



Activity Guide –

AP311: Voucher Processing

State of Kansas



AP311: Voucher Processing Activity Guide

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Activity 1 – Walkthrough: Create a Voucher without a Purchase Order

Scenario

In this scenario, you are an **Accounts Payable Processor** who needs to enter a voucher for Kevin Design Shop. Your agency is located at a remote office and needs to pay for a recent order of office supplies. For this scenario, a purchase order was not created for the office supplies.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Creating Non-Purchase Order Vouchers

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to create a voucher without a purchase order in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use **ONLY** the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
<i>Voucher: Add a New Value</i>	
Business Unit	17300
Voucher ID	NEXT
Vendor ID	0000000003
Invoice Number	011910-<your SMART Training Environment User ID>
Invoice Date	<Today's date>
Gross Invoice Amount	301.17
* Click the Add button	
<i>Invoice Information – Invoice Lines</i>	
Description	September Phone Bill
<i>Invoice Information – Distribution Lines</i>	
GL Unit	17300
Dept	1730101030
Fund	1000



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Field	Value
Bud Unit	0210
Program	01651
Account	523850
* Click the Save button	



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Activity 2 – Exercise: Create a Voucher without a Purchase Order

Scenario

In this scenario, you are an **Accounts Payable Processor** who needs to enter a voucher for Johnny Design Shop. Your agency received an order of custom banners and needs to pay for them. For this scenario, a purchase order was not created for custom banners.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Creating non- purchase order vouchers

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
<i>Voucher: Add a New Value</i>	
Business Unit	17300
Vendor ID	0000000004
Invoice Number	102009-<your SMART Training Environment User ID>
Invoice Date	<Today's date>
Gross Invoice Amount	426.17
* Click the Add button	
<i>Invoice Information – Invoice Lines</i>	
Description	September Electric Bill
<i>Invoice Information – Distribution Lines</i>	
GL Unit	17300
Dept	1730101010
Fund	1000
Bud Unit	0210
Program	01651
Account	523850
* Click the Save button	



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Activity 3 – Demonstration: Create a Voucher with a Purchase Order

Scenario

In this scenario, you have the role of **Accounts Payable Processor**. You will create a new voucher for Andy Design Shop by copying an existing purchase order into the voucher.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Creating Purchase Order Vouchers

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to create a voucher with a purchase order in SMART. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Voucher: Add a New Value</i>	
Invoice Number	011810-<your SMART Training Environment User ID>
Invoice Date	12/01/09
* Click the Add button	
<i>Invoice Information</i>	
PO Unit	17300
Purchase Order	See user specific data
* Click the Copy PO Button	
*Calculate button – information only	Shows the difference between lines and total
Pay Terms	00 (Due Now- SOK uses)
<i>Invoice Information – Invoice Lines</i>	
Review	Review the invoice line information
<i>Invoice Information – Distribution Lines</i>	
Review	Review the distribution line information
* Click the Save button	



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User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Purchase Order	0000001031
Instructor 2	Purchase Order	0000001032
Instructor 3	Purchase Order	0000001033

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Purchase Order	0000001034
Instructor 2	Purchase Order	0000001035
Instructor 3	Purchase Order	0000001036

User Specific Data – Classroom Set 3

User	Field	Value
Instructor 1	Purchase Order	0000001037
Instructor 2	Purchase Order	0000001038
Instructor 3	Purchase Order	0000001039

User Specific Data – Classroom Set 4

User	Field	Value
Instructor 1	Purchase Order	0000001040
Instructor 2	Purchase Order	0000001041
Instructor 3	Purchase Order	0000001042



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Activity 4 – Exercise: Create a Voucher with a Purchase Order

Scenario

In this scenario, you have the role of **Accounts Payable Processor**. Your agency is in the process of updating your computer lab. A purchase order has been created to begin replacing the computer monitors. Since a purchase order already exists, you do not need to create the voucher from scratch. Create a new voucher for a computer monitor by copying the existing purchase order information into the voucher.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Creating Purchase Order Vouchers

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use **ONLY** the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Voucher: Add a New Value</i>	
Vendor ID	0000000008
Invoice Number	012010-<your SMART Training Environment User ID>
Invoice Date	12/01/09
* Click the Add button	
<i>Invoice Information</i>	
PO Unit	17300
Purchase Order	See user specific data
* Click the Copy PO Button	
<i>Invoice Information – Invoice Lines</i>	
Review	Review the invoice line information
<i>Invoice Information – Distribution Lines</i>	
Review	Review the distribution line information
* Click the Save button	



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User Specific Data – Classroom Set 1

User	Field	Value
User 1	Purchase Order	0000001061
User 2	Purchase Order	0000001062
User 3	Purchase Order	0000001063
User 4	Purchase Order	0000001064
User 5	Purchase Order	0000001065
User 6	Purchase Order	0000001066
User 7	Purchase Order	0000001067
User 8	Purchase Order	0000001068
User 9	Purchase Order	0000001069
User 10	Purchase Order	0000001070
User 11	Purchase Order	0000001071
User 12	Purchase Order	0000001072
User 13	Purchase Order	0000001073
User 14	Purchase Order	0000001074
User 15	Purchase Order	0000001075
User 16	Purchase Order	0000001076
User 17	Purchase Order	0000001077
User 18	Purchase Order	0000001078
User 19	Purchase Order	0000001079
User 20	Purchase Order	0000001080
User 21	Purchase Order	0000001081
User 22	Purchase Order	0000001082

User Specific Data – Classroom Set 2

User	Field	Value
User 1	Purchase Order	0000001083
User 2	Purchase Order	0000001084
User 3	Purchase Order	0000001085
User 4	Purchase Order	0000001086
User 5	Purchase Order	0000001087
User 6	Purchase Order	0000001088
User 7	Purchase Order	0000001089
User 8	Purchase Order	0000001090
User 9	Purchase Order	0000001091
User 10	Purchase Order	0000001092
User 11	Purchase Order	0000001093
User 12	Purchase Order	0000001094
User 13	Purchase Order	0000001095
User 14	Purchase Order	0000001096
User 15	Purchase Order	0000001097



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User	Field	Value
User 16	Purchase Order	0000001098
User 17	Purchase Order	0000001099
User 18	Purchase Order	0000001100
User 19	Purchase Order	0000001101
User 20	Purchase Order	0000001102
User 21	Purchase Order	0000001103
User 22	Purchase Order	0000001104

User Specific Data – Classroom Set 3

User	Field	Value
User 1	Purchase Order	0000001105
User 2	Purchase Order	0000001106
User 3	Purchase Order	0000001107
User 4	Purchase Order	0000001108
User 5	Purchase Order	0000001109
User 6	Purchase Order	0000001110
User 7	Purchase Order	0000001111
User 8	Purchase Order	0000001112
User 9	Purchase Order	0000001113
User 10	Purchase Order	0000001114
User 11	Purchase Order	0000001115
User 12	Purchase Order	0000001116
User 13	Purchase Order	0000001117
User 14	Purchase Order	0000001118
User 15	Purchase Order	0000001119
User 16	Purchase Order	0000001120
User 17	Purchase Order	0000001121
User 18	Purchase Order	0000001122
User 19	Purchase Order	0000001123
User 20	Purchase Order	0000001124
User 21	Purchase Order	0000001125
User 22	Purchase Order	0000001126

User Specific Data – Classroom Set 4

User	Field	Value
User 1	Purchase Order	0000001127
User 2	Purchase Order	0000001128
User 3	Purchase Order	0000001129
User 4	Purchase Order	0000001130
User 5	Purchase Order	0000001131
User 6	Purchase Order	0000001132



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User	Field	Value
User 7	Purchase Order	0000001133
User 8	Purchase Order	0000001134
User 9	Purchase Order	0000001135
User 10	Purchase Order	0000001136
User 11	Purchase Order	0000001137
User 12	Purchase Order	0000001138
User 13	Purchase Order	0000001139
User 14	Purchase Order	0000001140
User 15	Purchase Order	0000001141
User 16	Purchase Order	0000001142
User 17	Purchase Order	0000001143
User 18	Purchase Order	0000001144
User 19	Purchase Order	0000001145
User 20	Purchase Order	0000001146
User 21	Purchase Order	0000001147
User 22	Purchase Order	0000001056



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Activity 5 – Walkthrough: Create a Reversal Voucher

Scenario

In this scenario, you are an **Accounts Payable Processor**. Your agency recently placed an order for reams of white paper from Sara Design Shop using a purchase order. After receiving and paying for the paper, your agency discovered that the reams were pink instead of white. Your agency returned the pink paper to Sara Design Shop and received a credit memo for the entire order. As the Accounts Payable Processor, enter a reversal voucher to record the credit memo and restore the encumbrance to the purchase order.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Entering Reversal Vouchers

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to create a reversal voucher. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
<i>Voucher: Add a New Value</i>	
Business Unit	17300
Voucher Style	Reversal Voucher
Vendor ID	0000000013
Invoice Number	Use your assigned Voucher ID from the user specific data as the Invoice Number
Invoice Date	07/10/2009
* Click the Add button	
<i>Invoice Information</i>	
Voucher To Be Reversed	See user specific data
Reverse Remaining Vchr Balance	Checkbox not selected
* Click the Copy to Voucher button	
<i>Invoice Information – Invoice Lines</i>	



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Field	Value
Review	Review the invoice line information
<i>Invoice Information – Distribution Lines</i>	
Review	Review the distribution line information
* Click the Save button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Voucher ID	00000360
Instructor2	Voucher ID	00000361
Instructor3	Voucher ID	00000362
User 1	Voucher ID	00000363
User 2	Voucher ID	00000364
User 3	Voucher ID	00000365
User 4	Voucher ID	00000366
User 5	Voucher ID	00000367
User 6	Voucher ID	00000368
User 7	Voucher ID	00000369
User 8	Voucher ID	00000370
User 9	Voucher ID	00000371
User 10	Voucher ID	00000372
User 11	Voucher ID	00000373
User 12	Voucher ID	00000374
User 13	Voucher ID	00000375
User 14	Voucher ID	00000376
User 15	Voucher ID	00000377
User 16	Voucher ID	00000378
User 17	Voucher ID	00000379
User 18	Voucher ID	00000380
User 19	Voucher ID	00000381
User 20	Voucher ID	00000382
User 21	Voucher ID	00000383
User 22	Voucher ID	00000384

User Specific Data – Classroom Set 2

User	Field	Value
Instructor1	Voucher ID	00000036
Instructor2	Voucher ID	00000037
Instructor3	Voucher ID	00000038
User 1	Voucher ID	00000039
User 2	Voucher ID	00000040
User 3	Voucher ID	00000041



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User	Field	Value
User 4	Voucher ID	00000042
User 5	Voucher ID	00000043
User 6	Voucher ID	00000044
User 7	Voucher ID	00000045
User 8	Voucher ID	00000046
User 9	Voucher ID	00000047
User 10	Voucher ID	00000048
User 11	Voucher ID	00000049
User 12	Voucher ID	00000050
User 13	Voucher ID	00000051
User 14	Voucher ID	00000052
User 15	Voucher ID	00000053
User 16	Voucher ID	00000054
User 17	Voucher ID	00000055
User 18	Voucher ID	00000056
User 19	Voucher ID	00000057
User 20	Voucher ID	00000058
User 21	Voucher ID	00000059
User 22	Voucher ID	00000060

User Specific Data – Classroom 3

User	Field	Value
Instructor1	Voucher ID	00000061
Instructor2	Voucher ID	00000062
Instructor3	Voucher ID	00000063
User 1	Voucher ID	00000064
User 2	Voucher ID	00000065
User 3	Voucher ID	00000066
User 4	Voucher ID	00000067
User 5	Voucher ID	00000068
User 6	Voucher ID	00000069
User 7	Voucher ID	00000070
User 8	Voucher ID	00000071
User 9	Voucher ID	00000072
User 10	Voucher ID	00000073
User 11	Voucher ID	00000074
User 12	Voucher ID	00000075
User 13	Voucher ID	00000076
User 14	Voucher ID	00000077
User 15	Voucher ID	00000078
User 16	Voucher ID	00000079



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User	Field	Value
User 17	Voucher ID	00000080
User 18	Voucher ID	00000081
User 19	Voucher ID	00000082
User 20	Voucher ID	00000083
User 21	Voucher ID	00000084
User 22	Voucher ID	00000085

User Specific Data – Classroom Set 4

User	Field	Value
Instructor1	Voucher ID	00000086
Instructor2	Voucher ID	00000087
Instructor3	Voucher ID	00000088
User 1	Voucher ID	00000089
User 2	Voucher ID	00000090
User 3	Voucher ID	00000091
User 4	Voucher ID	00000092
User 5	Voucher ID	00000093
User 6	Voucher ID	00000094
User 7	Voucher ID	00000095
User 8	Voucher ID	00000096
User 9	Voucher ID	00000097
User 10	Voucher ID	00000098
User 11	Voucher ID	00000099
User 12	Voucher ID	00000100
User 13	Voucher ID	00000101
User 14	Voucher ID	00000102
User 15	Voucher ID	00000103
User 16	Voucher ID	00000104
User 17	Voucher ID	00000105
User 18	Voucher ID	00000106
User 19	Voucher ID	00000107
User 20	Voucher ID	00000108
User 21	Voucher ID	00000109
User 22	Voucher ID	00000110



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Activity 6 – Exercise: Create a Reversal Voucher

Scenario

In this scenario, you are an Accounts Payable Processor. Your agency recently ordered five printers from Sara Design Shop using a purchase order. However, when you tried installing the printers, they all failed to work properly. You returned the printers to the vendor and received a credit memo for the entire order. You need to create a reversal voucher to record the credit memo from Sara Design Shop and re-encumber the purchase order.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Entering Reversal Vouchers

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Voucher: Add a New Value Tab</i>	
Business Unit	17300
Voucher Style	Reversal Voucher
Vendor ID	0000000013
Invoice Number	Use your assigned Voucher ID from the user specific data as the Invoice Number
Invoice Date	08/10/2009
* Click the Add button	
<i>Invoice Information</i>	
Voucher To Be Reversed	See user specific data
Reverse Remaining Vchr Balance	Checkbox not selected
* Click the Copy to Voucher button	
<i>Invoice Information – Invoice Lines</i>	
Review	Review the invoice line information



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Field	Value
<i>Invoice Information – Distribution Lines</i>	
Review	Review the distribution line information
* Click the Save button	

User Specific Data – Classroom Set 1

User	Field	Value
User 1	Voucher ID	00000338
User 2	Voucher ID	00000339
User 3	Voucher ID	00000340
User 4	Voucher ID	00000341
User 5	Voucher ID	00000342
User 6	Voucher ID	00000343
User 7	Voucher ID	00000344
User 8	Voucher ID	00000345
User 9	Voucher ID	00000346
User 10	Voucher ID	00000347
User 11	Voucher ID	00000348
User 12	Voucher ID	00000349
User 13	Voucher ID	00000350
User 14	Voucher ID	00000351
User 15	Voucher ID	00000352
User 16	Voucher ID	00000353
User 17	Voucher ID	00000354
User 18	Voucher ID	00000355
User 19	Voucher ID	00000356
User 20	Voucher ID	00000357
User 21	Voucher ID	00000358
User 22	Voucher ID	00000359

User Specific Data – Classroom Set 2

User	Field	Value
User 1	Voucher ID	00000133
User 2	Voucher ID	00000134
User 3	Voucher ID	00000135
User 4	Voucher ID	00000136
User 5	Voucher ID	00000137
User 6	Voucher ID	00000138
User 7	Voucher ID	00000139
User 8	Voucher ID	00000140
User 9	Voucher ID	00000141



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User	Field	Value
User 10	Voucher ID	00000142
User 11	Voucher ID	00000143
User 12	Voucher ID	00000144
User 13	Voucher ID	00000145
User 14	Voucher ID	00000146
User 15	Voucher ID	00000147
User 16	Voucher ID	00000148
User 17	Voucher ID	00000149
User 18	Voucher ID	00000150
User 19	Voucher ID	00000151
User 20	Voucher ID	00000152
User 21	Voucher ID	00000153
User 22	Voucher ID	00000154

User Specific Data – Classroom Set 3

User	Field	Value
User 1	Voucher ID	00000155
User 2	Voucher ID	00000156
User 3	Voucher ID	00000157
User 4	Voucher ID	00000158
User 5	Voucher ID	00000159
User 6	Voucher ID	00000160
User 7	Voucher ID	00000161
User 8	Voucher ID	00000162
User 9	Voucher ID	00000163
User 10	Voucher ID	00000164
User 11	Voucher ID	00000165
User 12	Voucher ID	00000166
User 13	Voucher ID	00000167
User 14	Voucher ID	00000168
User 15	Voucher ID	00000169
User 16	Voucher ID	00000170
User 17	Voucher ID	00000171
User 18	Voucher ID	00000172
User 19	Voucher ID	00000173
User 20	Voucher ID	00000174
User 21	Voucher ID	00000175
User 22	Voucher ID	00000176



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User Specific Data – Classroom Set 4

User	Field	Value
User 1	Voucher ID	00000177
User 2	Voucher ID	00000178
User 3	Voucher ID	00000179
User 4	Voucher ID	00000180
User 5	Voucher ID	00000181
User 6	Voucher ID	00000182
User 7	Voucher ID	00000183
User 8	Voucher ID	00000184
User 9	Voucher ID	00000185
User 10	Voucher ID	00000186
User 11	Voucher ID	00000187
User 12	Voucher ID	00000188
User 13	Voucher ID	00000189
User 14	Voucher ID	00000190
User 15	Voucher ID	00000191
User 16	Voucher ID	00000192
User 17	Voucher ID	00000193
User 18	Voucher ID	00000194
User 19	Voucher ID	00000195
User 20	Voucher ID	00000196
User 21	Voucher ID	00000197
User 22	Voucher ID	00000198



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Activity 7 - Demonstration: 1099 Reportable Voucher

Scenario

You are an **Agency AP Processor** for your agency. You are processing a voucher whose vendor is a 1099 reportable vendor. Therefore, all voucher lines are showing as 1099 reportable. However, there is a line that should not be 1099 reportable. You will need to go in and uncheck that payment line as 1099 reportable.

Menu Path

Accounts Payable → Vouchers → Add/Update → Regular Entry

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to create a voucher with a purchase order in SMART. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Voucher: Find an Existing Value</i>	
Business Unit	17300
Voucher ID	See User Specific Data
<i>Invoice Information: Withholding link</i>	
Entity	IRS
Type	1099
Jurisdiction	FED
Class	07
*Uncheck the Applicable checkbox	

User Specific Data

User	Field	Value
Instructor 1	Voucher ID	0000001199
Instructor 2	Voucher ID	0000001200
Instructor 3	Voucher ID	0000001201



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Activity 8 – Walkthrough: Setting up Control Groups

Scenario

In this scenario, you are an **Accounts Payable Maintainer** who needs to create a control group with three vouchers totaling \$1,555. Create the control group and assign it to yourself. Run a tape for the invoices, reserve voucher numbers, and post the group.

Menu Path

Accounts Payable → Control Groups → Group Information

UPK Procedure

Creating Control Groups

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to set up control groups. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
<i>Group Information: Add a New Value</i>	
Business Unit	17300
Control Group ID	NEXT
*Click the Add button	
<i>Assignments</i>	
Click the Run a Tape checkbox	
Adding Tape	326
* Click the + button	
Adding Tape	458
* Click the + button	
Adding Tape	719
Status	Assigned (Drop Down List)
Assigned to	<your SMART Training Environment User ID>
Reserve Voucher Numbers	Checkbox selected
<i>Accounting</i>	
Review all boxes	Accept defaults
* Click the Save button	



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Field	Value
Control Group ID	_____ - Note the control group ID



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Activity 9 – Exercise: Setting Up and Adding Vouchers to Control Groups

Scenario

For this scenario, you need to create a new control group consisting of three voucher totaling \$2300. Assign the control group to your User ID. Then, go to the voucher entry pages and add all three vouchers in the control group for [Betsy Printing Shop, Kathy Design

Menu Path

Accounts Payable → Control Groups → Group Information

UPK Procedure

Creating Control Groups

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Group Information: Add a New Value</i>	
Business Unit	17300
Control Group ID	NEXT
* Click the Add button	
<i>Assignment</i>	
Click the Run a Tape checkbox	
Adding Tape	1100
* Click the + button	
Adding Tape	900
* Click the + button	
Adding Tape	300
Status	Assigned
Assigned to	<your SMART Training Environment User ID>
* Click the Save button	



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Field	Value
Control Group ID	_____ - Note the control group ID created by saving
<i>Vouchers>Add/Update>Regular Entry: Add a New Value</i>	
Business Unit	17300
Control Group ID	New value created above
Vendor ID	0000000058
Invoice Number	123-<your SMART Training Environment User ID>
Invoice Date	<Today's date>
Gross Invoice Amount	1100.00
* Click the Add button	
<i>Invoice Information: Invoice Lines</i>	
Description	Office Supplies
<i>Invoice Information: Distribution Lines</i>	
GL Unit	17300
Dept	1730101030
Fund	1000
Bud Unit	0210
Program	01651
Account	523850
* Click the Save button	
Voucher ID	_____ - Note the voucher ID created by saving
* Click the Add button	
Add	
<i>Voucher: Add a New Value</i>	
Business Unit	17300
Control Group ID	New value created above
Vendor ID	0000000021
Invoice Number	456-<your SMART Training Environment User ID>
Invoice Date	<Today's date>
Gross Invoice Amount	900.00
* Click the Add button	
<i>Invoice Information-Invoice Lines</i>	
Description	Office Supplies
<i>Invoice Information-Distribution Lines</i>	
GL Unit	17300
Dept	1730101030
Fund	1000
Bud Unit	0210



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Field	Value
Program	01651
Account	523850
* Click the Save button	
Voucher ID	_____ - Note the voucher ID created by saving
* Click the Add button	
Add	
<i>Voucher: Add a New Value</i>	
Business Unit	17300
Control Group ID	New value created above
Vendor ID	0000000021
Invoice Number	789-<your SMART Training Environment User ID>
Invoice Date	<Today's date>
Gross Invoice Amount	300.00
* Click the Add button	
<i>Invoice Information-Invoice Lines</i>	
Description	Office Supplies
<i>Invoice Information-Distribution Lines</i>	
GL Unit	17300
Dept	1730101030
Fund	1000
Bud Unit	0210
Program	01651
Account	523850
* Click the Save button	
* Click the Yes button	
Voucher ID	_____ - Note the voucher ID created by saving
<i>Control Groups>Group Information: Find an Existing Value</i>	
Business Unit	17300
Control Group ID	New value created above
<i>Assignment</i>	
Actual Totals	Compare control and actual totals and number of vouchers
Differences	Review gross amount and voucher totals differences
Completed	Review completed date/time information
<i>Vouchers</i>	
All Fields	Review voucher entries



Activity 10 - Demonstration: Deleting a Control Group

Scenario

In this scenario, you are an **Accounts Payable Maintainer** who has determined your agency no longer wants to track three vouchers in a control group. Since the control group was just created and assigned, no vouchers have been entered to the control group. Go to the **Delete Control Group** page and delete control group record.

Menu Path

Accounts Payable → Control Groups → Delete Control Group

UPK Procedure

Deleting Control Groups

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to delete a control group in SMART. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Delete Control Group: Find an Existing Value</i>	
Business Unit	17300
Control Group ID	See user specific data
<i>Delete Control Group</i>	
Delete Control Group	Select the Delete Control Group Record checkbox
* Click the Delete button	
* Click the OK button	

User specific field – Class Set 1

User	Field	Value
Instructor 1	Group ID	0000000004
Instructor 2	Group ID	0000000005
Instructor 3	Group ID	0000000006

User specific field – Class Set 2

User	Field	Value
Instructor 1	Group ID	0000000007
Instructor 2	Group ID	0000000008
Instructor 3	Group ID	0000000009



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User specific field – Class Set 3

User	Field	Value
Instructor 1	Group ID	0000000010
Instructor 2	Group ID	0000000011
Instructor 3	Group ID	0000000012

User specific field – Class Set 4

User	Field	Value
Instructor 1	Group ID	0000000014
Instructor 2	Group ID	0000000015
Instructor 3	Group ID	0000000016