

## State of Kansas Setoff Status on Vouchers



Statewide Management, Accounting and Reporting Tool

## Status fields on voucher payments tab to indicate Setoff Status:

- 1. Not Processed by Setoff
- 2. Exempt from Setoff
- 3. Ready to Send to Setoff
- 4. Sent to Setoff
- 5. Setoff Complete
- 6. No Credit Memo Complete
- 7. Not Eligible for Setoff

Regular Entry - Microsoft Internet Explorer provided by The State of Kansas								
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– <u>Quick Invoice Entry</u> – Summary Invoice Entry	Summary <u>R</u> elated Docu	ments Invoice Inform	nation <u>P</u> ayments	<u>V</u> oucher Attributes	Error Sum	nary		
- Complete Register	Business Unit:	65200		Invoice Date:	05/25/2010			
Voucher – Close Voucher	Voucher ID:	0000001		Invoice No:	TEST01			
- Delete Voucher	Voucher Style:	Regular		Invoice Total:	100.00	USD		
<ul> <li><u>Update Open Item</u></li> <li><u>UnPost Voucher</u></li> </ul>	Contract ID:							
<ul> <li>Voucher Setoff Update</li> <li>Maintain</li> </ul>	Vendor Name:	USD 200 GREELEY	COUNTY	Pay Terms:	Due Now			
<ul> <li>Approve</li> <li>Control Groups</li> </ul>		400 W LAWRENCE TRIBUNE, KS 67879		Voucher Source:	Online			
<ul> <li>Payments</li> <li>Batch Processes</li> </ul>	Entry Status:	Postable		Origin:	ONL			
D Review Accounts Payable	Match Status:	No Match		Created:	05/25/2010			
Info ▷ Reports	Approval Status:	Approved		Created By:	ED000SAS			
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- Not Processed by Setoff: SMART vouchers that have not yet been processed against the setoff debtor file to identify a possible setoff match. For new vouchers, this is the default setoff status. The setoff match process is run immediately prior to paycycle processing.
- **Exempt from Setoff:** Exempt from setoff by Chartfield. These payments are never sent to Setoff.
- **Ready to Send to Setoff:** The vendor on the voucher is successfully matched by the setoff process . Vouchers will be sent to Setoff in the nightly batch for review and possible setoff.
- **Sent to Setoff:** Vouchers have been sent to Setoff in the nightly batch for review and possible setoff.
- Setoff Complete: Voucher has been processed by Setoff and a credit memo for the setoff amount has been created in SMART. The credit memo will have an origin code of SCM.
- **No Credit Memo Created:** Voucher has been reviewed by Setoff and released with no reduction of the payment.
- **Not Eligible for Setoff:** No match was found when the voucher ran through the setoff match process.