Invoice Date Warning and Error Messages in PS

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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."

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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

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Goods Receipt and Acceptance Must be the Same Date

Goods Receipt Date: 05/01/2021   Acceptance Date: 05/02/2021   ❌

Goods Receipt Date: 05/01/2021   Acceptance Date: 05/01/2021   ✔️

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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

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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

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Questions?

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