

Business Process	Navigation
1. To create a control group to allow for entry of individual vouchers grouped into a batch or group of vouchers.	1. Main Menu > <b>Accounts Payable</b> > <b>Control Groups</b> > <b>Group Information</b>

Use the following navigation to create a control group.

- Control groups are a batch total of individual vouchers. The control group allows you to create the equivalent of an adding machine tape and come to a total for the group of vouchers you desire to enter in the system. You need to separate journal vouchers from the other voucher styles when you create a control group. Regular vouchers and adjustment vouchers can be included in the same control group.
- SPPS has elected to require control groups for all vouchers. You will be unable to enter a voucher without first creating a control group.
- Regular and adjustment vouchers in a control group should use the **Adding Tape** functionality described below as well as the rest of the functionality described starting in step 6.
- Journal vouchers in a control group should **NOT** use the Adding Tape functionality. Instead the **Gross Amt** total field shown below should be 0.00 dollars and the **Nbr of Vouchers** should be the count of the actual journal vouchers.
- From the Main Menu page, select **Accounts Payable > Control Groups > Group Information**
- You will access the page with the **Find an Existing Value** tab displayed. Click on the **Add a New Value** tab.
- Business Unit** = 62500 (should default from your user preferences).
- Leave **Control Group ID** = NEXT (This should be left at the default value).
- Click **Add**.

The screenshot displays the 'Group Information' form for creating a control group. At the top, the navigation path is 'Favorites | Main Menu > Accounts Payable > Control Groups > Group Information'. Below this, there are tabs for 'Assignment', 'Accounting', 'Vouchering Options', 'Vouchers', and 'Tax Options'. The form is divided into several sections:
 

- Unit:** 62500, **Group:** NEXT
- Control Totals:** Includes a 'Run a Tape' checkbox, 'Gross Amt' (0.00), and 'Nbr of Vouchers' (0).
- Status:** A dropdown menu set to 'Open'.
- Assignment:** Fields for 'Assigned to', 'Assigned', 'Due', and 'Completed'.
- Actual Totals:** A table showing 'Gross Amt' (0.00) and 'Nbr of Vouchers' (0).
- Differences:** A table showing 'Gross Amount Difference' (0.00) and 'Voucher Totals Difference' (0).
- Voucher Numbering:** Includes a 'Reserve Voucher Numbers' checkbox and 'Starting From' (00000000).

 At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display', along with a breadcrumb trail: 'Assignment | Accounting | Vouchering Options | Vouchers | Tax Options'.

- If you have a group of invoices (vouchers) to enter, you need a control total dollar amount and total number of vouchers (count). If you already know your group dollar amount total and count total, directly enter them in the **Control Totals** box in the **Gross Amt** and **Nbr of Vouchers** fields. If you do not know your totals yet, you will click on the **Run a Tape** checkbox. This will activate the **Adding Tape** box.

Unit: 62500 Group: NEXT

Run a Tape

Gross Amt: 0.00

Nbr of Vouchers: 1

Adding Tape	
Gross Amt	
1	

Actual Totals

Gross Amt	Nbr of Vouchers
0.00	0

Differences

Gross Amount Difference: 0.00

Voucher Totals Difference: 1

Status: Open

Assigned to: [ ]

Assigned: [ ]

Due: [ ] Completed: [ ]

Buttons: Save, Notify, Add, Update/Display

- Enter the first invoice (voucher) dollar amount in the **Gross Amt** field in the **Adding Tape** box. Then click the **+** to insert an additional line. Enter the next invoice (voucher) dollar amount in Line 2 Gross Amt field. Continue inserting additional lines until you finish adding all the invoice dollar amounts.
- Once you have entered all the invoice (voucher) dollar amounts, the group dollar total and count total will display in the **Control Totals** box.

Unit: 62500 Group: NEXT

Run a Tape

Gross Amt: 120.00

Nbr of Vouchers: 4

Adding Tape	
Gross Amt	
1	10.00
2	25.00
3	35.00
4	50.00

Actual Totals

Gross Amt	Nbr of Vouchers
0.00	0

Differences

Gross Amount Difference: 120.00

Voucher Totals Difference: 4

Status: Open

Assigned to: [ ]

Assigned: [ ]

Due: [ ] Completed: [ ]

Buttons: Save, Notify, Add, Update/Display

- Change the **Status** = ASSIGNED instead of OPEN.
- Enter your user ID in the **Assigned to** field.

Unit: 62500 Group: NEXT

**Control Totals**

Run a Tape

Gross Amt: 120.00

Nbr of Vouchers: 4

**Status**

Assigned

**Adding Tape**

	Gross Amt	
1	10.00	+ -
2	25.00	+ -
3	35.00	+ -
4	50.00	+ -

**Actual Totals**

Gross Amt	Nbr of Vouchers
0.00	0

**Differences**

Gross Amount Difference: 120.00

Voucher Totals Difference: 4

**Assignment**

Assigned to: b29784 Mary Engel

Assigned:

Due:  Completed:

**Voucher Numbering**

Reserve Voucher Numbers

Starting From: 00000000

Save Notify Add Update/Display

15. Now click on the **Accounting** tab.

Unit: 62500 Group: NEXT

**Accounting Date**

Business Unit Default

Use Current Date

Use Specific Date

Accounting Date:

**Accounting Entry Template**

Default from Higher Level

Specify at this Level

Accounting Template:

**Posting Timing**

Post Vouchers Individually

Post Only when Group Balanced

**Payment Timing**

Pay Vouchers Individually

Pay Only when Group Balanced

**Actions**

Post Group

Only Pay Verified Groups

Save Notify Add Update/Display

16. In the action box the **Only Pay Verified Groups** checkbox defaults to checked. **Uncheck** this box.

**Actions**

Post Group

Only Pay Verified Groups

17. Click **Save** to complete the process.

18. Take note of the control **Group** number assigned. The number will appear when you create your vouchers. If the control group number does not match the control group number you were assigned then do not proceed with creating vouchers. The control group that appeared needs to be reviewed before proceeding. Please see Accounts Payable – Verify a Control Group.

Favorites | Main Menu > Accounts Payable > Control Groups > Group Information

Assignment | Accounting | Vouchering Options | Vouchers | Tax Options

Unit: 62500 Group: 000000022

**Accounting Date**

- Business Unit Default
- Use Current Date
- Use Specific Date

Accounting Date:

**Accounting Entry Template**

- Default from Higher Level
- Specify at this Level

Accounting Template:

**Posting Timing**

- Post Vouchers Individually
- Post Only when Group Balanced

**Payment Timing**

- Pay Vouchers Individually
- Pay Only when Group Balanced

**Actions**

- Post Group
- Only Pay Verified Groups

Save Notify Add Update/Display

[Assignment](#) | [Accounting](#) | [Vouchering Options](#) | [Vouchers](#) | [Tax Options](#)