

- The following Desk Aid instructs users on overall functionality of INF50.
- INF50 Excel Voucher Upload is available to any Agency using the Accounts Payable module in SMART.
- The INF50 Spreadsheet may be requested by logging a ticket with the Help Desk.
  - The Category that should be selected is: Accounts Payable
  - The Sub-Category that should be selected is: INF50 File Request
  - In this ticket please include the email address to which the file needs sent
- The INF50 Spreadsheet may not be used by any non-state employee.
- The INF50 Spreadsheet may not be used on any non-state owned computer.
- The INF50 Spreadsheet may not be emailed to additional users.
- It is highly encouraged that the INF50 Spreadsheet be saved on a Shared Drive so multiple users within an Agency can access if needed.

- A user must have Excel 2003 or newer installed on their machine in order to utilize INF50.
- A user must be able to 'Enable Macros' on their machine in order to utilize INF50.
- INF50 is password protected meaning that you cannot edit, reformat or delete columns.
- The following Voucher Type can be processed via INF50
  - Regular

**Note:** Single Payment vouchers cannot be loaded via INF50.

•On the Data Sheet tab of INF50, there are Two buttons across the top of the Excel Spreadsheet.

- Generate XML and Post

- This button sends the Voucher information in the spreadsheet into SMART

- Generate XML

- This button allows a user to look at the XML that will be generated and sent to SMART upon clicking the ‘Generate XML and Post’ button

❖**The business process will be to select ‘Generate XML and Post’ and this button must be pressed only once to prevent duplicate submittals. If duplicate vouchers are submitted, it is the agency responsibility to delete the duplicate vouchers one at a time.**

❖It is recommended that an excessive number of vouchers not be submitted on one spreadsheet. Please note that when multiple vouchers are on a spreadsheet and one has an error, the entire spreadsheet will error out.

	B	C	F	G	H	I
1		Generate XML and Post	Generate XML			
2		000	000	000	000	000
3		Business Unit	Invoice Number	Invoice Date	Vendor ID	Vendor Location
4		36500	INF502	2010-03-19	56500	001
5						

- Step 1: Enable Macros

In order to import spreadsheet vouchers, Microsoft Excel must be enabled to accept macros. To enable macros, go to: Tools>Macro>Security and select Medium or Low on the Security Level tab.

- There is a Security Warning that exists, click the ‘Options’ button.
- When the Security Alert – Macro window opens, select the ‘Enable this Content’ radio button and click ‘OK’.

Contact your agency’s technical staff if you need assistance with any of the setup related to importing spreadsheet vouchers.

- Step 2: Complete the Blue shaded columns – Voucher Header data fields
  - Blue shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - Business Unit\***: This is the AP Business Unit for the transactions you are processing
    - Voucher ID**: This can be set to 'NEXT' or user defined (will not allow duplicates)
    - Invoice Number\***: This is to identify the invoice the payment voucher and there can only be one invoice ID per voucher
    - Invoice Date\***: This date must be in an Open Period in SMART. If left blank, it will default to the date the XML is generated. Format: mm/dd/yyyy
    - Vendor ID\***: This is the identifier used to track vendors in SMART
    - Vendor Location**: Vendor location for the vendor. If left blank, this will default on transaction to the associated location of vendor.
    - Address Sequence Number**: This is address placed on a procurement document. If left blank, this will default on transaction to the associated sequence number of vendor.
    - Accounting Date**: This date must be in an Open Period in SMART. If left blank, it will default to the date the XML is generated. Format: mm/dd/yyyy

- Step 2 (continued): Complete the Blue shaded columns – Voucher Header data fields
  - Blue shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - Gross Invoice Amount\***: This is the amount of voucher/vendor invoice and must equal the sum of all voucher line(s) related to the voucher header. All amounts should be entered with the decimal.
    - Payment Terms ID**: Valid Value in SMART . If this field is left blank the payment terms will default to Due Now '00'.
    - Comments**: This is 254 character free-form payment message. This field will NOT print on the check stub or remittance advice.

- Step 3: Complete the Yellow shaded columns – Voucher Line data fields
  - Yellow shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - Business Unit\***: This is the AP Business Unit for the transactions you are processing
    - Voucher ID**: This can be set to 'NEXT' or user defined (will not allow duplicates)
    - Voucher Line Number\***: This is a unique, sequential number that is entered for each voucher line
    - PO Business Unit**: This is the purchase order business unit associated with voucher to be created
    - PO Number**: This is the purchase order id associated with voucher to be created
    - Line Number**: This is the purchase order id associated with the voucher to be created
    - Schedule Number**: This is the purchase order distribution number associated with the voucher to be created
    - Description**: This free-form field providing description of goods and services
    - Merchandise Amount\***: This is the amount of voucher/vendor invoice and must equal the sum of all voucher distribution line(s) related to the voucher line. All amounts should be entered with the decimal
    - Quantity Vouchered**: The quantity of goods or services provided by the vendor

- Step 3 (continued): Complete the Yellow shaded columns – Voucher Line data fields
  - Yellow shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - Receipt Number:** The receiver id
    - Receipt Line:** The receiver line number
    - Receiver Shipping Sequence:** The receiver shipping sequence number
    - Withholding Applicable:** If the vendor is a 1099-reportable vendor, “Y” or “blank” in this field records the voucher as 1099-reportable, while “N” in this field records the voucher as non-1099-reportable. If the vendor is not a 1099-reportable vendor, this field should be left blank.
    - Withholding Code:** The corresponding box on the 1099 form in which this payment should be reported. This field should be left blank.



- Step 4: Complete the Purple shaded columns – Voucher Distribution data fields
  - Purple shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - Business Unit\***: This is the AP Business Unit for the transactions you are processing
    - Voucher ID**: This can be set to 'NEXT' or user defined (will not allow duplicates)
    - Voucher Line Number\***: This is a unique, sequential number that is entered for each voucher line
    - Distribution Line\***: This is an incremented number for the distribution line(s) for the voucher line(s)
    - GL Business Unit\***: This is Agency number plus two zeros (ex: 17300)
    - Account\***: Valid Value in SMART
    - Department\***: Valid Value in SMART
    - Merchandise Amount\***: This is the amount of voucher/vendor invoice and must equal the sum of all voucher distribution line(s) related to the voucher distribution . All amounts should be entered with the decimal.

- Step 4: Complete the Purple shaded columns – Voucher Distribution data fields
  - Purple shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - **PC Business Unit:** This is Agency number plus two zeros (ex: 17300)
    - **Activity:** Valid Value in SMART
    - **Source Type:** Valid Value in SMART
    - **Category:** Valid Value in SMART
    - **Subcategory:** Valid Value in SMART
    - **Assets Applicable:** Provide 'Y' if an asset, otherwise leave blank
    - **AM Business Unit:** This is Agency number plus two zeros (ex: 17300)
    - **Asset Identification:** The asset ID
    - **Asset Profile ID:** The profile id applicable to the asset books

- Step 4: Complete the Purple shaded columns – Voucher Distribution data fields
  - Purple shaded columns are designated for all Vouchers (with Purchase Order and without a Purchase Order), the listing below describes these fields and whether they are required (\*) or not:
    - Cost Type:** Valid Value in SMART
    - Fund\*:** Valid Value in SMART
    - Service Location:** Valid Value in SMART
    - Program Code\*:** Valid Value in SMART (This is the Program)
    - Budget Reference\*:** Valid Value in SMART (This is the Budget Unit)
    - Agency Use:** Valid Value in SMART
    - ChartField 2:** Valid Value in SMART
    - Project ID:** Valid Value in SMART (This is the Project)

- Example showing Voucher Header information - Blue Columns

	B	C	D	F	G	H
1		Generate XML and Post		Generate XML		
2		000	000	000	000	000
3		Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID
4		36500	NEXT	INF50	2010-07-07	0000027970
5						

	I	J	N	R	X
1					
2	000	000	000	000	000
3	Vendor Location	Address Sequence Number	Accounting Date	Gross Invoice Amount	Payment Terms ID
4	002	1	2010-07-07	1254.00	
5					

	BK
1	
2	000
3	Comments
4	Will not print on check stub
5	

- Example showing Voucher Line information - Yellow Columns

	CW	CX	CY	CZ	DA
1					
2	001	001	001	001	001
3	Business Unit	Voucher ID	Voucher Line Number	PO Business Unit	PO Number
4	36500	NEXT		1	
5					

	DB	DC	DD	DE	DH
1					
2	001	001	001	001	001
3	Line Number	Schedule Number	Description	Merchandise Amt	Quantity Vouchered
4					
5					

	FX	FY
1		
2	001	001
3	Withholding Applicable	Withholding Code
4	N	
5		

- Example showing Voucher Distribution information - Purple Columns

	GH	GI	GJ	GK	GL
1					
2	002	002	002	002	002
3	Business Unit	Voucher ID	Voucher Line Number	Distribution Line	GL Business Unit
4	36500	NEXT		1	1 36500
5					

	GM	GO	GT	GZ	HA
1					
2	002	002	002	002	002
3	Account	Department	Merchandise Amt	PC Business Unit	Activity
4	572300	3651210000		1254	
5					

	HC	HD	HE	HF	HG
1					
2	002	002	002	002	002
3	Source Type	Category	Subcategory	Assets Applicable	AM Business Unit
4					
5					

- Example showing Voucher Distribution information - Purple Columns (continued)

	HH	HI	HJ	HO	HP
1					
2	002	002	002	002	002
3	Asset Identification	Asset Profile ID	Cost Type	Fund Code	Service Location
4				7002	
5					

	HQ	HR	HV	HW	HY
1					
2	002	002	002	002	002
3	Program Code	Budget Unit	Agency Use	2	Project ID
4	07014	7000			
5					

## Step 5: Upload Spreadsheet:

1. Once you have entered the voucher information, save the spreadsheet. The location where the spreadsheet is saved will be used in step 2.
2. Once the spreadsheet has been created and is ready to be loaded into SMART, the appropriate agency employee should click the “**Generate XML and Post**” button. Confirm that the correct Directory is selected (the same directory as used in step 1). The default File name “**DEST.XML**” should not be changed and it must be saved in the same folder as the spreadsheet being uploaded.
3. The voucher will be built the next time voucher build runs. Currently scheduled to be run in the hourly AP batch schedule (during the day).
4. Open a help desk ticket if your voucher does not generate after voucher build runs.

**DO NOT PRESS <GENERATE XML AND POST> AGAIN.**

Specify the following information in the ticket:

- The approximate time you pressed the Generate XML and Post button
- The voucher’s Business Unit.
- The voucher number(s) if not using NEXT.
- The number of vouchers you expect.