Voucher Mass Maintenance Process Overview

Voucher Mass Maintenance allows the user to update, close, delete, or unpost multiple vouchers at a time. This functionality also contains a filter to narrow search results to only those vouchers eligible for the given action.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Voucher Mass Maintenance is performed when it is determined that multiple vouchers need to be updated, closed, deleted, or unposted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>Voucher Mass Maintenance activities are preceded by the initial Voucher Entry or Build.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>It is assumed that the user performing the Voucher Mass Maintenance activities has the proper Roles, Permission Lists, and User Preferences.</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Accounts Payable users are responsible for Voucher Mass Maintenance activities.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Process Detail

I. Voucher Mass Field Updates

*Navigation: Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance*
1. **Add** Search Criteria to narrow your search results.

2. **Click** Search

   **Note:** To avoid performance issues, narrow your search as much as possible. If the number of Vouchers you need to perform Mass Maintenance on is large, consider breaking it into smaller batches. Also, use the following search criteria for best performance.
   - Business Unit and Accounting Date
   - Business Unit and Invoice Date
   - Business Unit and Entry Date
3. Select ‘Vchrs that can be Fld Replaced’ from the Filter Criteria dropdown.
Note: After selecting the Filter criteria, the Vouchers returned are all eligible for field update.

4. **Deselect** the Vouchers you do not want to include in the field update

5. **Click** Field Replace
6. Enter a unique Request ID
7. Enter a Request Description for your reference
8. Select the Field Name to be updated and the value you would like to replace it with.
9. Select Action ‘2.Voucher Build’ – This will execute the field update and run the Voucher Build process.
10. Click Run

11. **Locate** the instance of *Process Name* ‘FS_STREAMLN’ you just initiated and monitor the *Run Status* and *Distribution Status* by **Clicking** [Refresh] until the *Distribution Status* is ‘Posted’.

12. **Click** the *Detail* link.

13. **Click** the *Message Log* link
14. **Verify** that the number of Vouchers selected equal the number of ‘Vouchers processed with an entry status of Postable’.

**Note:** You can also verify the update by navigating to the regular voucher entry page.

*Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry*
15. Click tab
16. Enter Business Unit ‘UW***’
17. Enter the Voucher ID you would like to review
18. Click Search
Note: The Accounting Date has been updated to 6/30/2013 as specified on the Mass Maintenance request.

II. Voucher Mass Closure

Navigation: Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance

1. Add Search Criteria to narrow your search results.
2. Click Search
Note: To avoid performance issues, narrow your search as much as possible. If the number of Vouchers you need to perform Mass Maintenance on is large, consider breaking it into smaller batches. Also, use the following search criteria for best performance.
- Business Unit and Accounting Date
- Business Unit and Invoice Date
- Business Unit and Entry Date

3. **Select the Filter Criteria** ‘Vouchers that can be Closed’
4. **Deselect** the Vouchers that you would like to exclude from the Mass Closure.

5. **Click**
6. Enter an unique Request ID
7. Enter a Request Description for your reference
8. Select Action ‘2. Voucher Post’
9. Click Run


10. Click the Details link associated with the instance of FS_BP initiated at the time of the close process.
11. Click the Message Log link
12. **Verify** that the number of Vouchers you attempted to close were successfully Budget Checked.
   
   **Note:** You can also verify the close was successful by reviewing the Voucher on the regular entry page.

   *Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry*
13. Enter Business Unit ‘UW***’
14. Enter the Voucher ID you would like to confirm
15. Click Search
16. **Verify** the *Budget Status* is ‘Valid’ and the *Close Status* is ‘Closed’

### III. Voucher Mass Deletion

*Navigation: Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance*
1. **Add** *Search Criteria* to narrow your search results

2. **Click** Search

**Note:** To avoid performance issues, narrow your search as much as possible. If the number of Vouchers you need to perform Mass Maintenance on is large, consider breaking it into smaller batches. Also, use the following search criteria for best performance.

- Business Unit and Accounting Date
- Business Unit and Invoice Date
- Business Unit and Entry Date

3. **Select** the *Filter Criteria* ‘Vouchers that can be Deleted’
4. **Deselect** the Voucher you do not wish to include in the Mass Deletion.

5. **Click** Delete
6. Enter an unique Request ID
7. Enter a Request Description for your reference
8. Select Action ‘1. Mass Maintenance’
9. Click Run

*Navigation: PeopleTools > Process Scheduler > Process Monitor*

10. Monitor the progress of **FS_STREAMLN** and the associated instances of **FS_BP**. Click Refresh to update the page until the Distribution Status is ‘Posted’.

*Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry*
11. Click tab
12. Enter Business Unit ‘UW***’
13. Enter Voucher ID to confirm deletion
14. Click Search

Note: Once a Voucher is deleted it is no longer available online. Therefore, the search should return no results.

IV. Voucher Mass Unposting

Navigation: Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance
1. **Add** *Search Criteria* to narrow your search results.

2. **Click** [Search]

   **Note:** To avoid performance issues, narrow your search as much as possible. If the number of Vouchers you need to perform Mass Maintenance on is large, consider breaking it into smaller batches. Also, use the following search criteria for best performance.
   - Business Unit and Accounting Date
   - Business Unit and Invoice Date
   - Business Unit and Entry Date
3. **Select** ‘Vouchers that can be Unposted’ from the *Filter Criteria* dropdown.

4. **Deselect** the Vouchers you would like to exclude from the Mass Unpost

5. **Click** UnPost
6. **Enter** an unique *Request ID*
7. **Enter** a *Request Description* for your reference
8. **Select** Action ‘1. Mass Maintenance’
9. **Click** Run

*Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry*
10. Click **Find an Existing Value** tab
11. Enter **Business Unit** 'UW***'
12. Enter a **Voucher ID** that was unposted
13. Click **Search**
14. **Verify** that the *Post Status* is ‘Unposted’

### Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
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<tbody>
<tr>
<td>Mark Flemington</td>
<td>1.0</td>
<td>06/19/2013</td>
<td>Initial Document</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.1</td>
<td>06/24/2013</td>
<td>Final review and publish</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>1.2</td>
<td>09/04/2013</td>
<td>Update and clarifications</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.3</td>
<td>09/09/2013</td>
<td>Final review and republish</td>
</tr>
</tbody>
</table>