for Payables	Payables options and attributes that are shared with Purchasing	• Requesters and buyers. Define basic administrative data for users such as a department number; a shipping business unit and location; phone and fax numbers; and the default approval status associated with a particular user. • Change orders. You configure the conditions that cause the system to automatically generate change orders and you will establish system protocols for translating EDX communications into PeopleSoft Purchasing documents. • Dispatching options. You configure the system to capture the appropriate file attachments when you dispatch purchase orders by EDX or fax. • Vendors and manufacturers. You define basic system data for how you conduct business with your vendors. This data includes conversation keyword and return reason codes; shipping and payment terms; and miscellaneous charges data. You will also enter system data for manufacturers of the items you purchase from these vendors. • Requisition and purchase order loader defaults. You define system data and defaults that govern how the system creates these documents in automatic batch processes. • Comments and instructions. You create standard comments that can appear on your RFQs, contracts, requisitions, and purchase orders. You will establish the basic parameters of how they appear and to whom they are sent. You will also create inspection instructions for your receivers so that your inspection process is clearly defined. • Ship to locations. You define defaults, sales and use tax, and vendor shipments origin data for your receiving locations. • Government certifications. You define system data about your vendors to use when reporting vendor classification information to the government. • Voucher and purchase order origins. You define valid origin entities for your transactions. You will associate your users with origins and define the validation rules and default information for those origin entities.

Sub-process	Available Capability	Configuration Consideration
Matching Options	Payables options and attributes that are shared with Purchasing	• View and update match rules. • Define match rule controls. • Establish receipt aware criteria. Matching uses the defined Receipt Aware Criteria to associate receivers, based upon the purchase order referenced on the voucher line. • Specify tolerances
Payment Processing Options		• Define payment terms. • Define payment handling codes and sequence number. Enter a payment handling code to indicate how you want to handle individual payments: regular handling, high dollar payments that require special approvals, interoffice mail delivery, and so forth. The payment handling code defaults onto the payment from the voucher origin associated with the user. The sequence number determines the sort sequence for the payment handling code. If you are entering multiple payment handling codes, separate the sequence numbers so that you can subsequently add additional codes between the existing ones. • Establish standard payment messages to be printed on the payment advice. Enter a description and payment message up to 70 characters.
Voucher Build Criteria		• The criteria that you define here determine how the Voucher Build process creates voucher records from purchase orders and receivers. • Define Voucher Build parameters. • Define Voucher Build criteria for purchase orders. • Define Voucher Build criteria for receivers. • Voucher Build criteria consists of a description, a build code, and a build type.
Voucher Origins	Ability to specify the entry point for online or batch entry of vouchers	• Stores validation rules and default information

Sub-process	Available Capability	Configuration Consideration
Control Groups	Provide security options and determine workloads for data entry operators	• Establish separate processing rules • Specify when groups of vouchers should be paid or posted
GL Setup	Setup GL defaults before AP default hierarchy	• Define SetIDs, General Ledgers, and General Ledger business units. Non-bank related inheritance options are maintained by SetID and Inheritance Group. Bank inheritance options are maintained by bank account
Interunit Accounting	InterUnit - Balance by GL Business Units IntraUnit – Balance by inherited ChartField	• Inter/Intra unit accounting entries are generated during voucher and payment posting based on criteria set up. Define Inter/IntraUnit settings in the GL Definition. • Run the Centralized Inter/IntraUnit Processor to process Inter/IntraUnit accounting
Posting method	Balance accounting entries by Summary Control (header) or Detail Offset (distribution line)	• Define posting method in Installation Options • Summary control will balance to a summary account including summary expense accounts for non-merchandise expenses and one summary account for all distributions • Detail Offset During creates distribution lines and cash entries that inherit the non-account ChartField values based on the established inheritance rules.
Define Chartfields for Acctg Entry Template	Ability to inherit ChartField values	• Set up ChartField values on the Accounting Entry Template to generate the appropriate accounting entry lines.
Define Chartfields for GL Business Units	Ability to inherit ChartField values	• Set up ChartField inheritance options in Common Definitions • The system uses the ChartField values established on the GL BU to generate the appropriate accounting entries

CHAPTER 2 - ONLINE VOUCHERS

Topic 1: Overview

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry

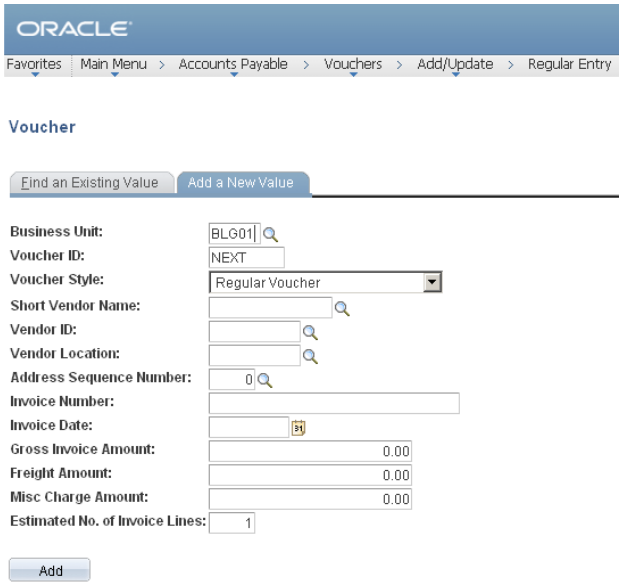

Figure 4

PeopleSoft Payables has several different voucher types used for different situations. While they address specific needs, they behave in a similar fashion.

- **Regular Voucher:** For vouchers with many voucher accounting lines. For copying information from purchase orders and receivers for vendor invoices that require two, three, or four way matching.
- **Adjustments:** Use adjustment vouchers to adjust existing vouchers or to relate two vouchers to each other.
- **Journal Voucher:** For correcting accounting entries on vouchers that have already posted.
- **Prepaid Voucher:** Use prepayments to create payments for vendors before receiving an invoice.
- **Register Voucher:** Register a voucher in the system when it is received, not when the account distribution is known. You record it against a suspense account for tracking purposes and route it for approval.
- **Reversal Voucher:** Reversal vouchers let you back out incorrect vouchers and start over. Entering a reversal voucher lets the system unpost, undo the match, and close the voucher.
- **Single Payment Voucher:** Make a payment for a one-time vendor without having to create and store the vendor in the system.
- **Template Voucher:** Use a voucher for a particular vendor as a model for other vouchers.
- **Third Party Voucher:** Link the charges on the invoices to a merchandise invoice and prorate them across the voucher lines of the merchandise invoice. Linking these freight and miscellaneous charges to the merchandise invoice enables the system to compute the landed cost for the merchandise.

Topic 2: Entering Online Vouchers

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information

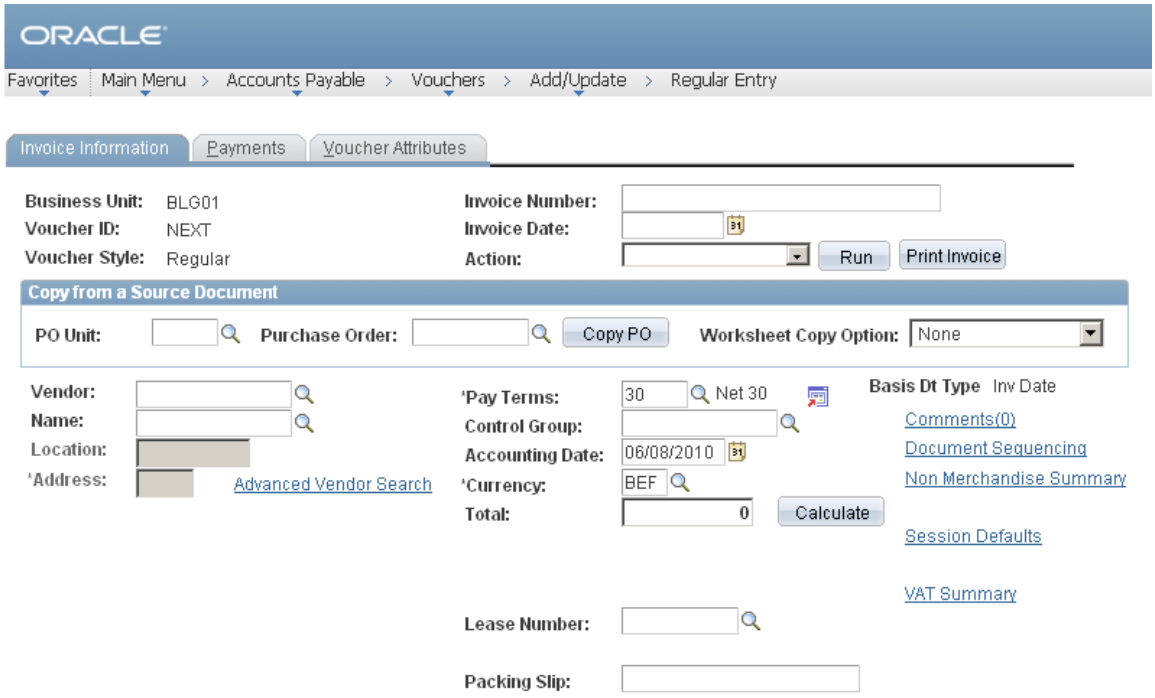

Figure 5

Enter voucher header information on the Invoice Information page. Here you enter information that is common to the entire voucher. You identify who the vendor is as well as invoice specific information such as the invoice number, invoice date, gross amount, and payment terms.

You can identify a vendor by entering the vendor short **Name** or **Vendor** ID. You can use only vendors that have been approved and that are not inactive. After you tab out of either field, the system retrieves the full vendor name, primary address and default location information so you can confirm that you have chosen the correct vendor. Additionally, default information from the vendor table is used in conjunction with information from other default levels—business unit, origin, and control group—to determine how the system will process this voucher.

NOTE You can also use the **Advanced Vendor Search** hyperlink to transfer directly to the vendor search pages so you can search for a particular vendor using partial names and wild card symbols.

Enter an **Invoice Number** if you have not already entered the Invoice Number on the initial Add page. Typically, this is the invoice number or some other control number from the voucher's supporting document. The system uses this reference for duplicate invoice checking if you have chosen it to be one of the match criteria.

Enter the **Invoice Date** if you have not already entered the Invoice Date on the initial Add page from which you want the payment terms to be based. In the case of a vendor invoice this would be the invoice date.

In the vendor **Location** and **Address** fields, you can specify a location and address to use for this voucher if it is different than the default.

Total amount is the full amount of the voucher including merchandise and service amounts (entered on the voucher line), freight amount, sales tax, and inclusive value added tax (VAT). Enter the **Total** amount to ensure balancing between the voucher header and voucher lines. You can enter total amounts only up to the limit specified on your Payables Operator profile.

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information > Comments

Use the voucher Comments page to enter information pertinent to the voucher's processing—such as why you put it on hold. This comment is for internal reference only. It will not print on the remit advice. Payment messages that are printed on the check are entered on the **Payments** page.

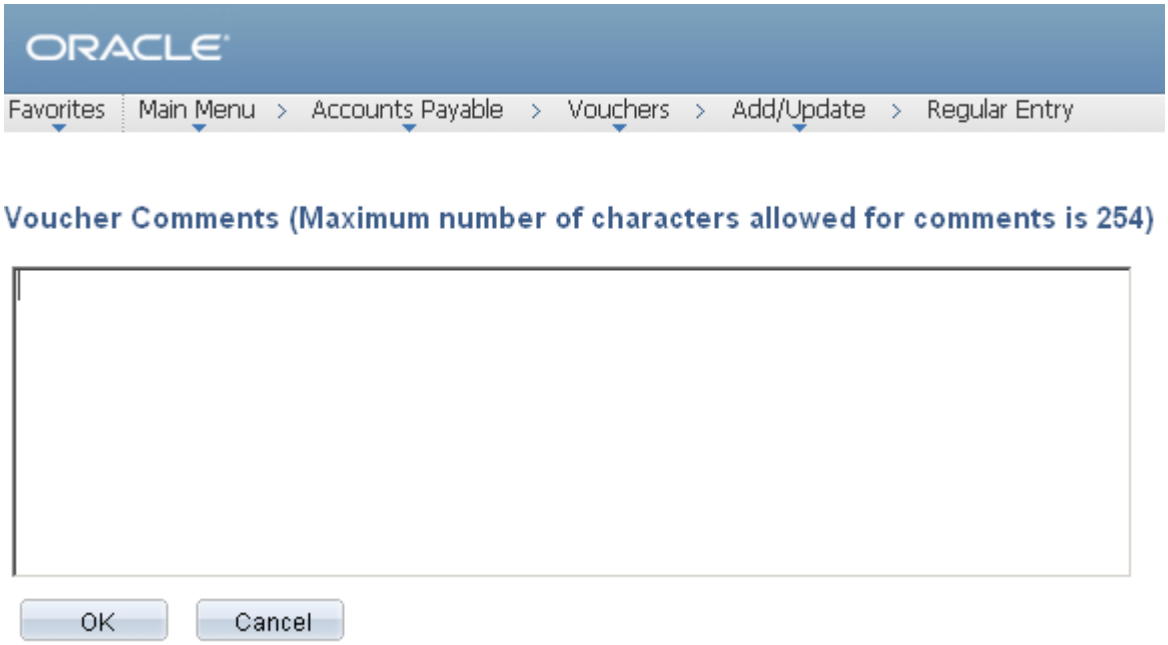

Figure 6

Topic 3: Payment Terms

PeopleSoft Payables displays the default payment **Pay Terms** code, based on the default hierarchy settings for the vendor you selected. You can override the default terms on the voucher if you like.

Click the **Detail** button to the right of the field to go to the Pay Terms Detail page on which you can view and override the default payment terms information.

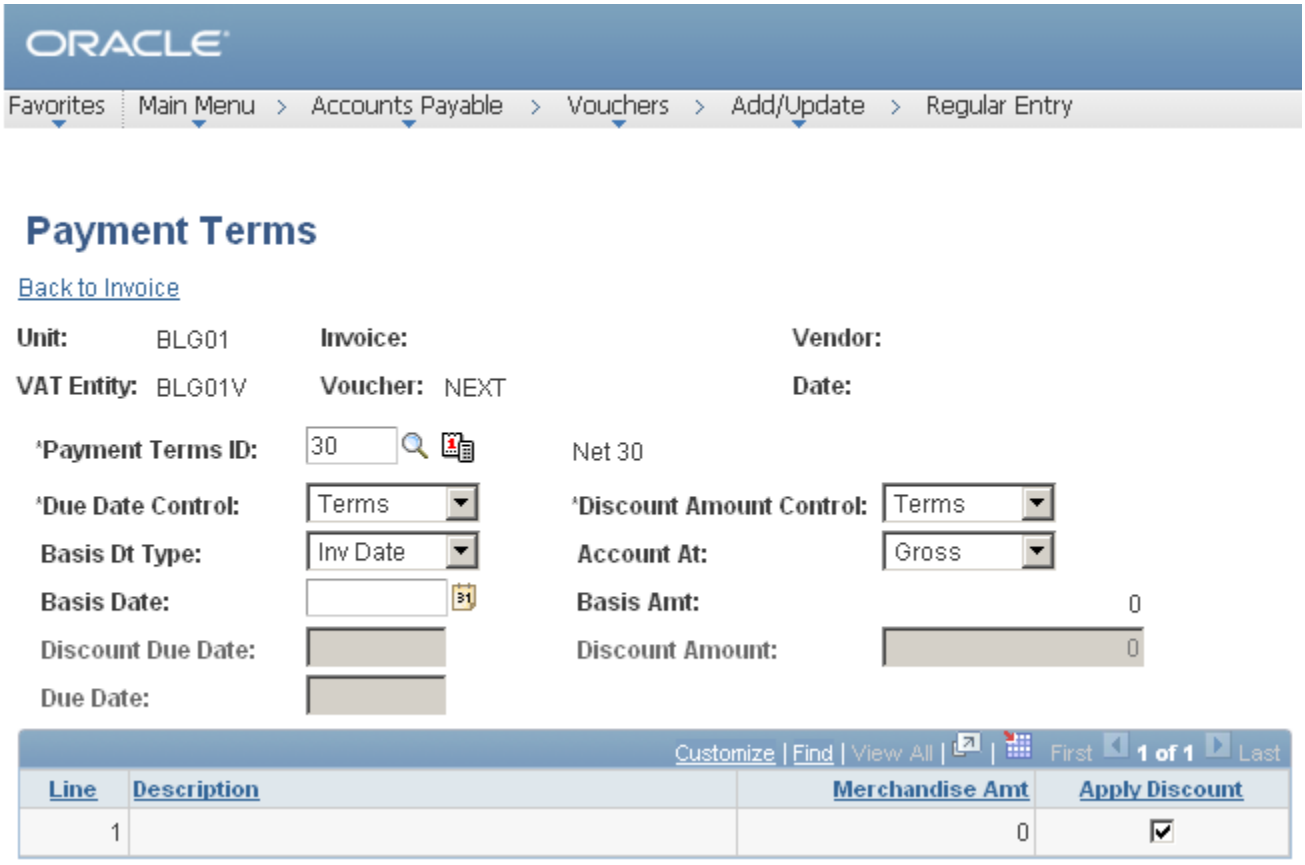

Figure 7

To enter specific values for **Due Date and Discount Due Date**, change **Due Date Control** or **Discount Amount Control** to ***User*** instead of ***Terms***. The related fields become active and you can make your changes.

You can also elect to update the **Account At** field to reflect ***Gross*** or ***Net***.

Additionally, on this page, you can select which voucher lines are **Discount Applicable.**

Click Back to Invoice to return to the **Invoice Information** page.

Topic 4: Withholding Information

Click the **Withholding** hyperlink to transfer to the Withholding Detail for the voucher. (The vendor has to be a withholding vendor for the link to appear).

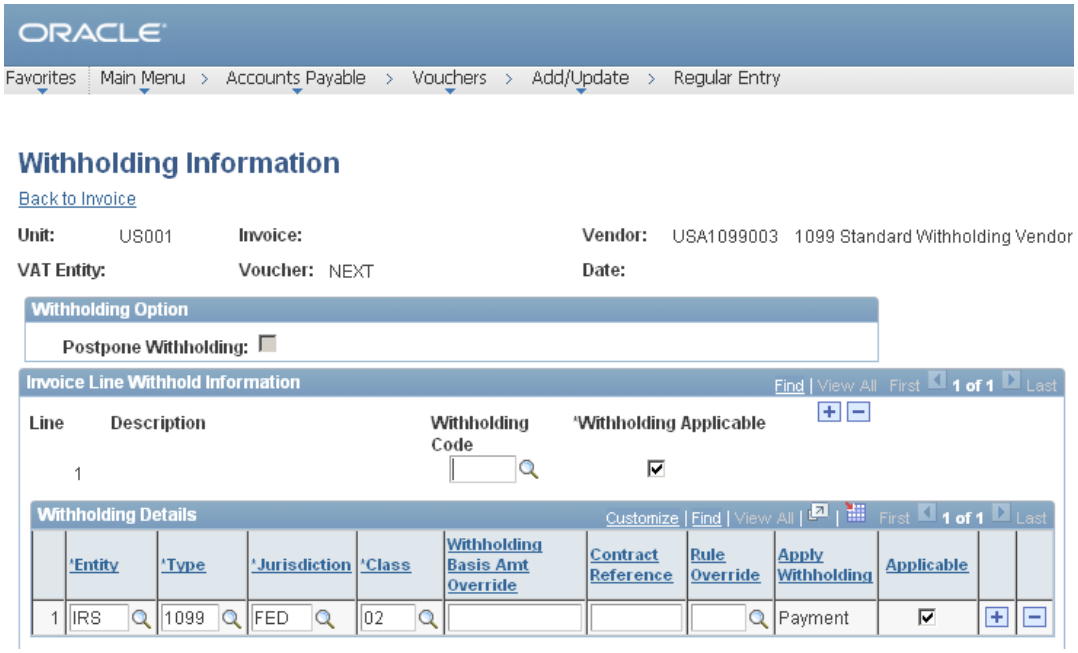

Figure 8

Entering a voucher for a vendor that is marked as a withholding vendor automatically applies the withholding **Code** specified on the vendor record. The **Withholding Information** page enables you to change which voucher lines are **Withholding Applicable** for the vendor.

Topic 5: Entering Invoice Lines

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry > Invoice Information

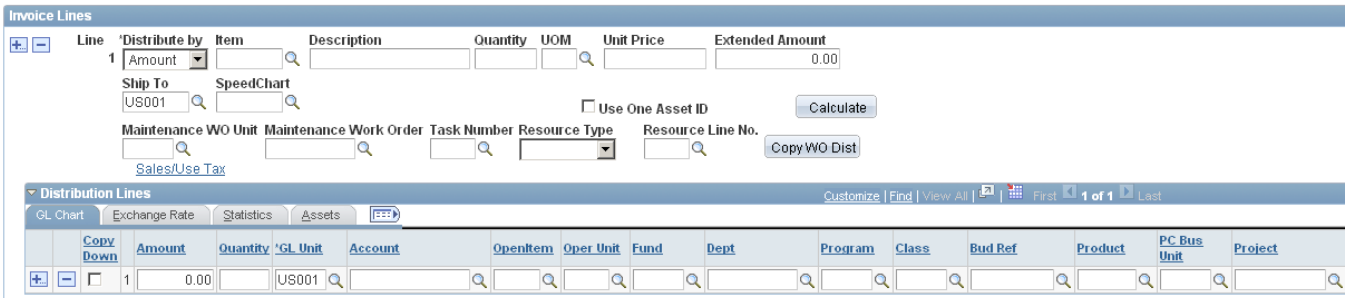

Figure 9

The system assigns a line number to ensure that each voucher line is unique. You can choose to **Distribute by** either ***Amount*** or ***Quantity.*** If you distribute by ***Quantity***, the merchandise amount on the voucher lines and distribution lines is calculated based on the quantity and unit price. You must enter the quantity, unit price, and unit of measure. The merchandise **Amount** field will not be enterable.

If you distribute by ***Amount,*** you must enter the merchandise amount for the voucher line. You may enter the quantity, unit price and UOM on the voucher line and a quantity on the distribution line for informational purposes only.

If you enter a quantity on the voucher line, you must also enter quantities on the associated distribution lines, the total of which must equal the quantity on the parent voucher line. You'll receive an error message if the lines are out of balance.

You may choose to enter an **Item** ID reference code. If you already have an existing item table, you may want to modify this record definition to validate this field against it.

Enter a line item **Description** of up to 30 characters. **Note this Description is usually passed to the General Ledger and is very useful to General Ledger inquiries.**

For **Quantity**, enter the number of units purchased for the voucher line. If you are distributing by Amount, this field is optional.

If you have entered a Quantity, enter the **Unit of Measure (UOM)**. This is also optional if you are distributing by Amount.

Enter a **Unit Price** for the voucher line. Again, if you are distributing by Amount, this field is optional.

Enter the **Amount** that you wish to charge to the ChartField values that follow. The total of all amounts entered on the distribution lines for a voucher line must equal the merchandise amount on the parent voucher line. You'll receive an error message if the amounts do not balance.

For **Quantity** enter the number of units purchased that should be associated with the distribution line. If you are distributing by Quantity, a quantity is required; a quantity is optional if you're distributing by Amount. If you've entered a quantity on the voucher line, the total of all quantities entered on the distribution lines for that voucher line must equal the quantity on the parent voucher line.

You must enter an **Account**. If the account is defined as a statistical account, the amount and quantity fields will gray, zeroing out as they do so. Account is a required field, validated along with the other ChartFields, when the voucher is saved.

The remaining chartfields are optional and depend on your specific system installation. **Department**, **Product**, and **Project** are the standard PeopleSoft Payables chartfields but additional fields may be available based on your configuration. Most likely, your ChartFields will differ but they will act similarly from a processing perspective. These fields are validated as ChartFields; all share the same validation error processing.

GL Unit identifies the GL business unit that will be charged with the expense coded on the distribution line. The default value is the GL business unit of the Payables business unit under which the voucher is being entered. If you change the value to charge a different GL business unit, the system will create InterUnit payables and receivables for the GL Business Unit charged and the GL vouching business unit respectively, using the InterUnit Distribution accounts specified for each business unit. This occurs during voucher and payment posting. ChartField validation occurs based on the ChartFields of the GL Unit.

Topic 6: Entering Payments Information

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry > Payments

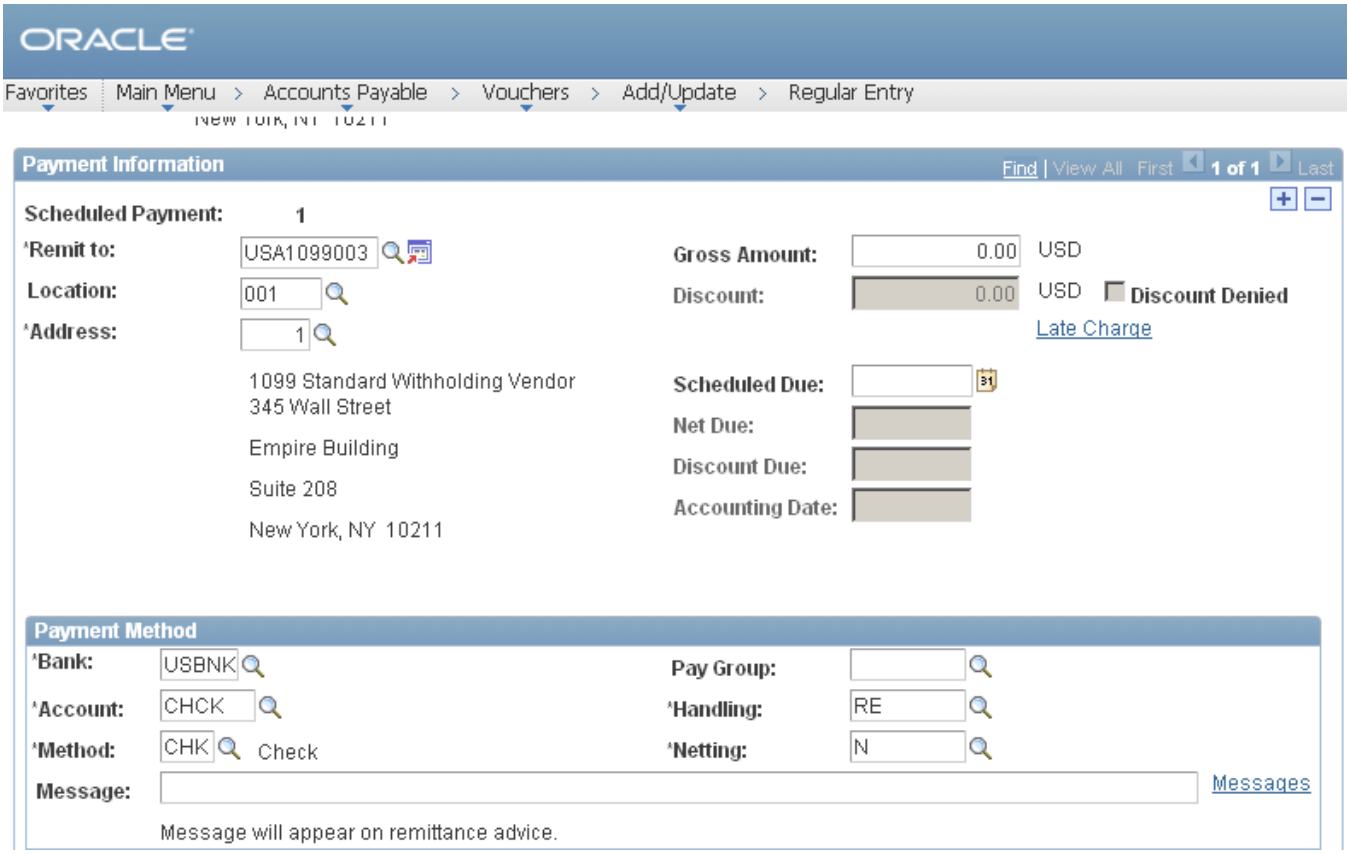

Figure 10

When you save a voucher, PeopleSoft Payables automatically schedules payments based on the voucher amounts, date, and vendor payment terms. If you need to, you can:

- Change payment schedules for individual vouchers.
- Schedule multiple payments per voucher and decide how much discount you wish to take on each payment and when the payments will be made.
- Schedule direct payment to an alternate vendor and/or location.
- Record manual and wire transfer payments.
- Create an Express Check.

PeopleSoft Payables schedules payments when you save the voucher. Generally, one payment will be scheduled to pay the voucher except when you want to schedule multiple payments of an invoice. The Schedule Payment page enables you to insert an additional row for each payment schedule. Depending on your withholding setup, a separate withholding payment may also be generated.

If your vendor is on hold, as defined on its vendor payment options page, the voucher will not be selected for payment until you remove the payment hold status for the vendor.

The **Payment** page in the Voucher menus shows you the payment schedule for the selected voucher.

When you save a voucher, the system processes the voucher fields against the Payment Terms table to determine the **Net Due**, **Discount Due**, and **Scheduled Due** dates.

The **Payment Handling** value is determined by the default hierarchy. Each payment handling code has a sort sequence related to it that determines the order in which it will print. Checks will be printed according to the sort sequence in ascending order—the lower the sort sequence number, the higher the sort priority. You must always have a payment handling code on a scheduled payment.

The **Remit To, Location** and **Address** fields enable you to quickly verify or change the Remit To Vendor, associated location and address. The system automatically determines the appropriate Remit To Vendor based on the remit vendor defined for the voucher vendor on the vendor table. While in most cases you will remit directly to the vendor that sent you the voucher, the system allows you to override the default choices for both Remit To Vendor, Location, and Address. For example, if a vendor requires that payments be sent to its parent company rather than a local address, you can select to which location the payment should be sent. You can change the Remit to Vendor to pay one vendor for the vouchers of another, as in factoring relationships, for example.

The preferred **Method**—***ACH, Check, Direct Debit, Draft, EFT, Manual Check,*** or ***Wire Transfer***—is derived from the control hierarchy. You can change it here if necessary.

The **Gross Amount** is the net payment amount for the scheduled payment if you do not take a discount. If you have multiple payments scheduled for the voucher, the sum of the gross amounts must equal the gross amount of the voucher in the Invoice Information page.

Discount is the amount of the discount that you can take on the scheduled payment. The sum of all the discount amounts must equal the total discount amount available for the voucher. If you miss the discount due date and elect to not always take the discount, you will not be able to take advantage of this discount amount, unless you reschedule the payment with new dates.

When PeopleSoft Payables automatically schedules payments, the **Net Due date** is calculated by applying the appropriate net payment terms timing calculation for the payment terms that you entered on the voucher header. If you have net delay days specified for the vendor or for the Payables business unit, the system will add that number of days to the date calculated from the payment terms to determine the net due date when the gross amount for the scheduled payment is due.

Similarly, the system calculates the **Discount Due** date by applying the appropriate discount payment terms timing calculation for the payment terms that you entered on the voucher header. If you have discount delay days specified for the vendor or for the Payables business unit, the system will add that number of days to the date calculated from the payment terms to determine the latest date that you can legitimately retain the discount amount for the scheduled payment.

PeopleSoft Payables uses the **Scheduled Due** date to determine when to pay the scheduled payment. During payment selection one of the criteria that the system uses to select scheduled payments in a pay cycle is to compare the pay through date—entered as part of your payment selection criteria—to the scheduled pay date. If the scheduled pay date is less than the pay through date, the scheduled payment is a candidate for actual payment.

When PeopleSoft Payables automatically schedules payments, the scheduled pay date is set to one of these values:

- **Discount due date**, when there is a discount available and the discount due date is later than the current date
- **Net due date**, when there is no discount available or the discount due date has passed.
- **Current date**, if the net due date has passed.

If the voucher is under the control of Payment Terms, the **Discount** amount**, Net Due** date**,** and **Discount Due** date are calculated by the system based on the Payment Terms, Voucher Date, Gross Amount, and Delay Days (net and discount, as determined through the control hierarchy). When the system automatically schedules payment, it copies these fields into each scheduled payment. If you are authorized to manually schedule payments, these dates and amounts can be manipulated to tailor the voucher's scheduled payments to meet your cash flow requirements.

A payment will be placed automatically on **Withhold Hold** when the withholding rule indicates that the payment should be held and a piece of information requiring a hold is not populated for the vendor (as determined by the entity setup).

For more information on how PeopleSoft Payables processes different payment methods, refer to Processing Payments.

Topic 7: Scheduling Payments Manually

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry > Payments > Schedule Payment

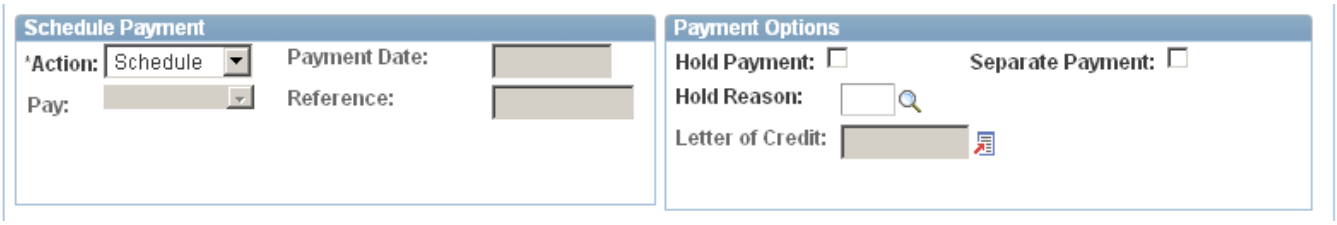

Figure 11

Click to **Schedule Payments** push button to schedule the payment before you save the voucher. This function enables you to preview the payment due dates and discount (if any). With multi-payment terms, you can also generate installment payment records (and review them and edit them, if necessary) in advance of committing them by saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.

When you need to override the payment method defaults that you programmed into the control hierarchy, you can use **Payment Method** to do so. You can change the default **Method** to a ***ACH*** transfer, ***Check, Direct Debit, Draft, EFT*** (Electronic Funds Transfer), or ***Wire*** transfer or other system payment methods provided they are defined for the bank account.

The system controls who can manually schedule payments through the Payables Operator profile. For an operator not authorized to schedule payments, none of the fields in the Schedule Payment page will be changeable.

You can enter any date you wish into the **Scheduled Due** date. By manipulating this date, along with the **Net Due** date and **Discount Due** date, you achieve a great deal of flexibility in determining when you will make a payment and for how much.

You cannot change the scheduled payment rows once the voucher has either been selected for payment or actually paid. In these cases, the fields in this group box are not active, and the system displays only payment information.

Turn on **Hold** if you want to put the scheduled payment on hold. Select the **Hold Reason** to identify the reason for the hold.

If you insert a row to schedule multiple payments, the system automatically completes all the vendor fields for you. You don't have to re-enter information.

If you turn on **Hold Payment,** the scheduled payment will be stored but not paid. The **Hold Reason** field will be available so you can enter a code to explain the payment hold. Reason codes are stored in a translate table. PeopleSoft Payables comes with several codes to identify the hold reason. Your System Administrator can add more codes to the table using PeopleTools, if needed. When you're ready to take the payment off hold, turn this check box off.

Use **Payment Inquiry** to transfer to the Payment Inquiry page to view payment information. **Payment Inquiry** is only active if the voucher has been paid.

Use **Messages** to insert messages that will be inserted on the payment.

Use **Express Payment** to transfer directly to the page where you can produce a check for this voucher. All relevant information on the voucher is copied to the express check fields. See Payment Processing for further information.

You track payments that were written manually—either with a typewriter or pen and ink—by creating a voucher for the payment just as you would for a normal invoice and selecting ***Record*** as the **Action.** To successfully record manual payments:

- The amount of the payments entered must add up to either the gross amount or the gross minus the discount as specified in the voucher header.
- The voucher must be approved in the system.
- The bank account setup supports manual payments.

Select ***Record*** as the **Action.** The **Method** will automatically change to **MAN** (manual). This action hides many of the fields that are available on the page.

Make sure that the **Remit to** vendor, **Location** and **Address**, as well as the **Bank** code and **Account** type match the manual payment that was made.

Enter a **Reference**, the **Amount** of the payment, and the **Date** the invoice was paid. **Accounting Date** controls the period and year in which the payment posting entries will be made. You can change the **Accounting Date** to reflect when the manual payment was actually made.

Click the **Comments** button to enter comments to describe the payment.

Topic 8: Viewing Summary Page

NAVIGATION: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value

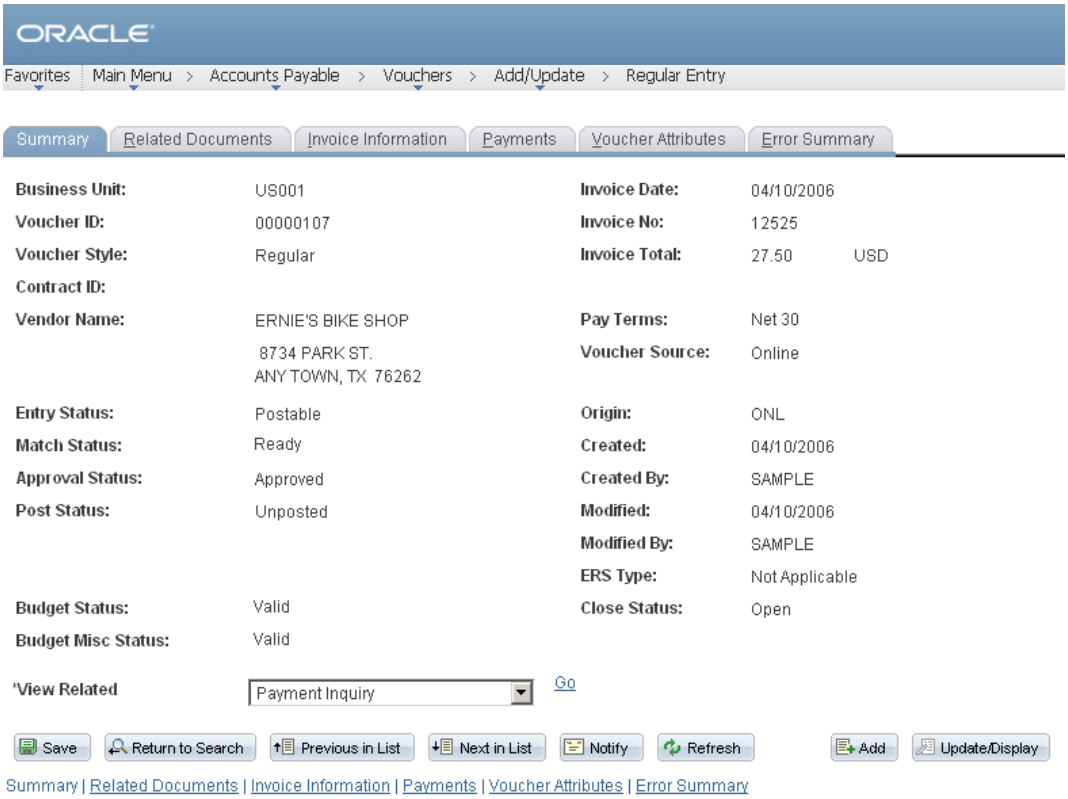

Figure 12

The **Summary** page shows you at a glance the extent of the processing that the system has performed on the voucher, as well as who entered it and when. You can also easily identify if the voucher is postable, if it has already been posted, and if the withholding balance has been posted. You cannot make any modifications that affect the status of a voucher from this page.

The **Status** group box provides you with an update on **Entry Status**, **Post Status**, and **Approval Status**.

Entry Status shows the status of the voucher in relation to system validations.

- ***Postable:*** The voucher is correct and available for posting.
- ***Open:*** The voucher is in the process of being entered.
- ***Recycle:*** There is an error on the voucher; it can be saved but not posted.

The **Entered By** field shows the operator ID of the person who entered the voucher and the associated **Origin**. The **Entered On** date indicates when it was first entered into the system, and is the date it was **Last Updated**. **Updated By** shows the operator ID of the person who last updated the voucher.

The **View Related** drop-down also provides a quick link to **Payment, Accounting Entries, Purchase Order** and **Voucher Inquiry** pages**.**