STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

SAM II – VENDOR INVOICE / PAYMENT VOUCHERS

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: $95.00

Course Content

Participants who attend this workshop will receive instruction in the following areas:

SAM II PAYMENT VOUCHER PROCESSING

Payment Voucher Reference Tables
- Check Category (CCAT)
- Discount Type (DISC)
- Payment Voucher Scheduling (SCHD)
- Vendor (VEN2) and Vendor (VEN3)

Payment Voucher Documents
- Automated Payment Voucher (PVA)
- Vendor Payment Voucher (P1)
- Quick Payment Voucher (PVQ)
- Special Payment Voucher (PVS)
- Payment Voucher from Multiple-Payee Voucher (PVV)
- Multiple Vendor Payment Voucher (MP)
- Recurring Payment Voucher (REPV)

Payment Voucher Inquiry Tables
- Open Payment Voucher by Header (OPVH)
- Open Payment Voucher by Line (OPVL)
- Open Payment Voucher by Line (OPV2)
- Open Purchase Order Header by Document Number (OPHD)
- Open Purchase Order Commodity Line by Document Inquiry (OPCD)
- Open Purchase Order Account Line by Document Inquiry (OPLD)
- Open Payment Voucher by Document Number (OPVD)
- Open Payment Voucher by Vendor Name (OPVV)

Check Processing
- Discount
- Credit Memo and Payment Hold
- Backup Withholding
- Warrant Intercept

Cash Disbursement
- Automated Disbursement (AD) - Electronic Funds Transfer (EFT)
- Manual Warrant

Check Cancellation

Replacing a Check

Payment Voucher Modification/Cancellation

SAM II VENDOR INVOICE PROCESSING

Purchasing Overview
- Vendor Invoice Reference Tables

Quick Vendor Invoice (VIQ) Documents
- Quick Vendor Invoice (VIQ)
- Approving and Running Documents

Vendor Invoice Inquiry Tables
- Open Item Tables and Documents
- Document Cross Reference Inquiry (DXRF)
- Vendor Performance Inquiry (1 of 2) (VPER)

Quick Vendor Invoice Modifications and Cancellations
- Modifications Introduction
- Modification and Cancellation Documents
- Modifications vs. Cancellations

Using the Document Listing (SUSF)
- Document Listing Fields
- Methods for Processing
- Freeing a Document
- Reviewing and Approving Documents on the Document Listing
- Browsing the Document Listing
- Using the Document Selection Window
- Document Selection Commands
- Selecting Document Selection Preferences

Agency Identifiers

Error Message Correction

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.