Invoice Date Warning and Error Messages in PS

Pam Muscarello, Director, Accounts Payable July 8, 2021

Implementation Details

- Who is impacted?
 - Voucher creators and approvers will be impacted by this change.
- When?
 - We will communicate to the CDA listserv when this change will go live, sometime in July or August, 2021.
- What is the motivation?
 - This change is in response to an Internal Audit action item on AR2021-05 for Accounts Payable to "provide edit checks on voucher dates entered and require additional explanation for dates outside of a reasonable time frame."

What is changing?

Upon entry, PeopleSoft's voucher module will produce an error when the Goods Receipt Date is not equal to the Goods Acceptance Date, and will not be able to proceed in saving the voucher unless resolved.

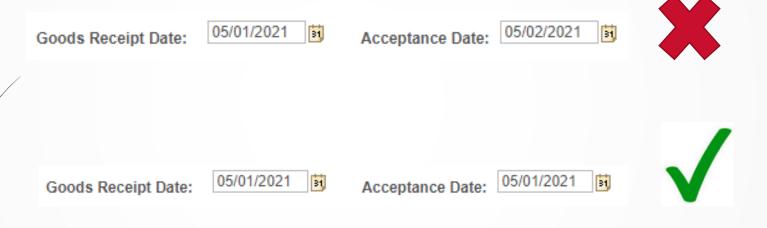
Message

The goods receipt date and goods acceptance date are not equal. (32009,1)

The goods receipt date and goods acceptance date should be the same date, which is equal to the day you received, inspect, and accept the goods. If these are on two different dates, choose the latter date of the two. The current voucher cannot be entered or saved until this is resolved.

OK

Goods Receipt and Acceptance Must be the Same Date



What is changing?

■ Upon submittal into workflow or approval in workflow, PeopleSoft's voucher module will produce a warning when the invoice receipt date or goods receipt date is greater than 60 days after the invoice date. The user will need to upload an explanation or add an explanation in the voucher comments section.

Message	
The invoice receipt date and/or goods receipt date is 61 days or more after the invoice date (32009,2)	
Please provide a justification in the workflow comments section. If the justification has been added, click Yes to continue submitting the voucher into workflow. Click No to modify the voucher. Do you want to continue?	
Yes No	
	Message
	Please click on 'Link to Voucher' to modify the Voucher
	The PeopleCode program executed an Error statement, which has produced this message. OK

What will trigger a warning and requirement for an explanation?

 Invoice Receipt Date 61+ days after the Invoice Date

or

 Goods Receipt Date 61+ days after the Invoice Date

Or Both

Explanation Required

- Invoice Receipt Date 1-60 days after the Invoice Date
- Goods Receipt Date 1-60 days after the Invoice Date

No Warning
No Explanation Required

