

# REVIEWING 3-WAY MATCHED VOUCHERS

## Purpose

This job aid provides agencies information on how to view 3-way matched vouchers that have been processed by OSS.

## How can I review a 3-way matched voucher processed by OSS?

If you are an OSS participating agency that uses the receiving functionality in OAKS to receive items, there are two ways for you to review 3-way matched vouchers processed by OSS:

1. Search for the voucher using **Receipt Number**.
2. Run query (**OSS\_THREWAY\_AUTO\_AGY\_APPROVED**) in OAKS to view vouchers processed by OSS that have 3-way matched.

The tables below show the steps to complete both of those processes.

## *Search for Voucher in OAKS Using Receipt Number*



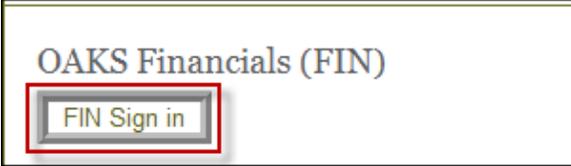
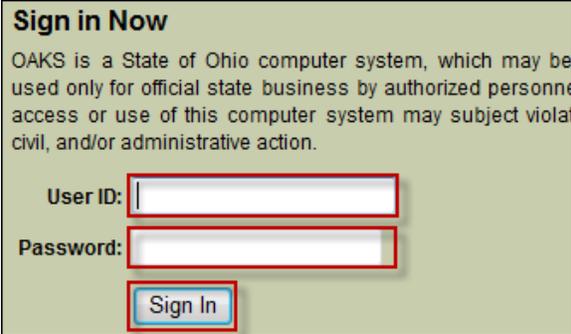
Navigation: <http://oaks.ohio.gov/>

OAKS Human Capital Management (HCM) HCM Sign in DAS HRD Weekly	OAKS Financials (FIN) FIN Sign in Chart of Accounts	OAKS Business Intelligence (BI) BI Cognos Sign in (NEW) BI Sharepoint Site BI Training Materials
--	---	---

# REVIEWING 3-WAY MATCHED VOUCHERS



Search for a voucher using receipt number

Step-by-Step	Screen
1. Click <b>FIN Sign in</b>	
2. Enter <b>User ID</b> (OAKS FIN ID) 3. Enter <b>Password</b> (OAKS FIN Password) 4. Click <b>Sign In</b>	
5. Click <b>Purchasing</b> link in left navigation menu 6. Click <b>Receipts</b> link in left navigation menu 7. Click <b>Add/Update Receipts</b> link in right window	
8. Click <b>Find an Existing Value</b> tab	
9. Enter <b>Business Unit</b> for your agency 10. Enter <b>Receipt Number</b>	

# REVIEWING 3-WAY MATCHED VOUCHERS

11. Click **Search**

Received Date: =

**Search** Clear Basic Search Save Search Crit

[Find an Existing Value](#) | [Add a New Value](#)

12. The **Maintain Receipts** page will display, click **Document Status** link

**Maintain Receipts**

**Receiving**

Business Unit: DYS01 Receipt Status: Open

Receipt ID: 000000000

[Add Comments](#) [Activities](#)

[Header Details](#) **[Document Status](#)**

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Sr. Database Admin - SQL Profe	82.00000	40.00000	HR	40.00000	Open			HR	

Interface Receipt Print Delivery Report Run PO Receipt Accrual Interface Asset Information

Save Return to Search Notify Refresh Add Update/Display

13. The **Document Status** pages displays in a new window (or tab), click **DOC ID** on the **Voucher** line (voucher indicated under Document Type column)

**Document Status**

Business Unit: DYS01 Receiver ID: 00000 00000 Status: Open

Document Date: 01/29/2010 Document Type: Receipt Carrier ID:

Currency: USD Amount: 3,280.00 Short Vendor Name: INFORMATIO\_12

Bill of Lading: Source: On-line

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
	DYS01	0000006131	REQ	Approved	07/20/2009		
STATE		534016-1	Contract	Approved	06/20/2007	0000047678	
	DYS01	0000007016	PO	Dispatched	07/24/2009	0000047678	EFT-1
	DYS01	00061069	Voucher	Posted	01/25/2010	0000047678	EFT-1

Return to Search

# REVIEWING 3-WAY MATCHED VOUCHERS

The **Voucher Inquiry** page will display in a new window (or tab).

14. Select the **More Details** tab in the **Voucher Inquiry Results** section

15. Review **Match Status** column



A **Match Status** of **Matched** indicates that a successful 3-way match has been completed.

### Voucher Inquiry

▼ Search Criteria

**From Business Unit:**  
**To Business Unit:**  
**From Voucher ID:**  
**To Voucher ID:**  
**\*Voucher Style:**

**From Invoice:**  
**To Invoice:**  
**Post Status:** 
**Approval Status:** 
**Voucher Balance:**

**SetID:**  
**From Vendor Short Name:**  
**To Vendor Short Name:**

**From Vendor ID:**  
**To Vendor ID:**  
**Vendor Location:**

**From Vendor Name 1:** 
**To Vendor Name 1:**

**Voucher Date Type:**

**From Date:**  
**To Date:**

**Max Rows:**

**\*Amount Rule:** 
**Voucher Gross Amount:** 
**Transaction Currency:**

Sort Criteria

**\*Sort By:** 
**\*Sort Asc/Desc:**

▶ Display Currency Criteria

▶ Late Interest Analysis

Voucher Inquiry Results
Customize | Find | View All |  First  1 of 1  Last

Voucher Details

More Details

<u>Business Unit</u>	<u>Voucher ID</u>	<u>Post Status</u>	<u>Approval Status</u>	<u>Match Status</u>	<u>Close Status</u>	<u>Origin</u>	<u>Due Date</u>	<u>Basis Date</u>	<u>Accto Date</u>	<u>Entered on</u>	<u>Budget Header Status</u>	<u>Budget Misc Status</u>
DYS01	00061008	Posted	Approved	Matched	Open	732	02/24/2010	01/25/2010	01/28/2010	01/28/2010	Valid	Valid



**Optional:** Search for match status by PO number associated to the voucher/receipt using navigation path: **OAKS FIN> Purchasing> Purchase Orders> Review PO Information> Document Status**



**Optional:** Search for match status by receipt number using navigation path: **OAKS FIN> Purchasing> Receipts> Review Receipt Information> Document Status**

# REVIEWING 3-WAY MATCHED VOUCHERS

## Run Query in OAKS to View 3-Way Matched Vouchers

The “OSS\_THREWAY\_AUTO\_AGY\_APPROVED” query in OAKS runs a report that displays vouchers processed by OSS that have 3-way matched in the system.

You can use this report to view all vouchers for a selected time period processed by OSS that have successfully completed 3-way match instead of looking up one voucher at a time.



**Navigation:** OAKS FIN > FIN Sign in

· Financials ·  
[OAKS Status Click Here](#)  


### Sign in Now

OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

Password:

  
[Forgot your password?](#)  
For help signing into FIN and related information, [click here](#)

#### Welcome to OAKS Financials

The Ohio Administrative Knowledge System (OAKS) Financials (FIN) is used by State of Ohio employees to manage Purchasing, General Ledger, Accounts Receivable, Accounts Payable, eProcurement, EPM for FIN, Expense and CAS Data Warehouse modules. Additional modules including Capital Improvements, Contracts and Projects (Used for Grants Management), Asset Management, Budgets and EPM for FIN will be added in upcoming implementations.

If you need assistance or have forgotten your OAKS password, please contact the OAKS Help Desk.  
E-mail: [oaks.helpdesk@oaks.state.oh.us](mailto:oaks.helpdesk@oaks.state.oh.us)  
Phone: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625)

<b>Hours of live support:</b>	
Non-payday weeks	7 am - 5 pm Mon - Fri Unavailable Sat Sun
Payday weeks	7 am - 5 pm Mon - Fri Unavailable Sat Sun

If you would like to email the OAKS Help Desk after normal business hours an OAKS staff member will respond to your inquiry the following business day.

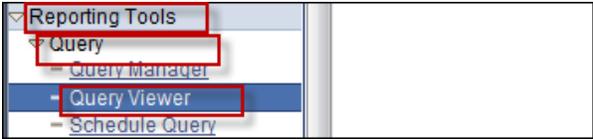
Copyright © 2005 PeopleSoft, Inc. All rights reserved. Copyrights to portions of this software may be owned by others. PeopleSoft Proprietary and Confidential. PeopleSoft and the PeopleSoft logo are registered trademarks of PeopleSoft, Inc.



# REVIEWING 3-WAY MATCHED VOUCHERS



Run the OSS\_THREWAY\_AUTO\_AGY\_APPROVED query

<ol style="list-style-type: none"> <li>1. Enter <b>User ID</b> (OAKS FIN ID)</li> <li>2. Enter <b>Password</b> (OAKS FIN Password)</li> <li>3. Click <b>Sign In</b></li> </ol>	<p><b>Sign in Now</b></p> <p>OAKS is a State of Ohio computer system, which may be used only for official state business by authorized personnel. Access or use of this computer system may subject violators to civil, and/or administrative action.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>
<ol style="list-style-type: none"> <li>4. Click <b>Reporting Tools</b> link in left navigation menu</li> <li>5. Click <b>Query</b> in left navigation menu</li> <li>6. Click <b>Query Viewer</b> in left navigation menu</li> </ol>	

The **Query Viewer** window will display.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

<ol style="list-style-type: none"> <li>7. Enter desired query name in <b>begins with</b> field             <ul style="list-style-type: none"> <li>• 3-way match query name is: <b>OSS_THREWAY_AUTO_AGY_APPROVED</b></li> </ul> </li> </ol>	<p>arch. Leave fields blank for a list of all values.</p> <p>begins with <input type="text" value="OSS_THREWAY_AUTO_AGY_APPROVED"/></p>
<ol style="list-style-type: none"> <li>8. Click <b>Search</b></li> </ol>	<p>*Search By: <input type="text" value="Query Name"/> begins with <input type="text" value="OS"/></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a></p>

# REVIEWING 3-WAY MATCHED VOUCHERS

The **Search Results** will display.

**Search Results**

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
OSS_THREWAY_AUTO_AGY_APPROVED	Auto Agency approved 3way VCHR	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

Determine how you want to run the query:

- **HTML** displays query results in a new OAKS window (steps below show this option)
- **Excel** displays query results in a Microsoft Excel worksheet
- **Schedule** allows you to set the query to run at an established time



**Favorite** allows you to add the query to your favorites menu in OAKS

9. Click **HTML** link

The report page opens in a new window.

**OSS\_THREWAY\_AUTO\_AGY\_APPROVED - Auto Agency approved 3way VCHR**

Business Unit:

From Entered Date:

To Entered Date:

[View Results](#)

Business Unit	Voucher	Vendor ID	Vendor Name	Origin	PO No.	Receipt No	Line	Distribution Li	Dept
---------------	---------	-----------	-------------	--------	--------	------------	------	-----------------	------

10. Enter **Business Unit** for your agency

11. Enter **From Entered Date**

12. Enter **To Entered Date**

**Entered Date** refers to the date the voucher was created

# REVIEWING 3-WAY MATCHED VOUCHERS

13. Click **View Results**

**Business Unit:**

**From Entered Date:**

**To Entered Date:**

**View Results**

The query results will display. The list shows all vouchers processed by OSS that have 3-way matched in OAKS. To view all results in one scrolling page, click the **View All** link at the top left of the results table.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (336 kb)

First

[View All](#)

	Business Unit	Voucher	Vendor ID	Vendor Name	Origin	PO No.	Receipt No	Line	Distribution Li	Dept
1	DRC01	00393346	0000099889	CARSON MILLS INC	714	0000075718	0000031425	1	1	DRC110380
2	DRC01	00393394	0000104475	FERRELLGAS LP	686	0000078963	0000031421	1	1	DRC110435
3	DRC01	00393449	0000176977	TOM MACERI & SON INC	700	0000069226	0000031434	1	1	DRC231110
4	DRC01	00393453	0000061530	ALFRED NICKLES BAKERY INC	700	0000069203	0000031435	1	1	DRC231110
5	DRC01	00393453	0000061530	ALFRED NICKLES BAKERY INC	700	0000069203	0000031435	2	1	DRC231110
6	DRC01	00393460	0000082221	SUPERIOR INDUSTRIAL SUPL & SVC	705	0000076383	0000031178	1	1	DRC211210



If you view the initial results in HTML, you can still download the information to **Excel Spreadsheet** or a **CSV Text File** by clicking the desired link toward the top of the results table.



The picture below shows the same results as the above HTML report in Excel format.

	Business Unit	Voucher	Vendor ID	Vendor Name	Origin	PO No.	Receipt No
1	DRC01	00393346	0000099889	CARSON MILLS INC	714	0000075718	0000031425
2	DRC01	00393394	0000104475	FERRELLGAS LP	686	0000078963	0000031421
3	DRC01	00393449	0000176977	TOM MACERI & SON INC	700	0000069226	0000031434
4	DRC01	00393453	0000061530	ALFRED NICKLES BAKERY INC	700	0000069203	0000031435