Easy Payment Voucher (PVE) Cheat Sheet

Easy Payment Vouchers cannot be used to modify a Payment Voucher or make a payment from a Sub-Revenue Source or a Balance Sheet Account.

To Create an Easy Payment Voucher (PVE)

Enter **PVE** in the code field of the **Navigator** window. Press **Enter** or select **OK**.

Code	Long Name
PVE	Easy Payment Voucher

Assign a Document ID:

- **Easy Payment Voucher** is defaulted in the **Document Type** field.
- Enter the **three digit agency number** in the first field next to **Document ID**.
- Select **Automatic Document Numbering;** or enter the document number assigned by the agency; or your agencies prefix combined with automatic document numbering.
- Select **OK**.

Don't forget to record your document number on your back-up documentation.

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PVE Header

1. **Date of Record** – Enter today's date.
2. **Accounting Period** – Used if the payment is for a previous accounting period.
3. **Budget Fiscal Year** – Enter the fiscal year from which the payment is made.
4. **Text Flag** – Populated by the system when an **Additional Description** is added.
5. **Document Total** – Enter the total amount of the payment to the vendor.
6. **Vendor Code** –Use the **Find Code** feature or enter the vendor code manually.
7. **Vendor Name** – Information inferred by the system.
8. **Vendor Address** – Information inferred by the system.
9. **Payment Options** -- Information inferred by the system.

Example:

Payment Options

The payment option section is populated when you edit your payment voucher. This information is inferred by the system from information gathered from the vendor when the vendor record was created as well as accounting coding information.

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*The example below is set at the **default settings**:*

Single Check – This field is populated with values inferred from the vendor information when a document is edited. Yes will be indicated if the vendor has requested a single payment for each payment voucher. No will combine this voucher with others processed to the same vendor from the same agency on the same day.

EFT Indicator - This field is populated with values inferred from the vendor information when the document is edited. Yes will be indicated if the vendor is receiving their payment electronically via EFT.

Check Category - Leave blank. The field is populated with values inferred from the account coding information when the document is edited.

Application Type - Leave blank. The field is populated with values inferred from the account coding information when the document is edited.

Scheduled Pay Date - Optional. A future date can be entered. If a date is not entered, the payment will process after the document has processed in the nightly cycle.

These settings should not be changed manually. However, if you do change vendor numbers after you have already edited your document, reset your payment options to the default settings and then edit the document again to obtain the appropriate settings.

PVE Line Details

A. **Line**–The line number is inferred. Beginning with 01, 99 lines maximum.
B. **Fund**–Enter the three-digit fund number.
C. **Agency**–Enter the three-digit agency number.
D. **Org**–Enter the four-character organization number.
E. **Sub-Org**–Enter two-character sub-organization, if applicable.

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F. **Appropriation Unit**–Enter the six-digit appropriation unit. The appropriation unit includes the four-digit budget account and the two-digit category.
G. **Activity**–Enter the activity code, if applicable.
H. **Function**–Enter the function code, if applicable.
I. **Object**–Enter the four-digit expenditure GL.
J. **Sub-Object**–Enter the two-digit sub-object if applicable.
K. **Job Number**–Enter the job number, if applicable.
L. **Rept Cat**-This field is not currently being used.
M. **Invoice**–Enter a vendor invoice number. Advantage will not allow an invoice number to be repeated with the same vendor number.   Maximum 12 characters.
N. **Description**–Enter description information. Use this field to enter account numbers. (27 characters maximum)
O. **Amount**–Enter the amount for this line of coding.
P. **Inc/Dec**-Use the decrease button to record credit memos.

Example:

Line	Fund	Agency	Org / Sub	Appr Unit	Activity	Function	Object / Sub	Rev	Job Number	Rept Cat
01	101	999	0000 /	123404			6141 /		1055396	

Invoice 8840679   Desc GFOA CONFERENCE OMAHA   Amt 100.00 ⦿ Inc ◯ Dec

Description Field on Payment Vouchers

In accordance with the **Social Security Number Protection Act of 2010**, the Controller's Office made the following changes in Advantage in September, 2011.

Any number in the **description field** or the **Note Pad Text** area (**Additional Description**) that resembles a social security or federal tax ID number either in format or number of digits will trigger a hard error. When the error is triggered you will be prompted to change the configuration of the number. If the change is not made you will not be able to proceed with processing the document. This type of error must be corrected.

To correct the error, perform one of the following:

- Alter the format. (i.e. from: 999999999 to 9 99999999) **or**
- Change the number of digits. (i.e. add a zero at the beginning of the number).

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Messages

Code	Message
*HP03	DOCUMENT ERRORS DETECTED
D01-NT20E	INVALID DESCRIPTION

Error Message Explanation

Error Code: NT20E Error Message: INVALID DESCRIPTION

Explanation

Due to the Social Security Number Protection Act of 2010,

no part of a SSN can be printed on a check/advice.
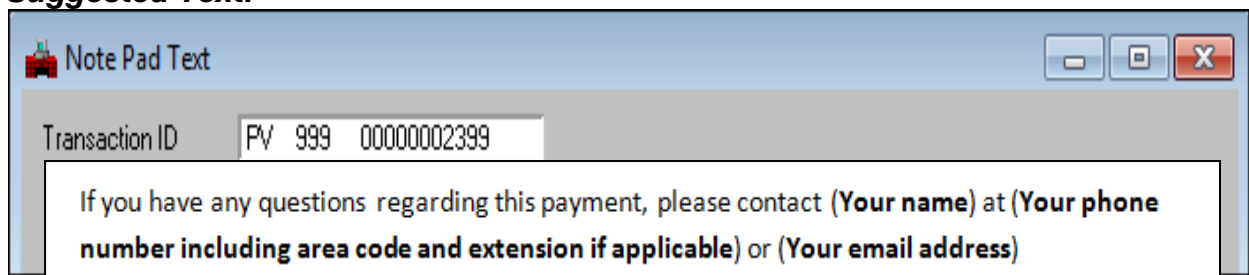
Therefore the description cannot have numbers with the

folllowing formats:

999999999, 99a9999999, or 999a99a9999.

Please correct the description.

To help apply the payment to the correct account, please

enter a valid invoice or refererence number and your

office telephone number.

Adding an Additional Description

Suggested Text:

Note Pad Text

Transaction ID: PV 999 00000002399

If you have any questions regarding this payment, please contact (**Your name**) at (**Your phone number including area code and extension if applicable**) or (**Your email address**)

- **Note Pad Text** can accommodate up to 99 lines of information however only the first 2 lines populate on the check stub. Use the first two lines to help inform your vendor about the payment or who to contact if he/she has questions.

Note: If you delete the document however, make sure you first delete the additional description. If you re-use the document number then the original note pad text will attach to the new document.
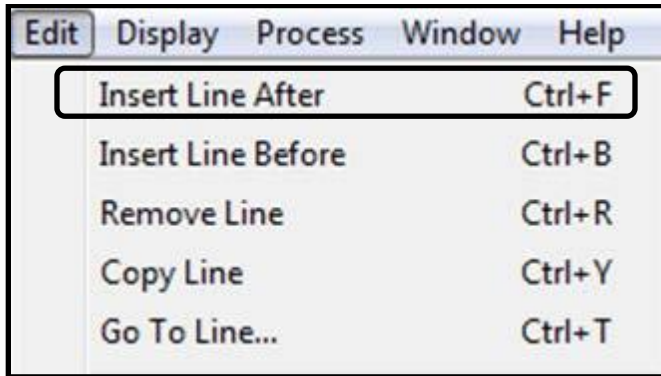
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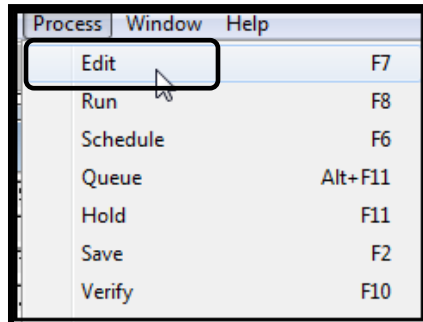
Before applying approval:

- Before applying approval to a payment voucher, the user must first verify:
- The payment is for a valid claim. Is it a valid debit of the State?
- The payment has not been previously presented or paid.
- The vendor information is correct. Does the payment voucher reflect the correct vendor name and remittance address?
- The payment voucher is complete and mathematically correct.
- If it is a contract payment, is the payment in compliance with the contract?

Adding additional lines:

Documents open with one line of account coding. To add additional lines of coding, go to **Edit: Insert Line After** or **Ctrl+F**.

Edit	Display	Process	Window	Help
Insert Line After				Ctrl+F
Insert Line Before				Ctrl+B
Remove Line				Ctrl+R
Copy Line				Ctrl+Y
Go To Line...				Ctrl+T

Editing the PVE:

Process	Window	Help
Edit		F7
Run		F8
Schedule		F6
Queue		Alt+F11
Hold		F11
Save		F2
Verify		F10

- After entering all lines of account coding, select **Process: Edit**, or **(F7)**.
- Check the status of the document.
- Correct any errors.
- Re-edit till all errors are resolved.
- The document status is **PEND3**.

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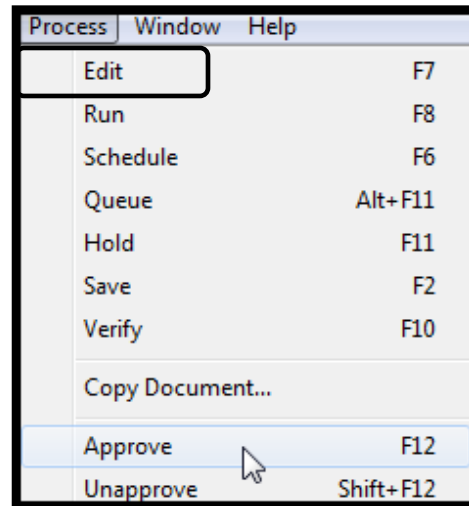
Approvals:

All Payment Vouchers require two levels of approval to process, both a **PEND3** and a **PEND4** approval.

> **PEND3** Initial Approval
> **PEND4** Final Approval

To approve the PVE:

> Select **Process: Approve** or **(F12).**

Process	Window	Help	
Edit			F7
Run			F8
Schedule			F6
Queue			Alt+F11
Hold			F11
Save			F2
Verify			F10
Copy Document...			
Approve			F12
Unapprove			Shift+F12

To create another document:

Display	Process	Window	Help	
Top of Batch				Shift+F5
Next Document				Shift+F4
Previous Document				Shift+F3
New Document...				
Bottom of Batch				Shift+F6