

## Table of Contents

<a href="#">Introduction</a>	1
Course Goals	1
Sign-on ID's	1
Data Cards	1
<a href="#">Payment Voucher Processing Overview</a>	2
Topic Objectives	2
Payment Processes	2
<a href="#">Payment Voucher Reference Tables</a>	3
Topic Objectives	3
Topic Overview	3
Check Category (CCAT)	4
Discount Type (DISC)	5
Payment Voucher Scheduling (SCHD)	6
Vendor (VEN2)	7
Vendor (VEN3)	7
<a href="#">Payment Voucher Documents</a>	9
Topic Objectives	9
Payment Voucher Concepts	10
SAMII Payment Voucher Types	13
Automated Payment Voucher (PVA)	14
Vendor Payment Voucher (P1)	15
Exercise 1: Processing a P1 Document	18
Quick Payment Voucher (PVQ)	21
Exercise 2: Processing a PVQ	23
Special Payment Voucher (PVS)	25
Payment Voucher from Multiple-Payee Voucher (PVV)	26
Multiple Vendor Payment Voucher (MP)	27
Exercise 3: Processing an MP	29
Recurring Payment Voucher (REPV)	32
Exercise 4: Processing a Recurring Payment Voucher	34
<a href="#">Payment Voucher Inquiry Tables</a>	36
Topic Objectives	36
Topic Overview	36
Open Payment Voucher by Header (OPVH)	37
Open Payment Voucher by Line (OPVL)	37
Open Payment Voucher by Line (OPV2)	38
Open Purchase Order Header by Document Number (OPHD)	38
Open Purchase Order Commodity Line by Document Inquiry (OPCD)	39
Open Purchase Order Account Line by Document Inquiry (OPLD)	39
Open Payment Voucher by Document Number (OPVD)	40
Open Payment Voucher by Vendor Name (OPVV)	41
<a href="#">Check Processing</a>	42
Discount	42
Credit Memo	42
Payment Hold	42
Backup Withholding	43
Warrant Intercept	43
<a href="#">Cash Disbursement</a>	44

Automated Disbursement (AD) - Electronic Funds Transfer (EFT) .....	44
Manual Warrant .....	45
<a href="#">Check Cancellation</a> .....	46
Check Cancellation Form (CX) .....	46
Check Cancellation Form .....	47
Stop Payment .....	47
Replacing a Check .....	47
<a href="#">Payment Voucher Modification and Cancellation</a> .....	49
Non-Accepted Payment Vouchers .....	49
Accepted Payment Vouchers .....	50
Accounting Line Modifications .....	51
Journal Voucher (JV) .....	52
Exercise 5: Modifying an Accepted PVQ .....	53
Exercise 6: Canceling a PVQ .....	55
Exercise 7: Processing a JV .....	57
<a href="#">Review and Skill Check</a> .....	60
<a href="#">Payment Voucher Appendix</a> .....	61
Glossary of Terms .....	62
Additional Inquiry Tables .....	65
Expenditure Reports .....	68