How to Pay
Voucher Payments For Work Orders in AssetWorks
Overview

Sept 2019

Content for this Training Manual

Section	Page #
General Information	3
Single Asset Voucher Payments	4-16
Paying Multiple Work Orders to 1 Invoice	17-21
Core Credit Voucher Payment example	22-29
How to Edit Voucher Payments	30-34
Multi-Asset Voucher Payments	35-41
Work Order Charge to Cost Center	42-45
Direct Charges- Not assigned to an Asset	46-48
Attaching Invoice to Voucher Posting	49-52

AssetWorks – General Information

What is AssetWorks

AssetWorks is an Asset Management system that captures information about an asset. Assets include tagged equipment A-G, facility land and buildings. Work order repairs and inspections are submitted against the assets to validate operational costs and benchmark replacements.

AssetWorks Servers - TEST vs PRODUCTION -- ** Please make sure you are in the correct Server **

TEST SERVER – Use this server when you are in training or testing. DOTnet it says **AssetWorks – TEST**.

PRODUCTION SERVER. – Use this server once you **GO LIVE** and actively using the system. The data content is the actual data. DOTnet it says, **AssetWorks-PRODUCTION**.

How will I know what server I am in? When you log into AssetWorks, the home page you will see in red text, **TEST or PRODUCTION**.

Logging into AssetWorks – With Single Sign On (SSO)

You have 2 options to sign into AssetWorks for both Test and Production Servers from the DOTnet site.

1- With Single Sign On - With Single Sign On log in will allow you click on the AssetWorks link this will use your credentials from when you logged into your pc. This can only be used if SSO is working. It is a good idea to sign in without SSO just in case SSO is not working. Then you can get into AssetWorks anytime.

2 –Without Single Sign On -Without Single Sign On will require you to sign in using your DOT userid and password would be "password1". It will not ask you to change your password. How to change your password information is included in this training manual. If you log in with Google, it will ask you if you want to save your password. ***It is recommended you sign into Without SSO sometime. Then you have a way to get into AssetWorks if SSO is not working.***

Training Information

PowerPoint presentation and Audio and Video Presentation – optional. If you feel this would be helpful, please request this option on a SNOW ticket.

Where can I find Training Manuals and Videos?

If you want to see a list of all training information, you have 2 ways to find this. 1- If you are in AssetWorks, go to the AssetWorks Homepage, then go to the Quick Links section and click on the link that says*, AssetWorks Training Manuals 2- DOTnet homepage, in the center of the page, you will see AssetWorks. Click on this and it will take you to the same website.*

Help Desk Ticket- in Quick Links Section

If you have any questions or issues in AssetWorks (AW), please submit a IDOT Help Desk service ticket (SNOW) in the Quick Links section located on the Home page. Issues would include having trouble logging in or anything else system related.

Your request ticket will be forwarded to the Office of Budget and Business System to help you. In the section labeled, "*Please describe your issue in a few words"* type in ***AssetWorks - explain what you need help with.***

Missing Portals

If you need to do other functions in AssetWorks and do not see where this can be done. You may need other portals. You can submit a Service Ticket by clicking on the Quick Link named Help Desk Ticket Requests for AssetWorks located on the Home Portal. In the field named, "Please Describe the Issue in a few words" please start with ***AssetWorks – Need to do…….*** *add additional Portal(s).*

Voucher Payments
For A
Single Asset Work Order

Find A Work Order To Make A Voucher Payment – Option 1

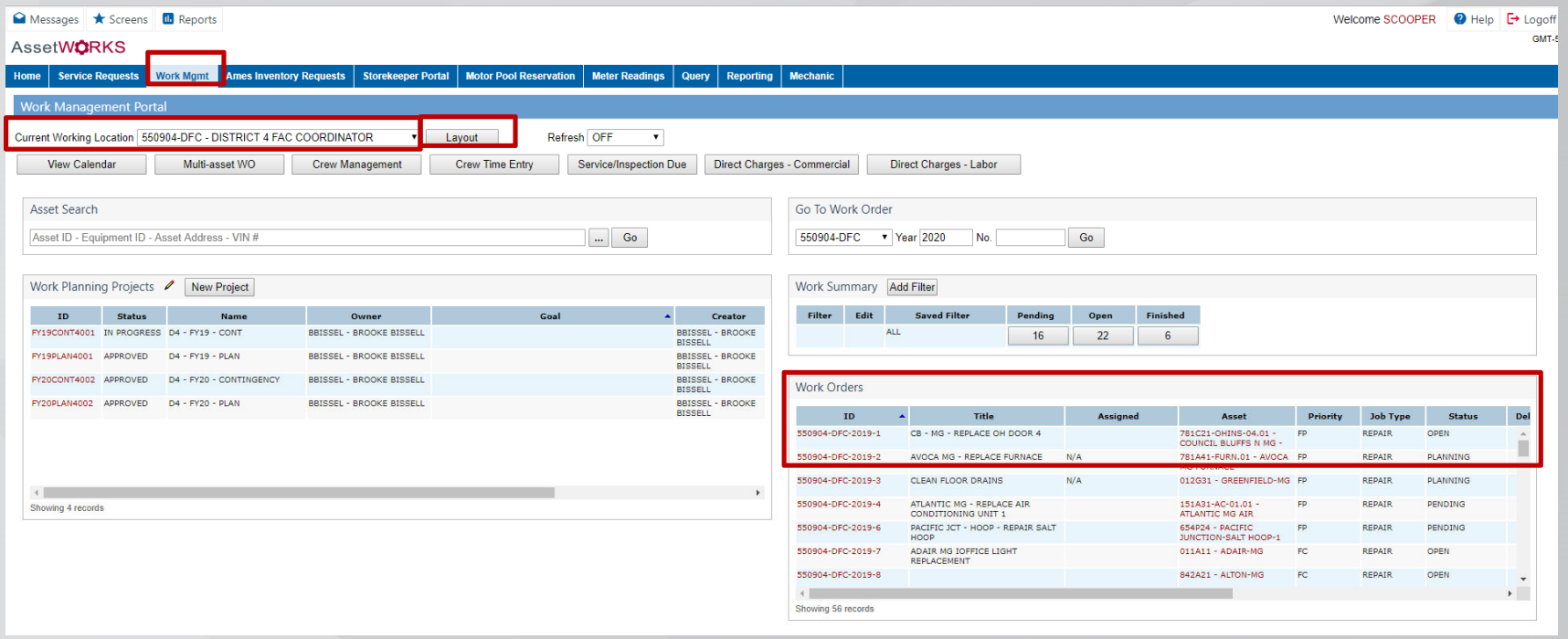
Where do I find a Work Order for a Single Asset WO?

You have a few options to find a Work Order in the Work Mgmt Portal. **Option 1**

You will need to make sure you are in the correct Current Working Location where the work was done to find the Work Order.

Go to the **Work Mgmt** Portal (looks like a tab) , go to the **Work Orders** gadget and find the Work Order under the **ID** column. You can click on the ID blue heading to sort in ascending or descending order, if needed. The ID, is the Work Order #. The Work Order is in red text. This means it is a hyperlink.

Click on the **Work Order** hyperlink, a screen will appear that says" **Working**" . It will then take you to a screen named **Work Order Details**.



What if I don't have the Work Orders gadget? Go to the layout button located next to the Current Working Location. Click on the button and add Work Order, then Save. If you need help, submit a SNOW (Service Now)Request or go to the training manual named **Gadget Layout**.

Find A Work Order To Make A Voucher Payment – Option 2

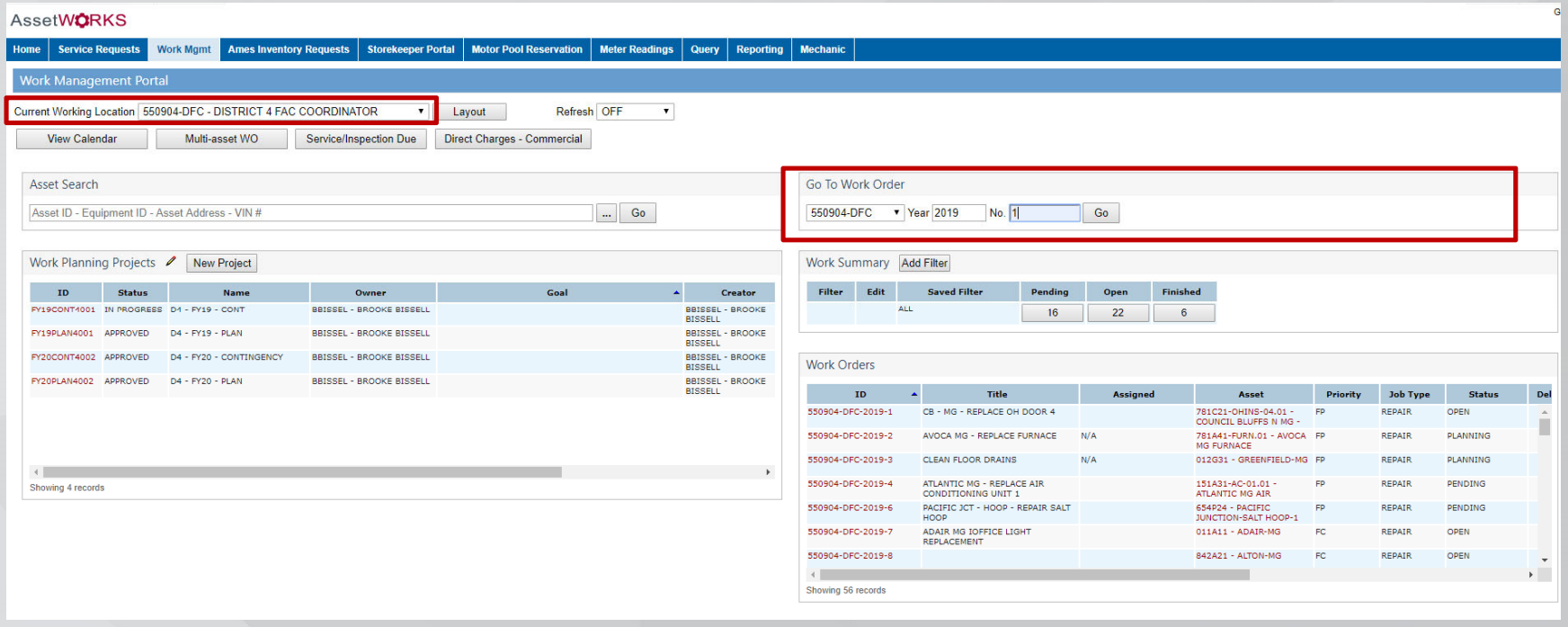
Option 2

You will need to make sure you are in the correct Current Working Location where the work was done to find the Work Order.

Go to the **Work Mgmt** Portal (looks like a tab) , go to the **Go To Work Order** gadget. Type in the Work Order number, click on the **Go** button. a screen will appear that says" **Working**".

This example, 550904-DFC Year 2019 No 1 was typed in.

Once you click on the Go button, it will then take you to a screen named **Work Order Main.**



What if I don't have the Work Orders gadget? Go to the layout button located next to the Current Working Location. Click on the button and add Work Order, then Save. If you need help, submit a SNOW (Service Now)Request or go to the training manual named Work Mgmt - **Gadget Layout**.

Overview - Voucher Payments to a Single Asset Work Order

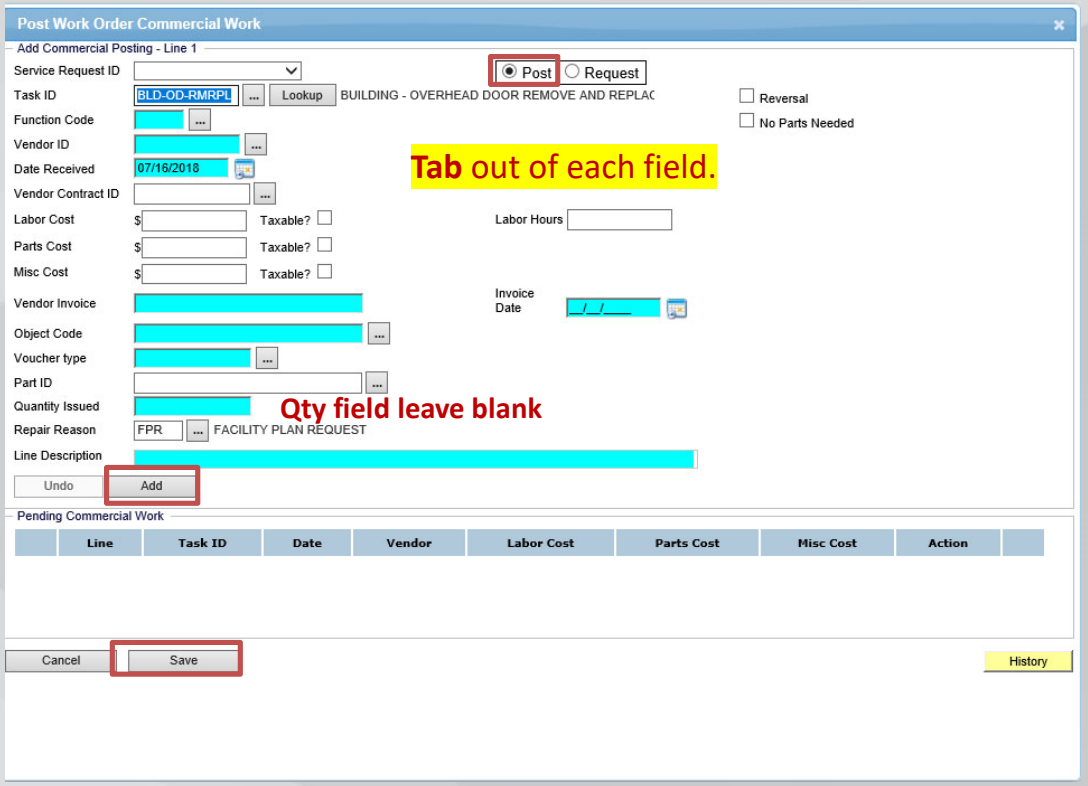
After clicking the Voucher button, the **Post Work Order Commercial Work** page will appear. For Voucher payments, you will need to select the **Post** Box located in the upper middle section of the page. This will default to this box. Requests will be used for AW Purchase Requests. This will not be done at this time.

Note:

- The turquoise fields are required fields, except the Quantity Issued field. This will get changed.
- Clicking Enter on the keyboard after entering information into a field will add the line with incomplete information. Once you have applied the information, **TAB** or click into the next field.

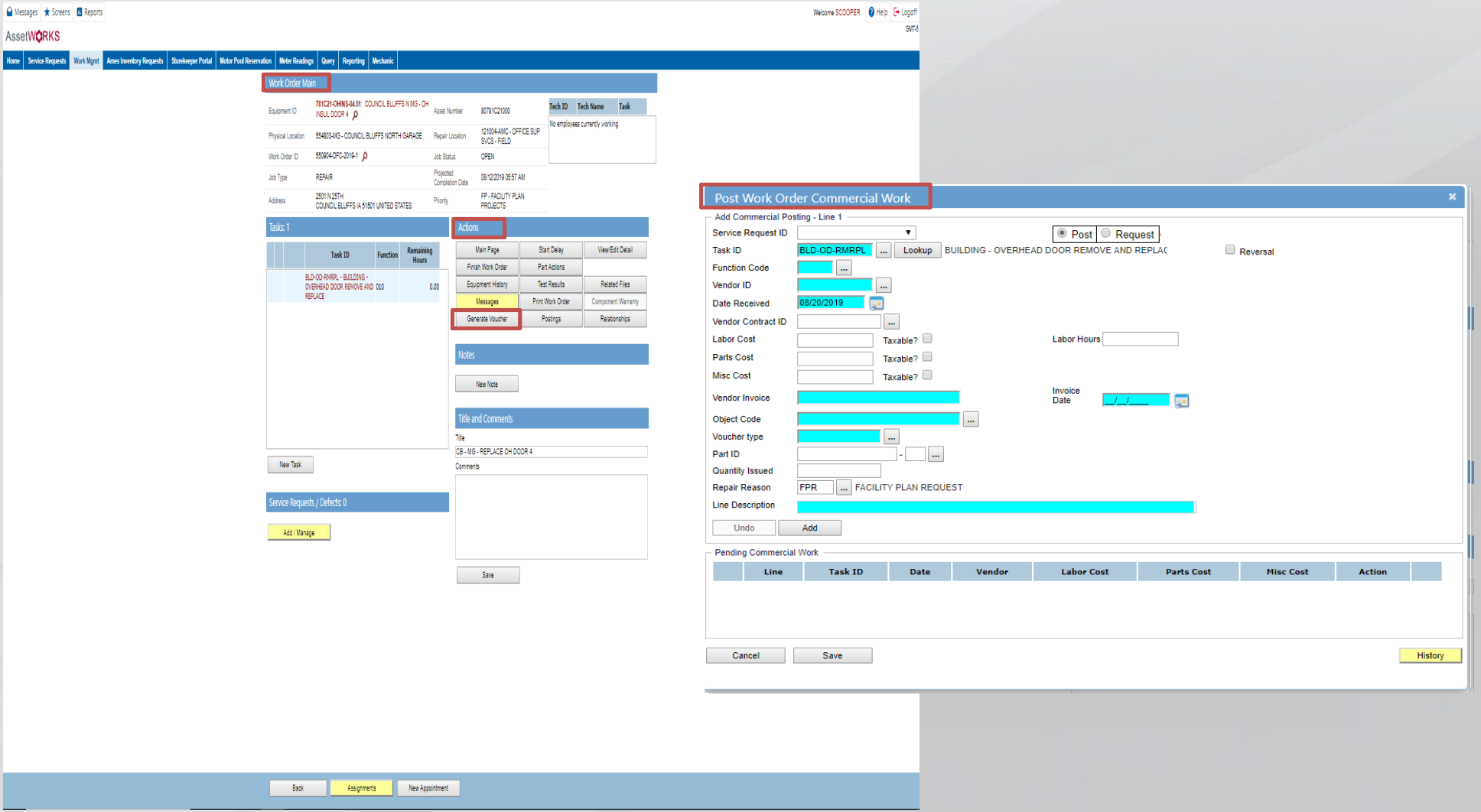
Things to keep in mind when Submitting Voucher Payments:

- Select **Post** for Voucher payments.
- Click the **Add** button for each voucher entry.
- Add **Files**- The File name must be the invoice # or the payment will error. It is recommended to avoid using special characters in your actual file names.
- Click **Save** – This will go to the AP Voucher system and create your AP Voucher Payment.



Find A WO - Make A Voucher Payment – Option 1 – 2 steps

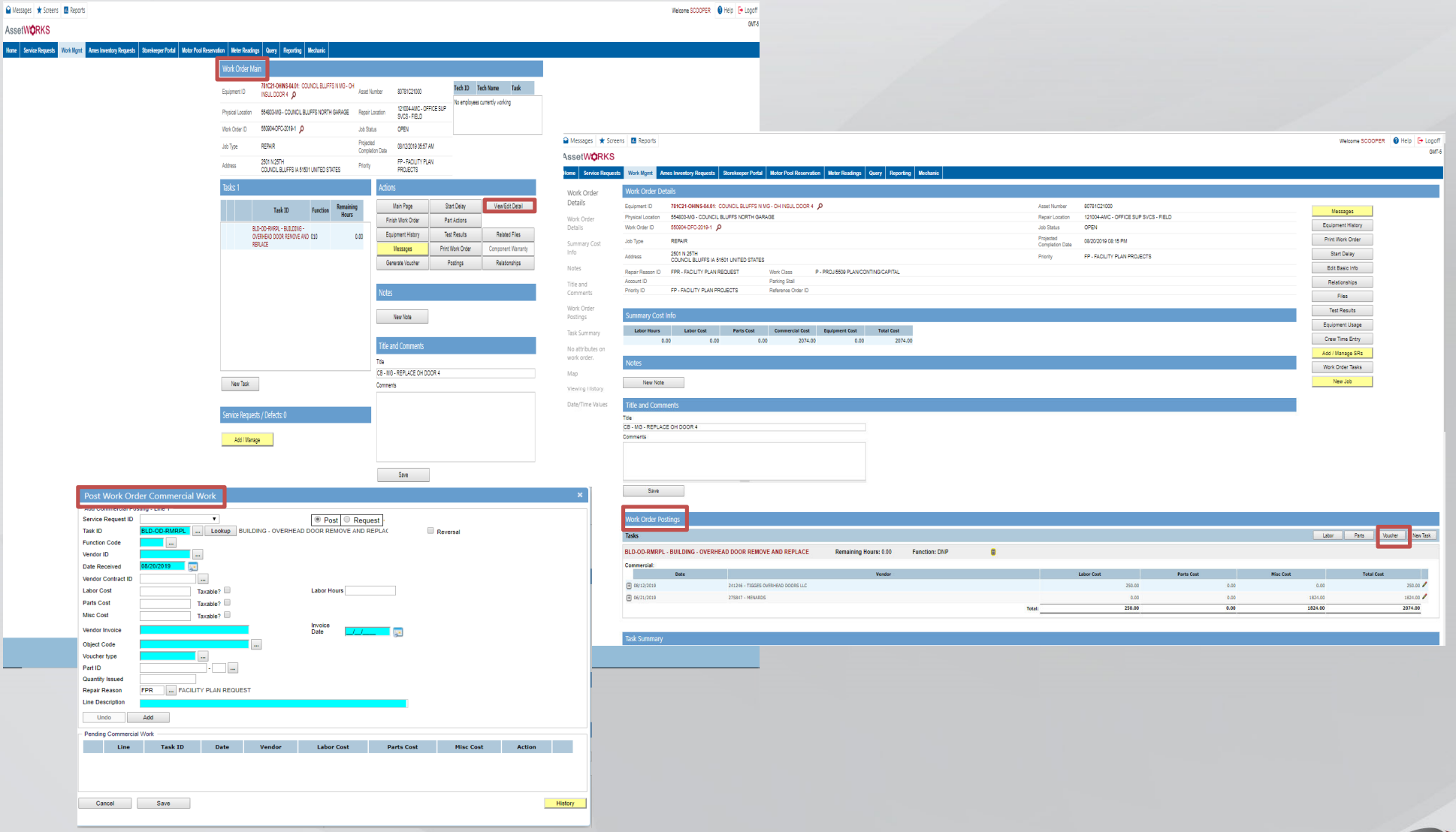
You have 2 ways to get to the Post Work Order Commercial Work to create a voucher payment.
Option 1- The **Work Order Main** page header provides information about the Work Order. Click on the **Generate Voucher** button located in the Action section. This will take you directly to the **Post Work Order Commercial Work** screen. This option is one less step ☺.



Navigation Tip: If you want to go back to the Work Mgmt home page, you can click the back button located at the bottom of the page or click on the Work Mgmt portal.

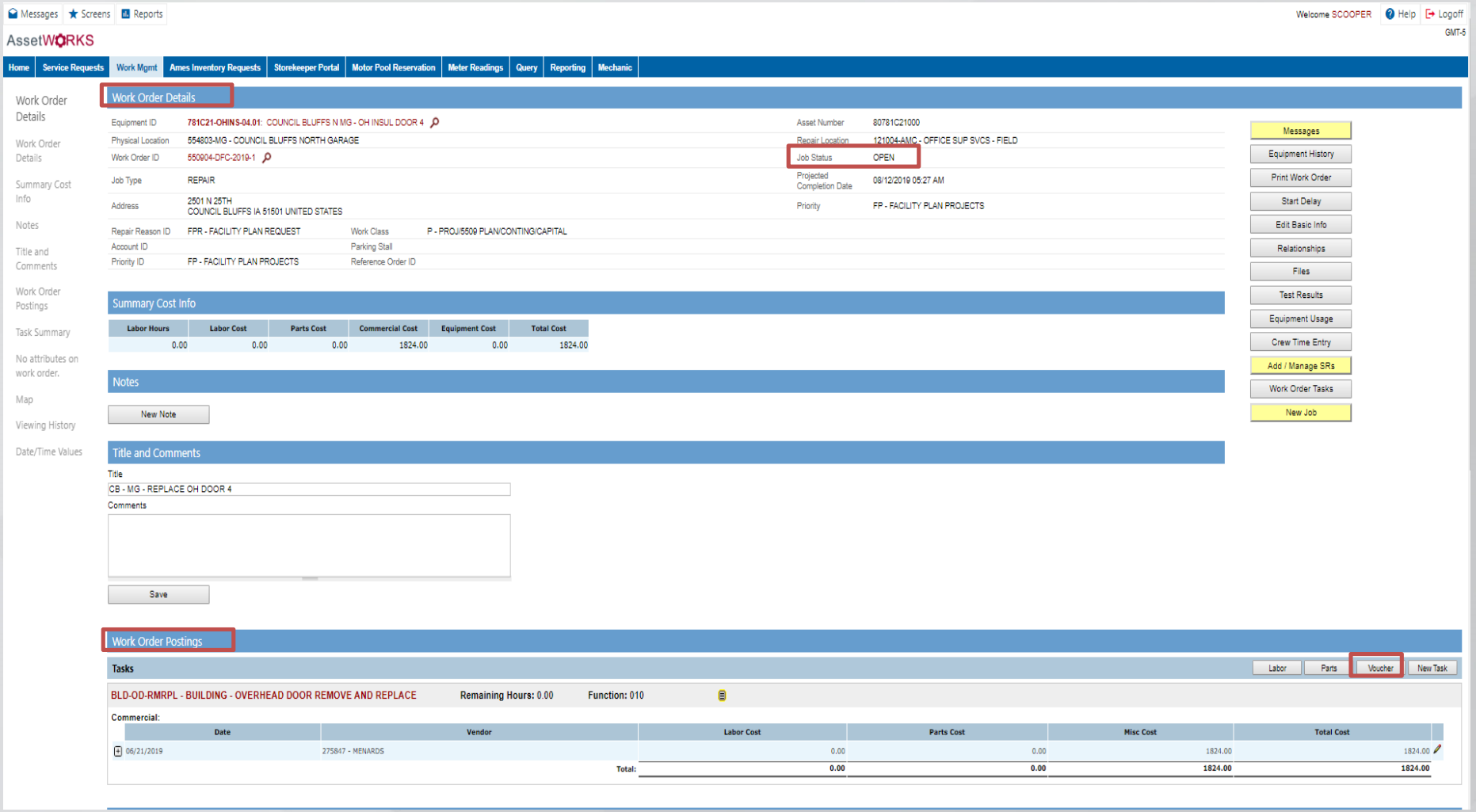
Make A Voucher Payment – Option 2 – 3 steps

Option 2- The **Work Order Main** page header provides information about the Work Order. Click on the **View/Edit Detail** button located in the Action section. This will take you directly to the Work Orders Detail Screen.
Click on the **Voucher** button in the **Work Order Postings** section. The **Post Work Order Commercial Work** screen will appear.



Make A Voucher Payment – Work Details Page

The **Work Order Details and Work Order Main** header page provides information about the Work Order. You will see the Job Status of the Work Order. This status needs to be Open or Finished Status to allow any payments to be successful. If the status of the WO is Closed, the WO will need to be reopened to allow any payments to be applied.
To start you payment, in the **Work Oder Details** click **Voucher.** In the **Work Order Main** click **Generate Voucher**.
Either button will take you to the Post Work Order Commercial Work.

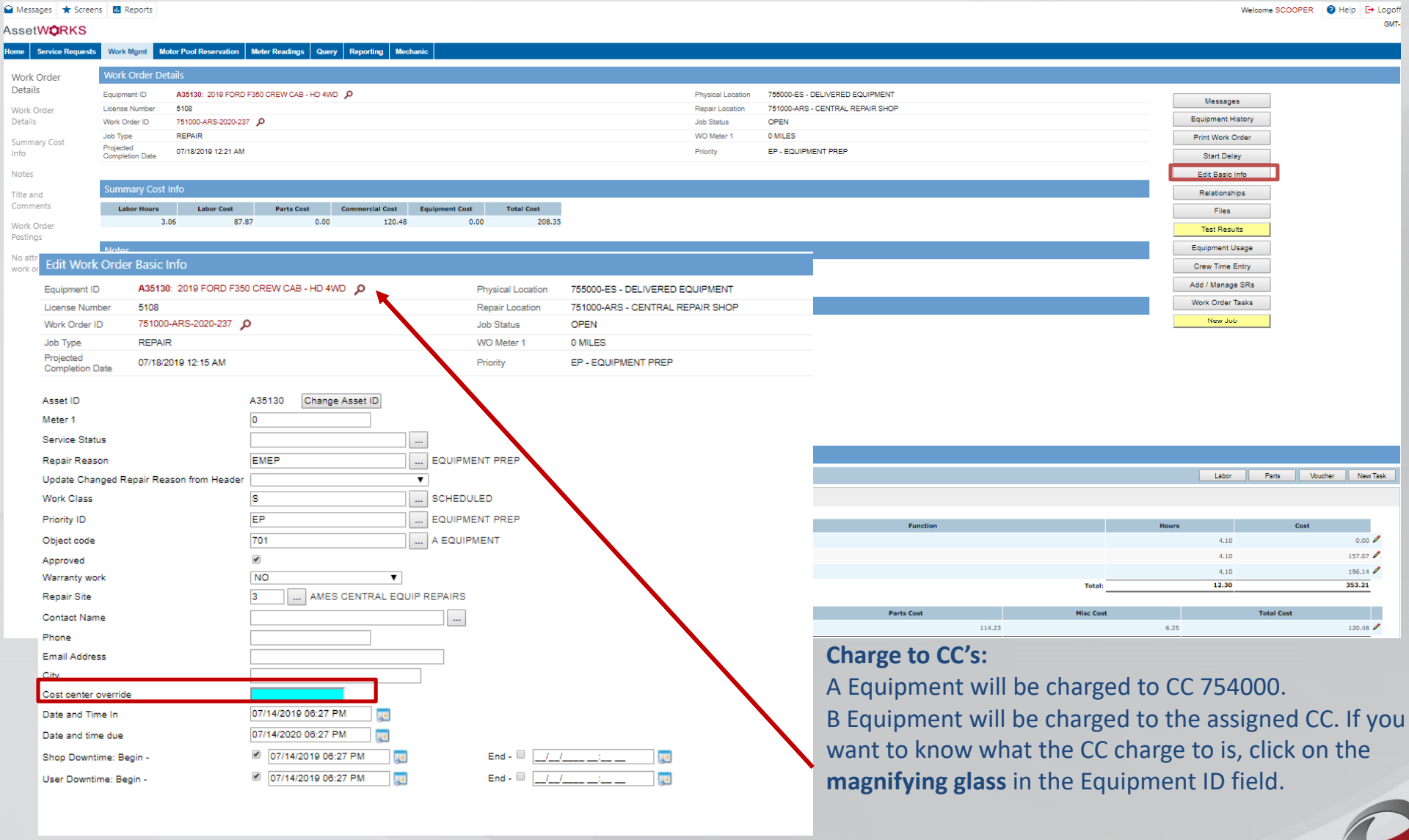


Navigation Tip: If you want to go back to the Work Mgmt home page, you can click the back button located at the bottom of the page or click on the Work Mgmt portal.

Voucher Payments – Charge To CC

"A" Assets will automatically charge to CC7540. Facility bldg. and land Assets will charge to the correct CC's, dependent capital, 5509 projects. Any other Assets will charge to the Assigned to CC. If you need to change the charge to CC on a voucher payment, go to the action buttons and click on the **Edit Basic Info** tab located on the right side of the Work Order Details page.

This will open the **Edit Work Order Basic Info** Screen. See Cost Center override field. You will need to add a CC charge to in that field.



Charge to CC's:

A Equipment will be charged to CC 754000.

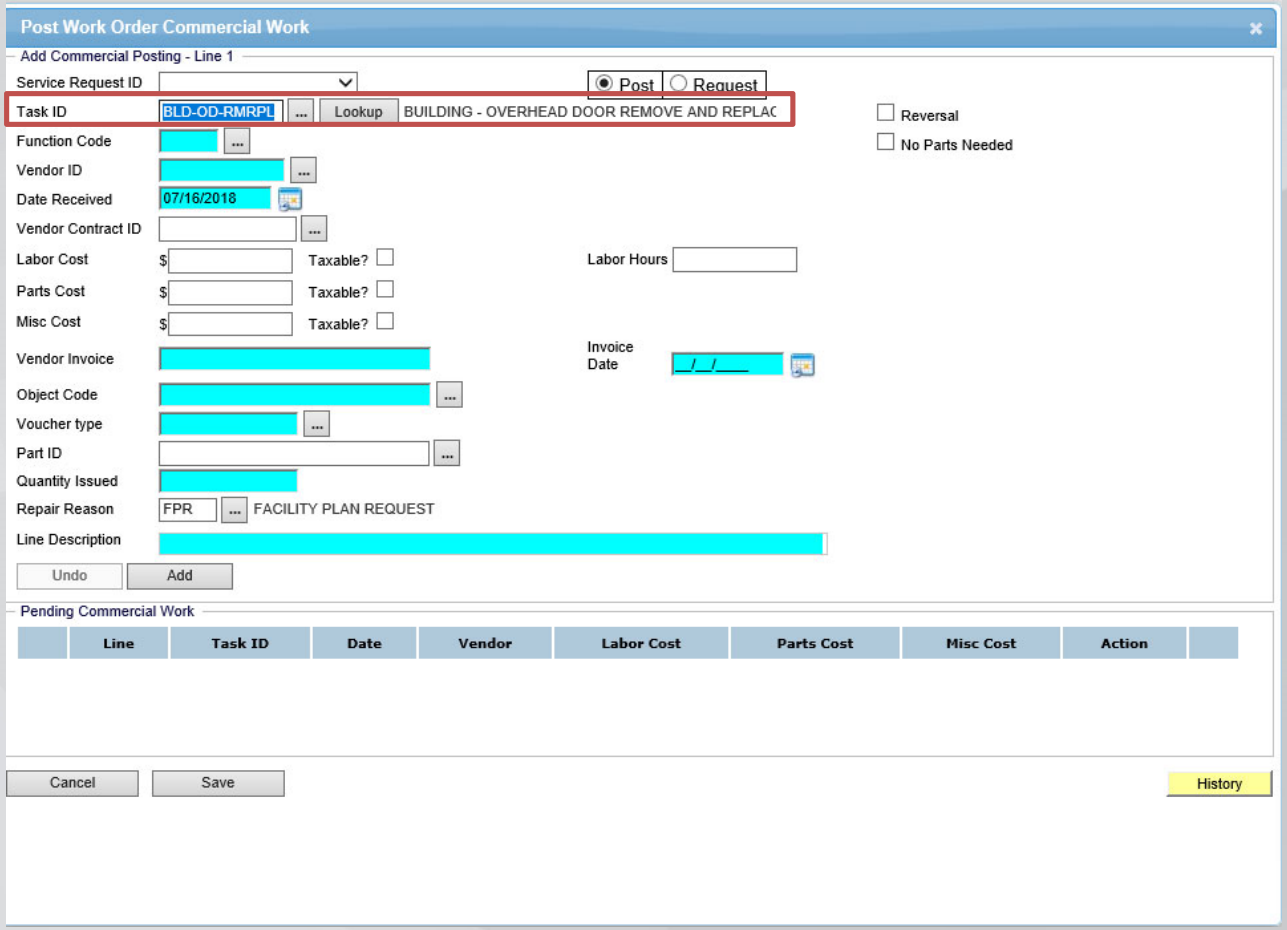
B Equipment will be charged to the assigned CC. If you want to know what the CC charge to is, click on the **magnifying glass** in the Equipment ID field.

Voucher Payments – Task ID - Repair Tasks

Click on **Post** located in the upper middle section of the page, if it is not selected. It should default to Post.
When entering information in each field, **TAB** out of each field. Please do not click Enter, it will add a transaction with incomplete fields. After you have completed each field, click the **Add** button. One all entries are completed, click the **Save** button.

Task ID

- If you only have 1 Repair Task assigned to your WO, that Task will be provided in the Task ID field.
- If you have more than 1 Repair Task, you will need to click on the search ... button and find the Task you want to select for payment.



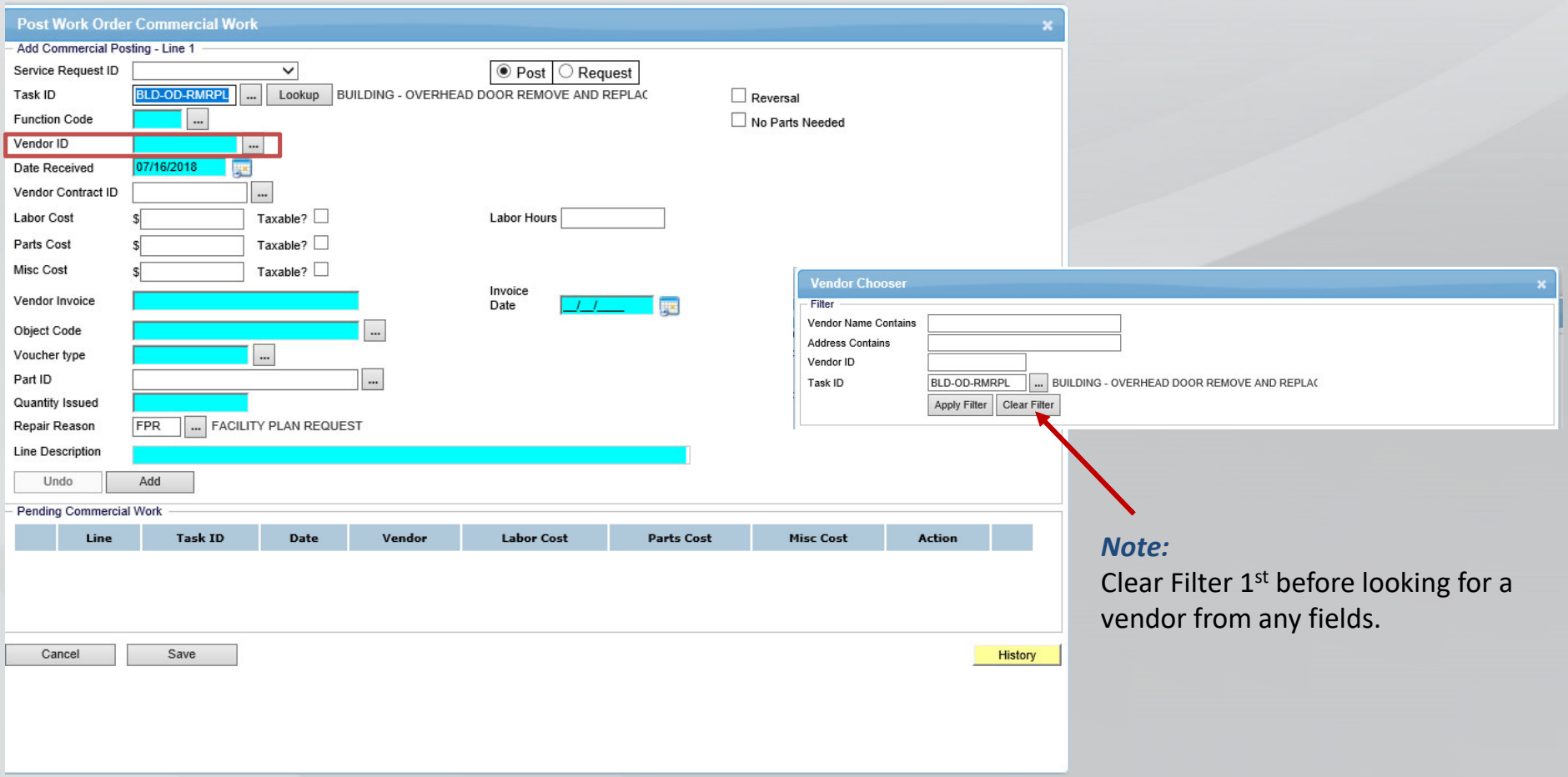
Note:

History button allows you to view history of other transactions.

Voucher Payments – Vendor ID

When you click on the Vendor ID search [...] button the Vendor Chooser page will appear. The Vendor list is tied to the Financial Business System. As any updates occur in the Financial Business System, it will also be updated in the AssetWorks system.

These new vendor adds occur at night. If you request a new vendor to be added into the financial system, you will need to wait until the following day to submit your payment. You have a few options to find the Vendor ID.



Note:

Clear Filter 1st before looking for a vendor from any fields.

Voucher Payments – General Information Post WO Commercial Screen

Date Received

This is the date the work was completed. This is critical if you are wanting to pay for a WO for a particular FY. This date cannot be prior to WO date opened. Date Received will determine the FY payment.

Note:

- An error message will pop up on the screen if your invoice date is before your WO open date.
- Clicking on the Enter button on the keyboard after entering information into a field will add the line with incomplete information. ***Once you have entered the information, tab or click into the next field.***

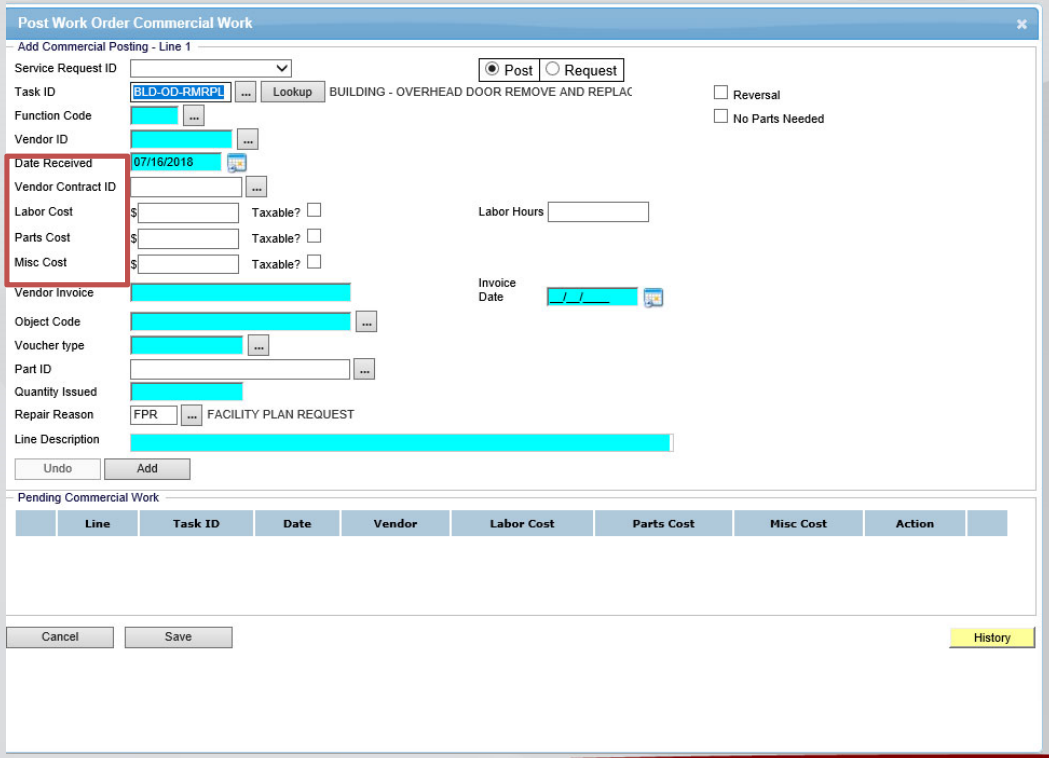
Vendor Contract ID

If you are paying against AP Contract, you will need to put that contract # in this field. This could be used for facility capital payments.

Cost Options

You have the choice when posting costs. These are: Labor, Parts and Misc. If the costs are not broken down on the Invoice by Parts and/or Labor, select Misc. If the invoice is only Labor or only Parts, select the appropriate cost type.

When you have completed filing in all of the required fields, click the **Add** button. As you add each entry they will be listed in the **Pending Commercial Work** Section.



A few things to consider on Voucher Payments:

- You may have 4 Repair Tasks selected, you will not be required to assign a monetary value to all Tasks.
- You may want to split costs up between more than one Tasks. That would be 2 entries for one cost line. Just keep in mind Finance may not allow a split.
- You can make more than one payment against a Task.
- Once you have entered in your payment information, you will need to attach your invoice for payment before clicking the **Save** button. These instructions will be provided later in the training manual.

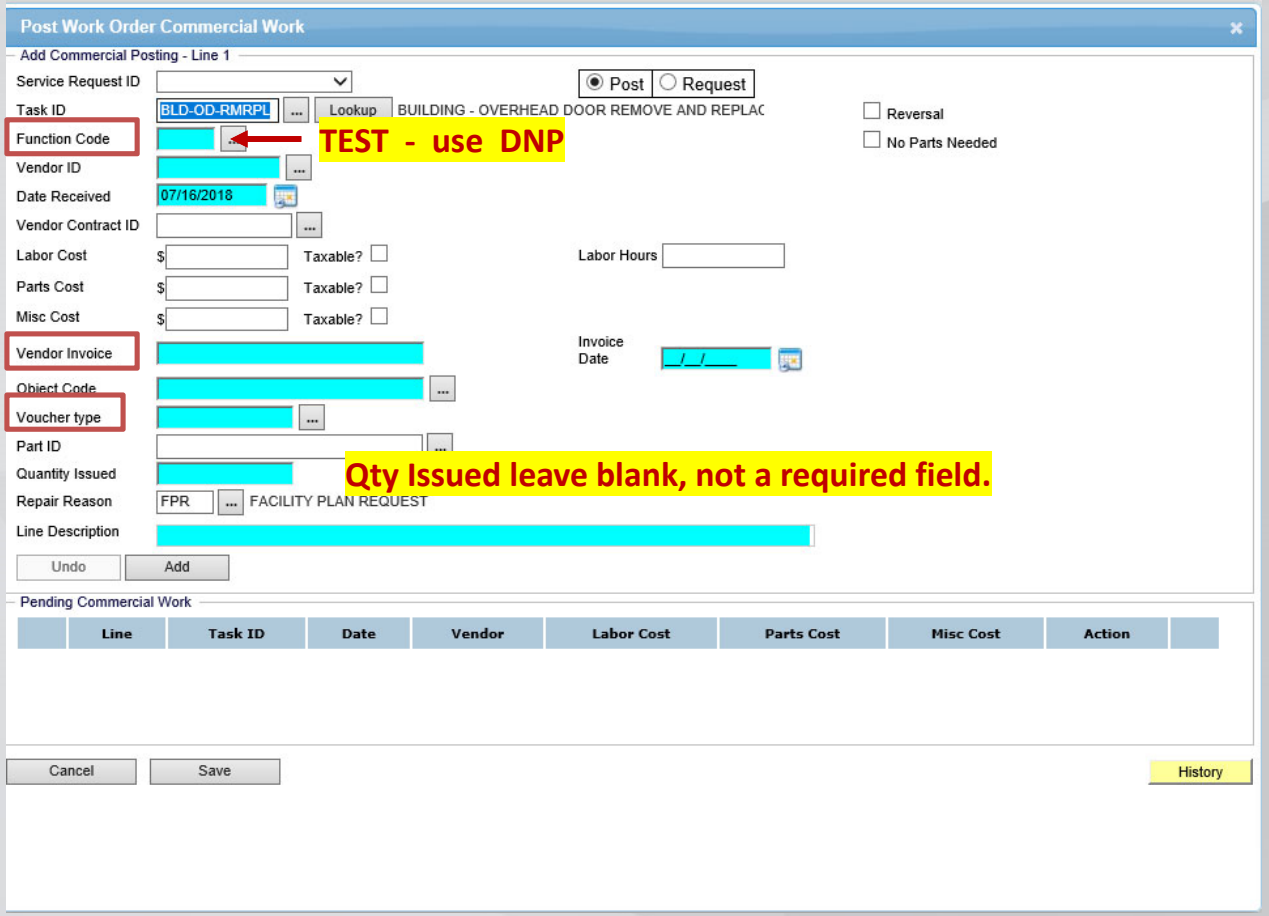
Voucher Payments - General Information Post WO Commercial Screen

Vendor Invoice
Vendor Invoice is the Invoice #. When you scan and attach the invoice to the voucher payment, the scan file name needs to be the Invoice #.

Function and Object Codes
Function and Object Codes are tied to the Financial Business System. If this is a capital purchase, you will need to make sure you pick the correct Object code for building and land WO's.

Voucher Type
Voucher Type is the appropriate Facility Voucher Type. If this is left blank it will default to type # 90 (Miscellaneous).

Quantity Issued
Quantity Issued will default to a quantity of 1 ***Please leave this field blank***. If your quantity it greater than 1, put the **total cost** for all quantities.



AP Voucher Validations:

- The Vendor, Vendor Invoice # and Invoice Date must be the same for your Voucher payment to be accepted in the Voucher Validation process.
- The Object code, Function and location validation may cause the Voucher to error if not correct.
- **Function Code In TEST-** Put **DNP** (Do Not Process) while testing. Once we Go Live, you can put the actual function code in.
- **Vendor Invoice** cannot exceed 13 characters.
- **Line Description** cannot exceed 25 characters. For Core Credits, put in credit invoice # here, not in invoice # unless you have a debit and credit on the same invoice #.

Voucher Payments – Summary Costs Info

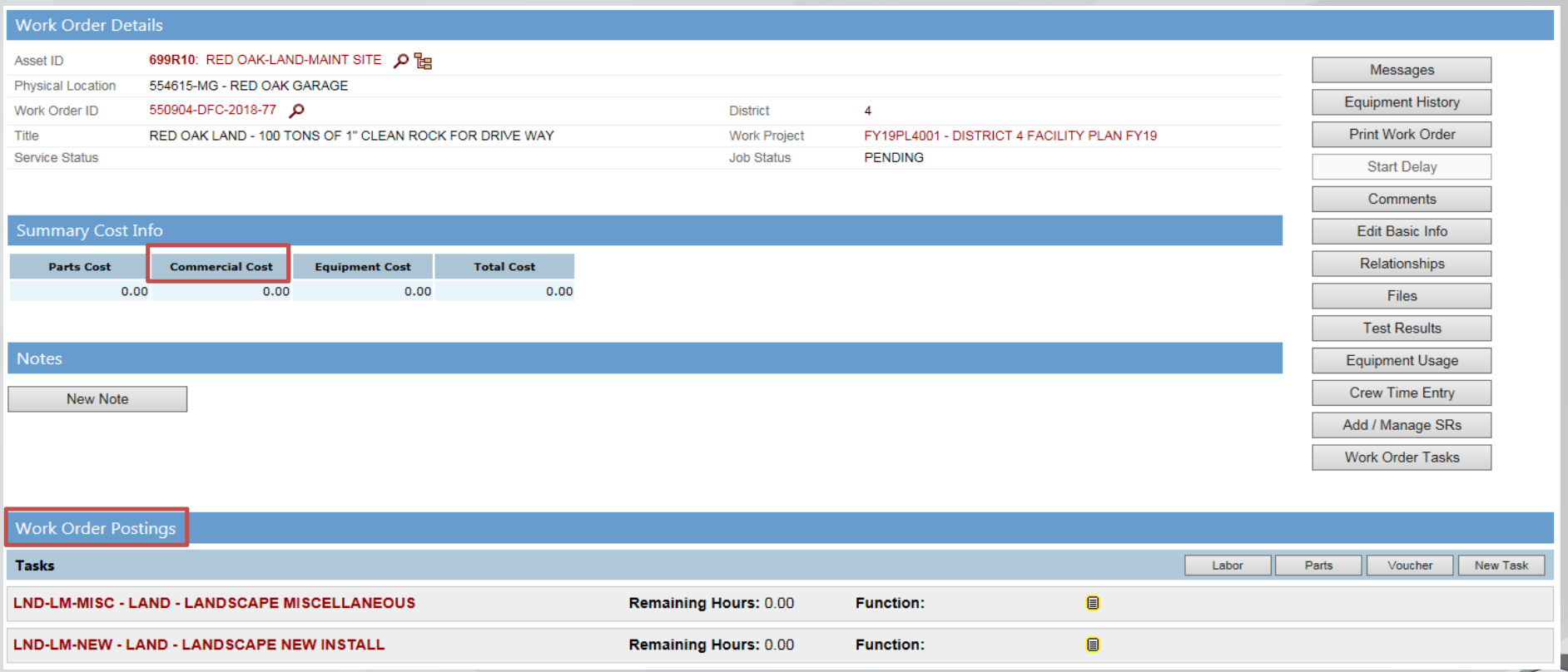
Once you Save the Voucher Posting, you will see it in the **Summary Cost Info** section, under Commercial Costs.

You will also see each entry in the **Work Order Postings** work flow after you Click Save - it will be added to the WO and summary costs of the WO.

Once the Voucher has processed, paid information will come back into the Note's section of the WO. This information will include, Voucher number, Vendor and Invoice Date.

WO needs to be **OPEN** status to allow the information to feed back to the Notes section. If you do not see any messages in the Notes of payment, the payment has not approved in the system.

If there is an error when posting in the Voucher system an email notification will be sent, and corrections will need to be made in the AP Voucher System. These will be sent back to AW.



How to Create a Voucher Payment For Multiple Work Orders with 1 Invoice

Example

Voucher Payments – Multiple Work Orders on 1 Invoice

In this example, the invoice received has parts for 2 work orders:

- 751000-ARS-2020-157
- 751000-ARS-2020-229

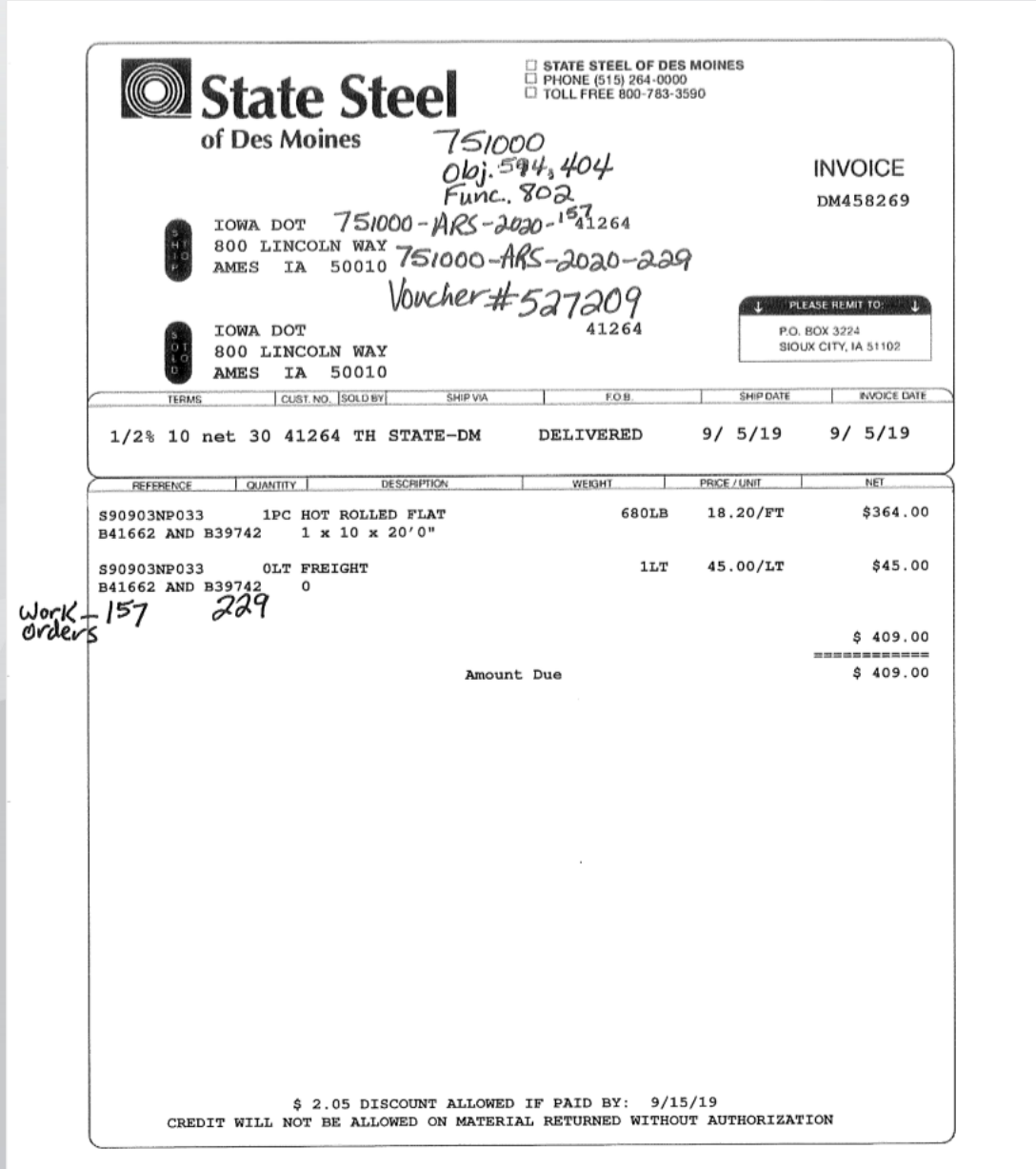
Depending on the invoice, you will pay your invoices the same you would in AP except you will need to go to each Work Order and enter the voucher payment. This allows the costs to be associated to each work order.

For this example, these costs were split between 2 work orders. Each work order paid 50% of the total cost.

Note:

- To make a payment to multiple work orders on the same invoice, you need a 3 way match and will need to process all payments to each work order on the same day.

- A disadvantage paying 1 invoice towards multiple work orders is that you have no summary total cost since these are paid to different work orders. To help you identify these voucher payments a Query has been set up to find the AP voucher line. The query is located in the ARS Reports, the query name is, " WO Voucher Cost."



State Steel
of Des Moines

STATE STEEL OF DES MOINES
PHONE (515) 264-0000
TOLL FREE 800-783-3590

751000
Obj. 594, 404
Func. 802

INVOICE
DM458269

IOWA DOT 751000-ARS-2020-157 41264
800 LINCOLN WAY 751000-ARS-2020-229
AMES IA 50010
Voucher #527209

IOWA DOT 41264
800 LINCOLN WAY
AMES IA 50010

PLEASE REMIT TO:
P.O. BOX 3224
SIOUX CITY, IA 51102

TERMS	CUST. NO.	SOLD BY	SHIP VIA	F.O.B.	SHIP DATE	INVOICE DATE
1/2% 10 net 30	41264	TH	STATE-DM	DELIVERED	9/ 5/19	9/ 5/19

REFERENCE	QUANTITY	DESCRIPTION	WEIGHT	PRICE / UNIT	NET
S90903NP033 B41662 AND B39742	1PC	HOT ROLLED FLAT 1 x 10 x 20'0"	680LB	18.20/FT	$364.00
S90903NP033 B41662 AND B39742	0LT	FREIGHT 0	1LT	45.00/LT	$45.00

Work Orders 157 229

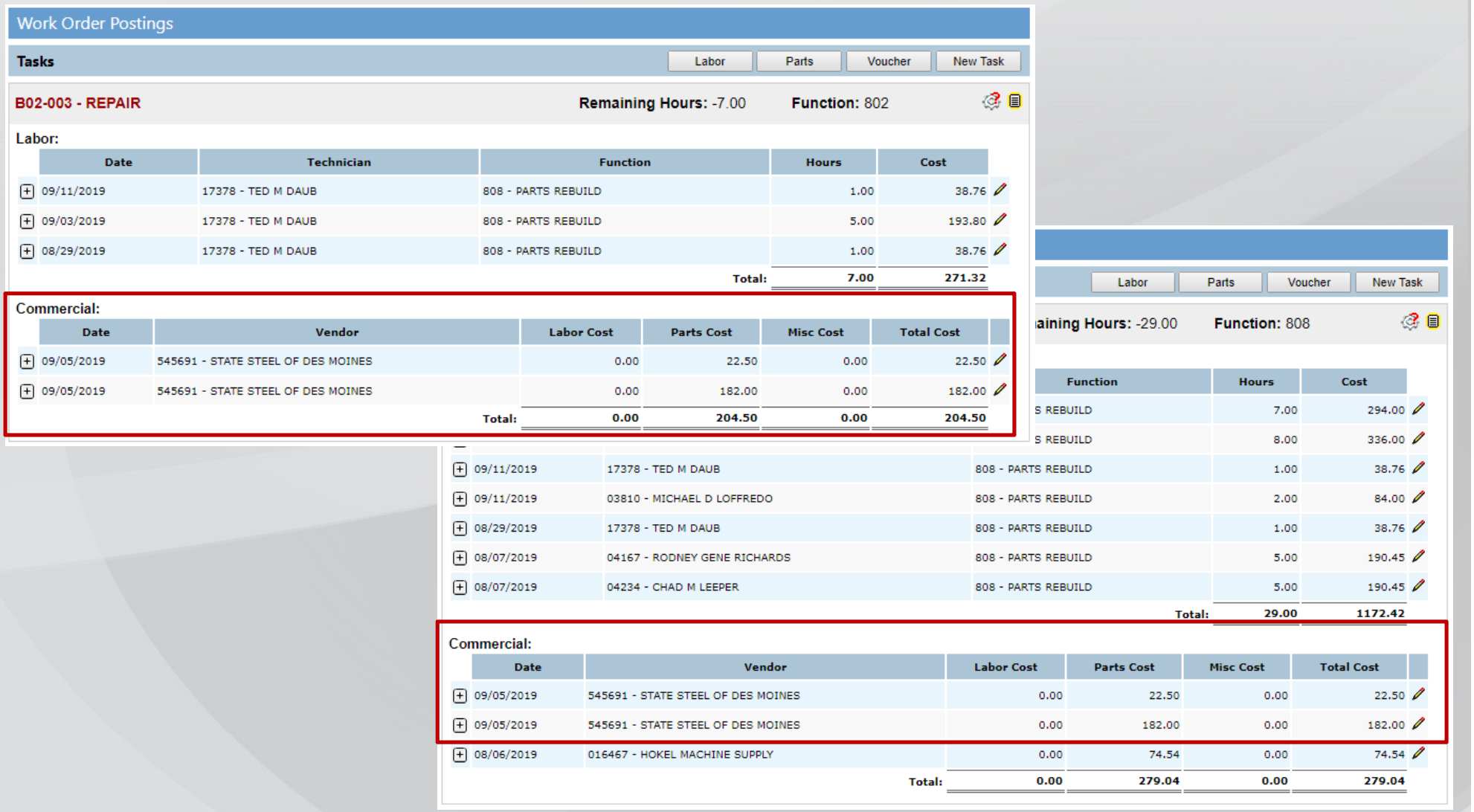
$ 409.00

Amount Due $ 409.00

$ 2.05 DISCOUNT ALLOWED IF PAID BY: 9/15/19
CREDIT WILL NOT BE ALLOWED ON MATERIAL RETURNED WITHOUT AUTHORIZATION

Voucher Payments – Multiple Work Orders on 1 Invoice

On each of these work orders, the voucher for State Steel of Des Moines was split evenly between the 2 Work Orders and amounts of $22.50 and $182.00 were applied to each Work Order.



Work Order Postings

Tasks — Labor | Parts | Voucher | New Task

B02-003 - REPAIR — Remaining Hours: -7.00 — Function: 802

Labor:

Date	Technician	Function	Hours	Cost
09/11/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76
09/03/2019	17378 - TED M DAUB	808 - PARTS REBUILD	5.00	193.80
08/29/2019	17378 - TED M DAUB	808 - PARTS REBUILD	1.00	38.76
		Total:	7.00	271.32

Commercial:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	22.50	0.00	22.50
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	182.00	0.00	182.00
	Total:	0.00	204.50	0.00	204.50

Labor | Parts | Voucher | New Task

aining Hours: -29.00 — Function: 808

Function	Hours	Cost
S REBUILD	7.00	294.00
S REBUILD	8.00	336.00
09/11/2019 17378 - TED M DAUB 808 - PARTS REBUILD	1.00	38.76
09/11/2019 03810 - MICHAEL D LOFFREDO 808 - PARTS REBUILD	2.00	84.00
08/29/2019 17378 - TED M DAUB 808 - PARTS REBUILD	1.00	38.76
08/07/2019 04167 - RODNEY GENE RICHARDS 808 - PARTS REBUILD	5.00	190.45
08/07/2019 04234 - CHAD M LEEPER 808 - PARTS REBUILD	5.00	190.45
Total:	29.00	1172.42

Commercial:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	22.50	0.00	22.50
09/05/2019	545691 - STATE STEEL OF DES MOINES	0.00	182.00	0.00	182.00
08/06/2019	016467 - HOKEL MACHINE SUPPLY	0.00	74.54	0.00	74.54
	Total:	0.00	279.04	0.00	279.04

Voucher Payments – Multiple Work Orders on 1 Invoice

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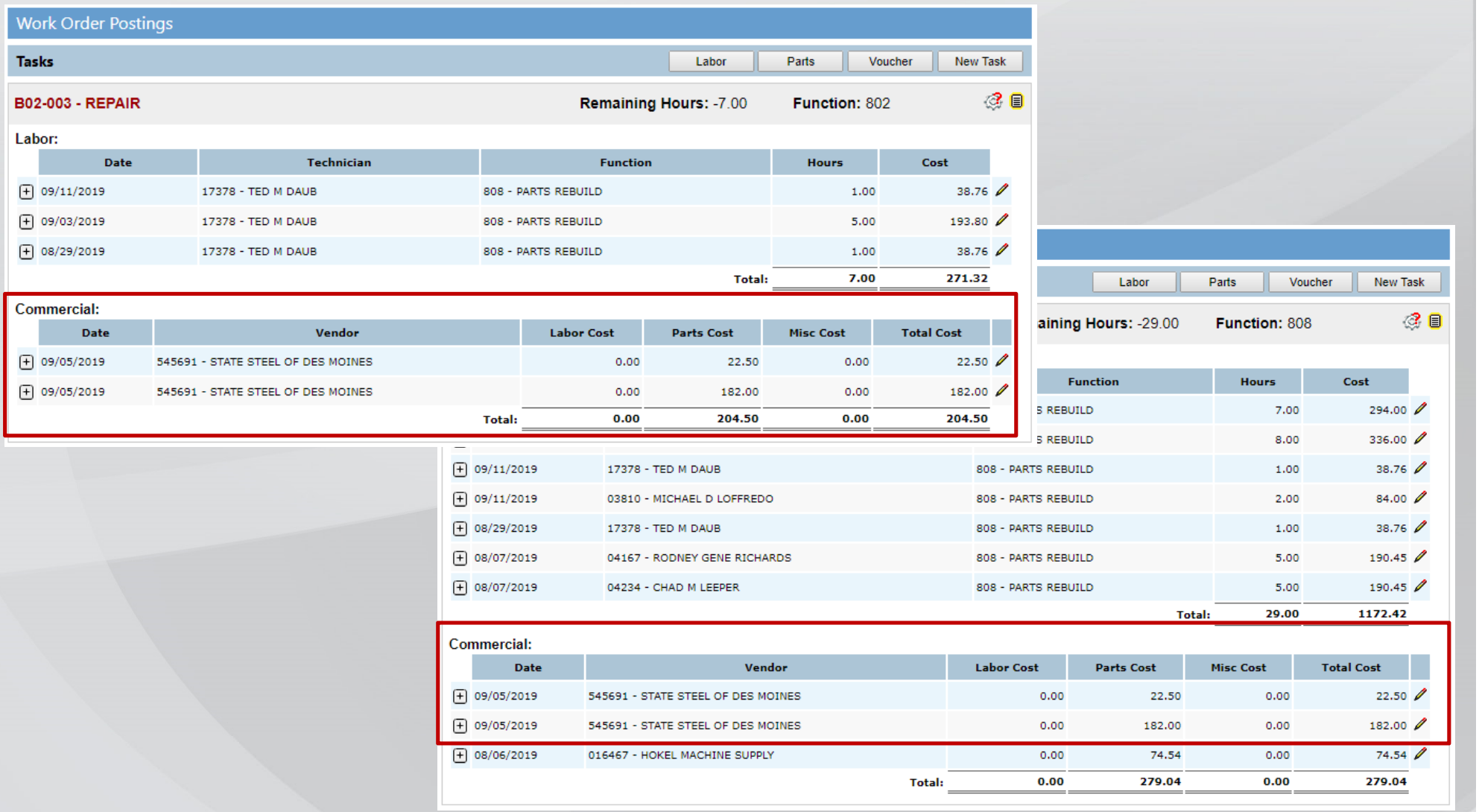

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	Total:	0.00	279.04	0.00	279.04

Voucher Payments – Multiple Work Orders on 1 Invoice

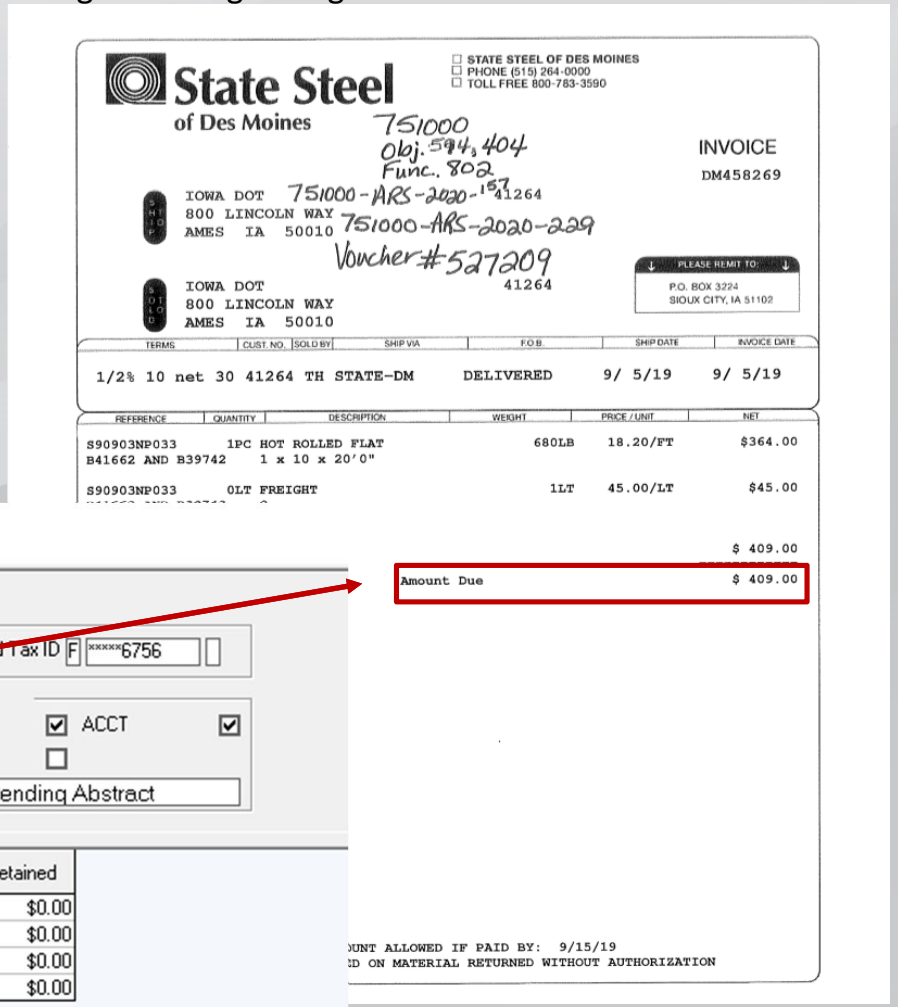
After you complete your voucher payment in AssetWorks this will be sent to the current legacy AP system. This will process that evening.

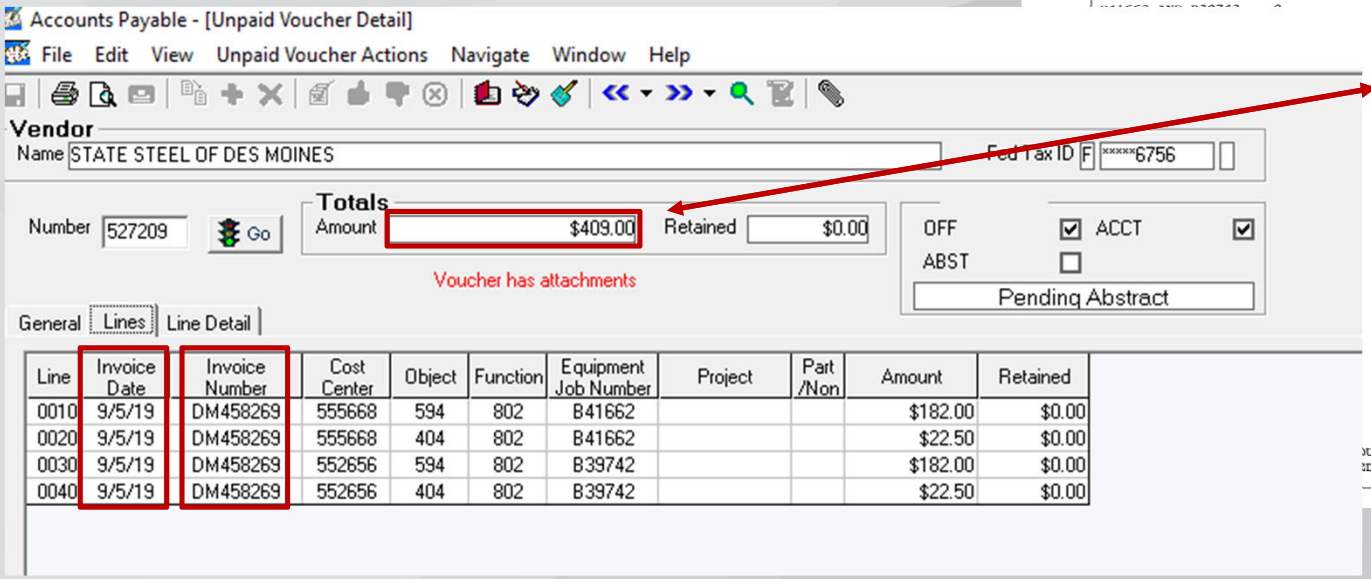
From this example, there are 4 separate postings in AssetWorks that also match in the current legacy AP system.

The **Invoice Date**, **Invoice Number** are all the same for these 4 postings. This 2 way match allows the AP system accept the payments. The day the payment goes to DM abstract, the following morning a message will go into the Notes section of the Work Order providing the AP voucher #.

If you want to validate your payment was processed in the AP System.

A Query has been created in AssetWorks to help you find your AP Voucher payments. Click on **Query** portal, go to **ARS Reports** folder, File name is **WO Voucher Cost**. A training manual has also been Provided to help you use this Query.





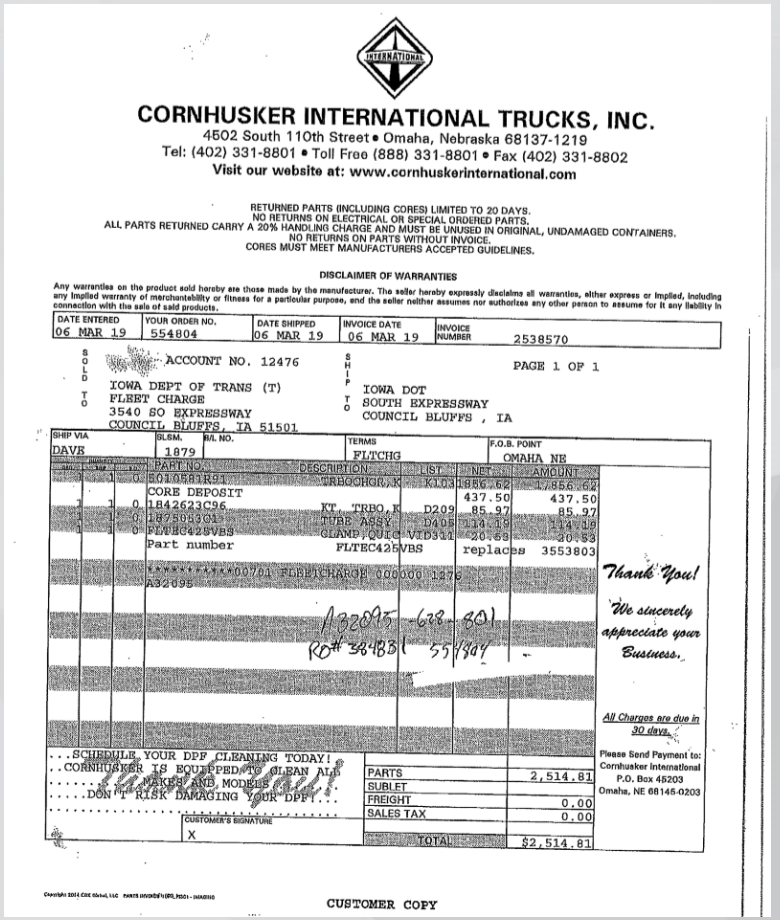
Voucher Payments
Core Credit

Example

Voucher Payments – Invoice credit and debit to same Vendor

When you have paid for a core on a Work Order and later you receive a credit invoice for this core you will need to apply the credit against that Work Order.

Below is an example of the **original invoice** and the **invoice with the credit** for the same work order.



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Visit our website at: www.cornhuskerinternational.com

RETURNED PARTS (INCLUDING CORES) LIMITED TO 20 DAYS.
NO RETURNS ON ELECTRICAL OR SPECIAL ORDERED PARTS.
ALL PARTS RETURNED CARRY A 20% HANDLING CHARGE AND MUST BE UNUSED IN ORIGINAL, UNDAMAGED CONTAINERS.
NO RETURNS ON PARTS WITHOUT INVOICE.
CORES MUST MEET MANUFACTURERS ACCEPTED GUIDELINES.

DISCLAIMER OF WARRANTIES

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
06 MAR 19	554804	06 MAR 19	06 MAR 19	2538570

SOLD TO: ACCOUNT NO. 12476
IOWA DEPT OF TRANS (T)
FLEET CHARGE
3540 SO EXPRESSWAY
COUNCIL BLUFFS, IA 51501

PAGE 1 OF 1

SHIP TO: IOWA DOT
SOUTH EXPRESSWAY
COUNCIL BLUFFS , IA

SHIP VIA	SLSM.	M/L NO.	TERMS	F.O.B. POINT
DAVE	1879		FLTCHG	OMAHA NE

QTY ORD	QTY SHP	QTY B/O	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
1	1	0	5010581R91	TRBOCHGR/K	K103	1856.62	1,856.62
			CORE DEPOSIT			437.50	437.50
1	1	0	1842623C96	KT, TRBO,F	D209	85.97	85.97
1	1	0	1875053C1	TUBE ASSY	D408	14.19	14.19
1	1	0	FLTEC425VBS	CLAMP;QUIC	VID341	30.63	30.63
			Part number	FLTEC425VBS		replaces	3553803

**********00701 FLEETCHARGE 000000 1279
A32095

A32095 - 628 - 801
RO# 384831 554804

Thank You!
We sincerely appreciate your Business.

All Charges are due in 30 days.

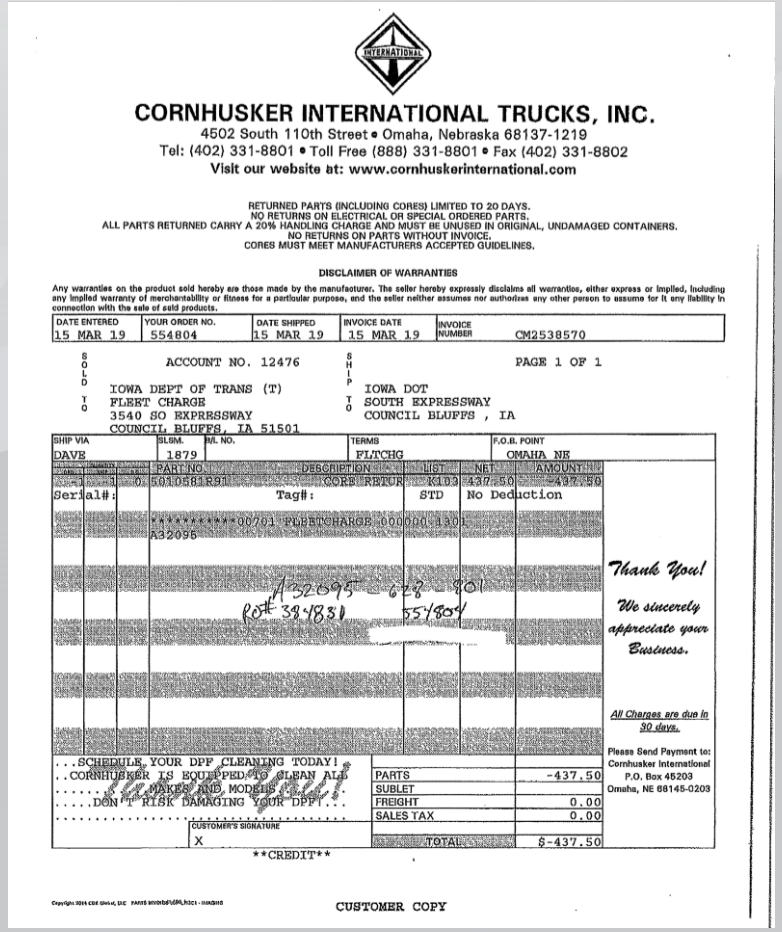
Please Send Payment to:
Cornhusker International
P.O. Box 45203
Omaha, NE 68145-0203

...SCHEDULE YOUR DPF CLEANING TODAY!
..CORNHUSKER IS EQUIPPED TO CLEAN ALL
.....MAKES AND MODELS
.....DON'T RISK DAMAGING YOUR DPF!...

PARTS	2,514.81
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	$2,514.81

CUSTOMER'S SIGNATURE
X

CUSTOMER COPY



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DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
15 MAR 19	554804	15 MAR 19	15 MAR 19	CM2538570

SOLD TO: ACCOUNT NO. 12476
IOWA DEPT OF TRANS (T)
FLEET CHARGE
3540 SO EXPRESSWAY
COUNCIL BLUFFS, IA 51501

PAGE 1 OF 1

SHIP TO: IOWA DOT
SOUTH EXPRESSWAY
COUNCIL BLUFFS , IA

SHIP VIA	SLSM.	M/L NO.	TERMS	F.O.B. POINT
DAVE	1879		FLTCHG	OMAHA NE

QTY ORD	QTY SHP	QTY B/O	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
-1	-1	0	5010581R91	CORE RETUR	K103	437.50	-437.50
Serial#:				Tag#:		STD	No Deduction

**********00701 FLEETCHARGE 000000 1301
A32095

A32095 - 628 - 801
RO# 384831 554804

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..CORNHUSKER IS EQUIPPED TO CLEAN ALL
.....MAKES AND MODELS
.....DON'T RISK DAMAGING YOUR DPF!...

PARTS	-437.50
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	$-437.50

CUSTOMER'S SIGNATURE
X

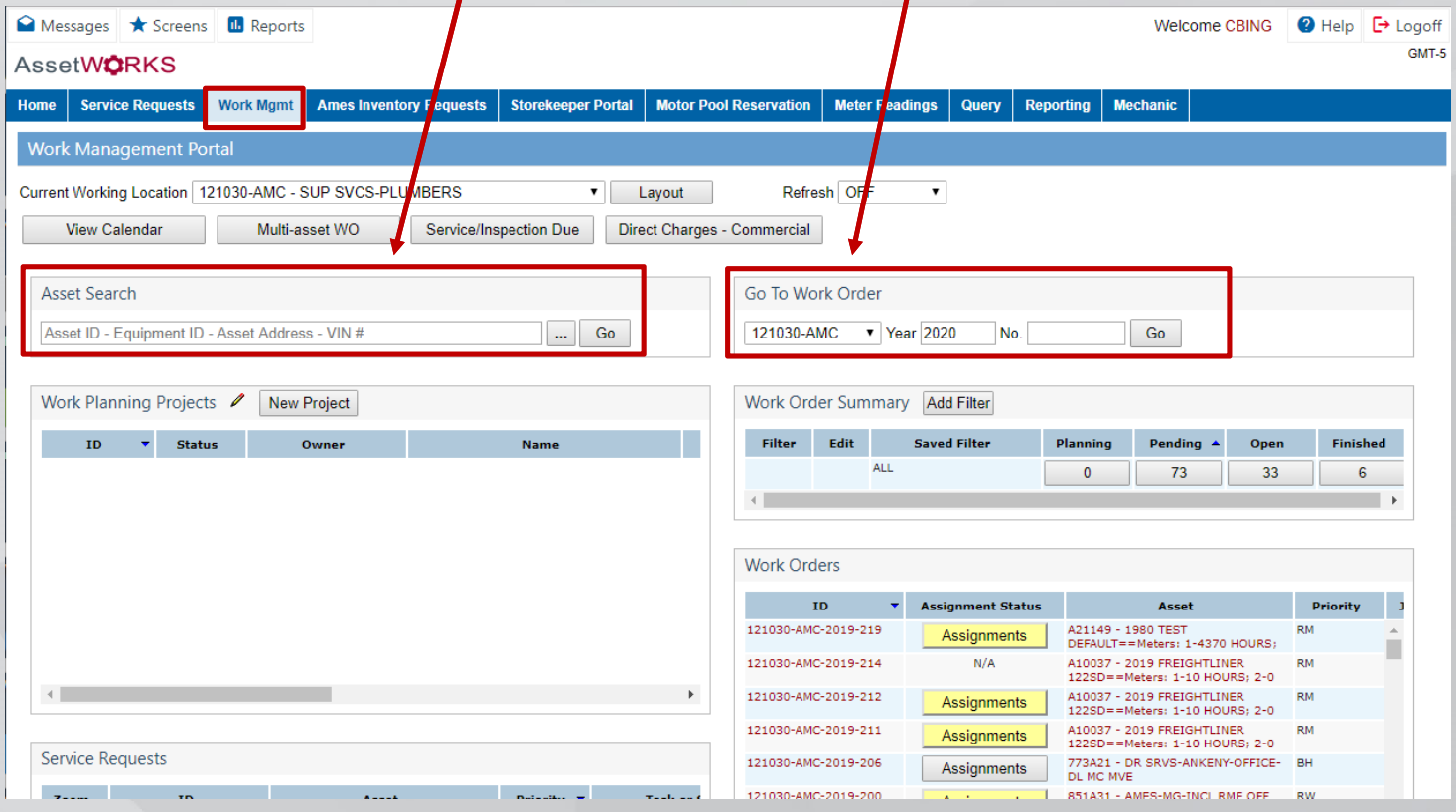
CREDIT

CUSTOMER COPY

Voucher Payments – Credit Invoice – Example Core Credit

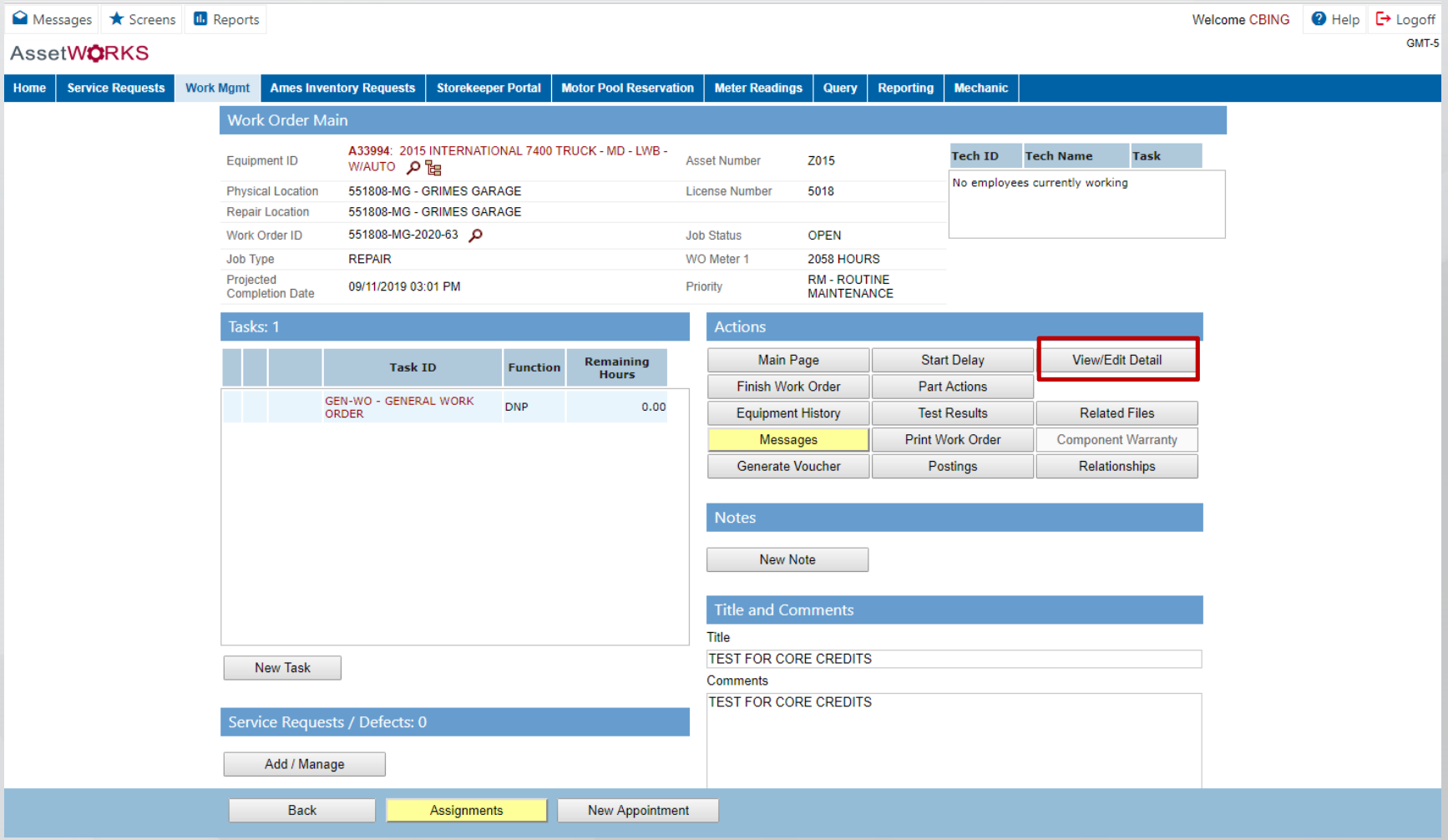
If the Work Order you need to apply to credit invoice for is at a Closed status, you will need to reopen the Work Order to apply the credit towards the correct Work Order. Find the Training Manual named, “How to open a Closed Work Order.” To find the original Work Order, click on the Work Management Portal in AssetWorks.

If you know the Work Order ID, you can type it in directly to the **Go To Work Order** box. Or you can search for the A# of your Work Order in the **Asset Search** box.



Voucher Payments – Credit Invoice – Example Core Credit

The Work Order Main page will open. To add a Core Credit voucher payment, click on View/Edit Detail.

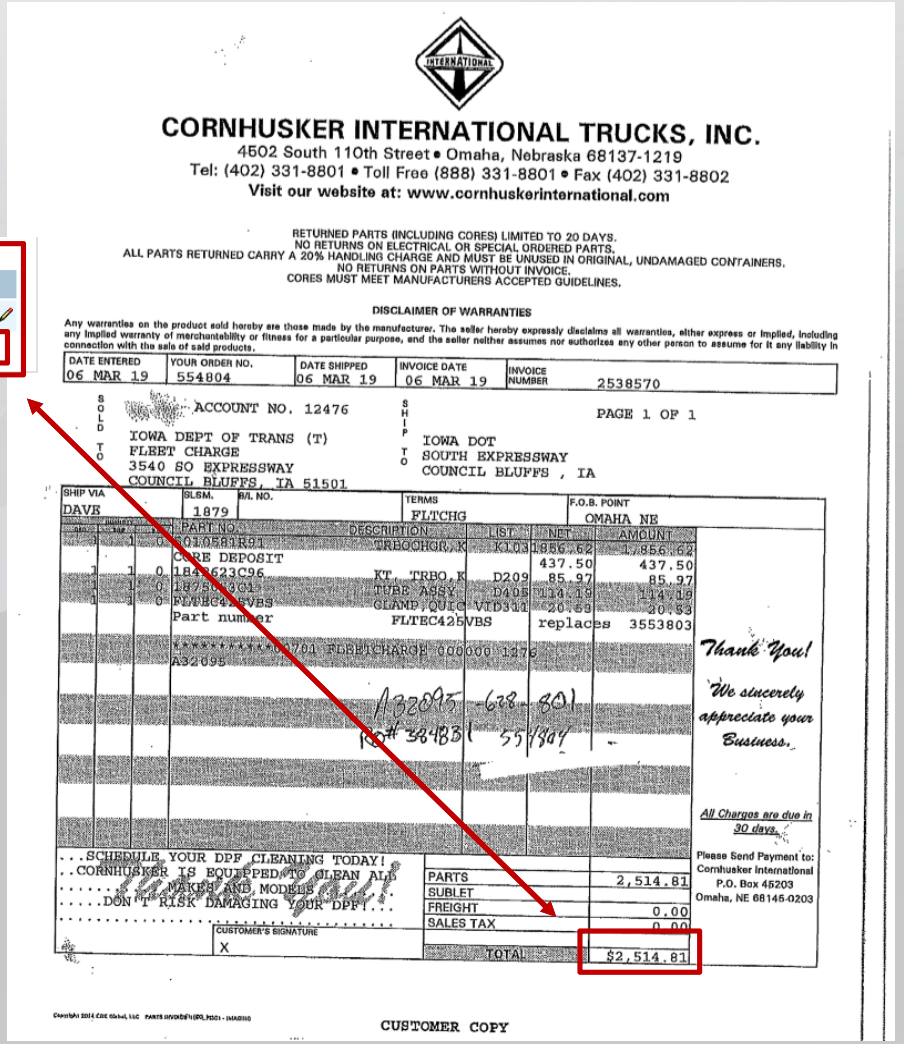


Voucher Payments – Credit Invoice – Example Core Credit

Scroll down to **Work Order Postings**. Here, you can see the Voucher information with the original amount of the invoice. To add the Core Credit, click on **Voucher** to add the credit amount.

Commercial:

	Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
⊞	03/06/2019	090243 - CORNHUSKER INTERNATIONAL TRUCKS INC	0.00	2514.81	0.00	2514.81
		Total:	0.00	2514.81	0.00	2514.81



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DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
06 MAR 19	554804	06 MAR 19	06 MAR 19	2538570

SOLD TO: ACCOUNT NO. 12476
IOWA DEPT OF TRANS (T)
FLEET CHARGE
3540 SO EXPRESSWAY
COUNCIL BLUFFS, IA 51501

SHIP TO: IOWA DOT
SOUTH EXPRESSWAY
COUNCIL BLUFFS , IA

PAGE 1 OF 1

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B. POINT
DAVE	1879		FLTCHG	OMAHA NE

QTY ORD	QTY SHP	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
1	0	3010581R91	TRBOCHGR,K	K103	1856.62	1,856.62
		CORE DEPOSIT			437.50	437.50
1	0	1845623C96	KT,TRBO,K	D209	85.97	85.97
1	0	1875603C91	TUBE ASSY	D405	114.19	114.19
1	0	FLTEC425VBS	CLAMP,QUIC	VID311	20.63	20.63
		Part number	FLTEC425VBS		replaces	3553803
		********** 701 FLEETCHARGE 000000 1476				
		A32095				

A32095 (68.80)
RO# 384831 55/804

...SCHEDULE YOUR DPF CLEANING TODAY!
..CORNHUSKER IS EQUIPPED TO CLEAN ALL
.....MAKES AND MODELS.....
.....DON'T RISK DAMAGING YOUR DPF!...

PARTS	2,514.81
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	$2,514.81

CUSTOMER'S SIGNATURE
X

Thank You!
We sincerely appreciate your Business.

All Charges are due in 30 days.
Please Send Payment to:
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P.O. Box 45203
Omaha, NE 68145-0203

CUSTOMER COPY

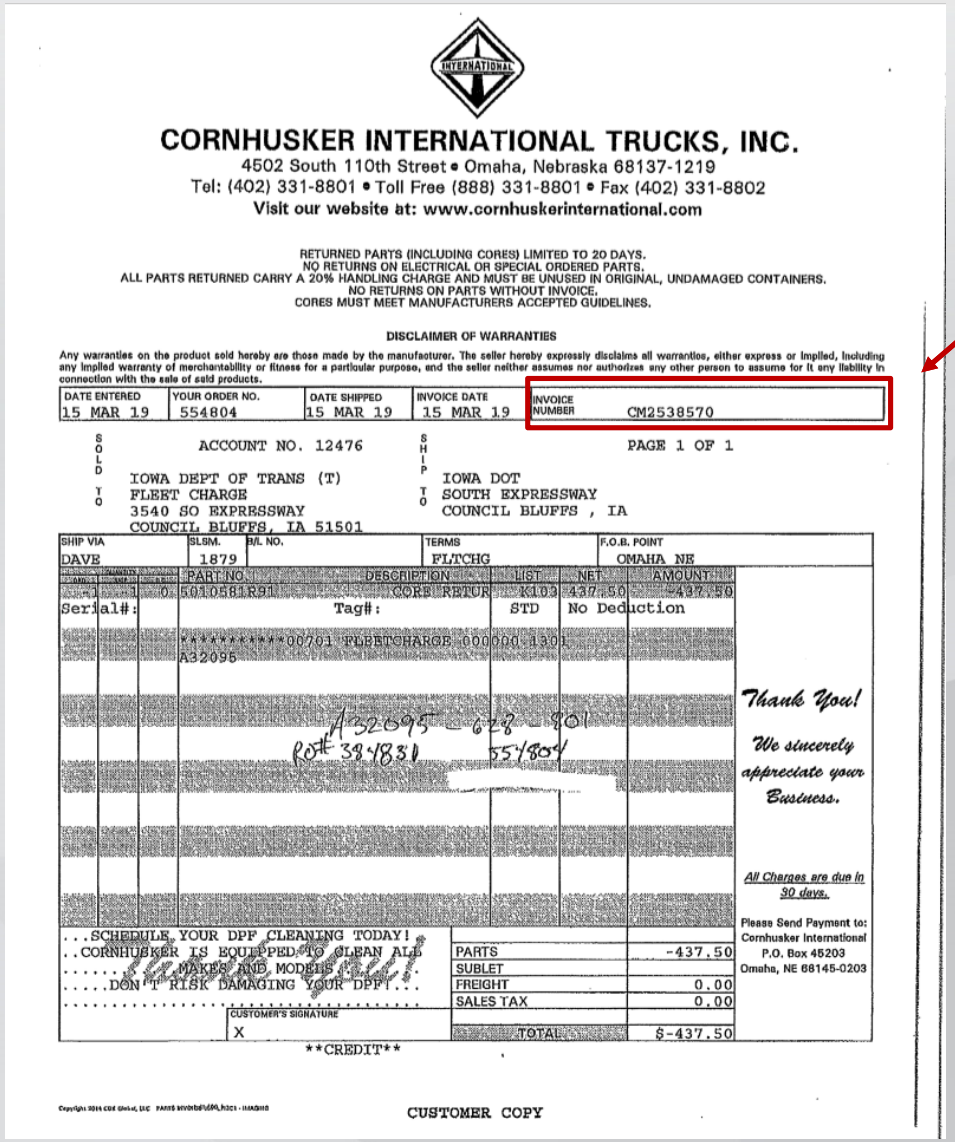
In order to pay for a credit, your debit invoice amount must exceed your credit amount. For the Credit amount to apply properly to the debit invoice you need to make sure you have a 4 Way Match. *This must be the same information on the following fields and paid the same day.*

1 - Invoice #
2- Invoice Date
3- Same Vendor
4- Same Object Code

These 4 fields filled in the voucher payment fields must match for both invoices. The credit invoice # will go in the comments field, not the invoice field.

The AP system will look for those matches, combine them together for one voucher payment even though they may be 2 different Work Orders. Since it is a 4 way match it will combine them.

Voucher Payments – Credit Invoice – Example Core Credit



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IOWA DEPT OF TRANS (T)
FLEET CHARGE
3540 SO EXPRESSWAY
COUNCIL BLUFFS, IA 51501

SHIP TO:
IOWA DOT
SOUTH EXPRESSWAY
COUNCIL BLUFFS , IA

PAGE 1 OF 1

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B. POINT
DAVE	1879		FLTCHG	OMAHA NE

ORDERED	SHIPPED	B.O.	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
1	1	0	5010581R91	CORE RETUR	K103	437.50	-437.50
Serial#:			Tag#:		STD	No Deduction	

**********00701 FLEETCHARGE 000000.1301
A32095

A32095 - 628 - 901
Ref# 384831 554804

Thank You!
We sincerely appreciate your Business.

All Charges are due in 90 days.

Please Send Payment to:
Cornhusker International
P.O. Box 45203
Omaha, NE 68145-0203

...SCHEDULE YOUR DPF CLEANING TODAY!
..CORNHUSKER IS EQUIPPED TO CLEAN ALL
.....MAKES AND MODELS !!!!!!
.....DON'T RISK DAMAGING YOUR DPF!...

PARTS	-437.50
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	$-437.50

CUSTOMER'S SIGNATURE
X

CREDIT

CUSTOMER COPY

When entering a core credit invoice payment for the same vendor, all information should come from the credit invoice except for the **1-Vender 2- Invoice #**, **3- Object Code**, and **4- Invoice Date**. These fields should be the same information from the debit invoice you are paying to costs to exceed the credit balance.

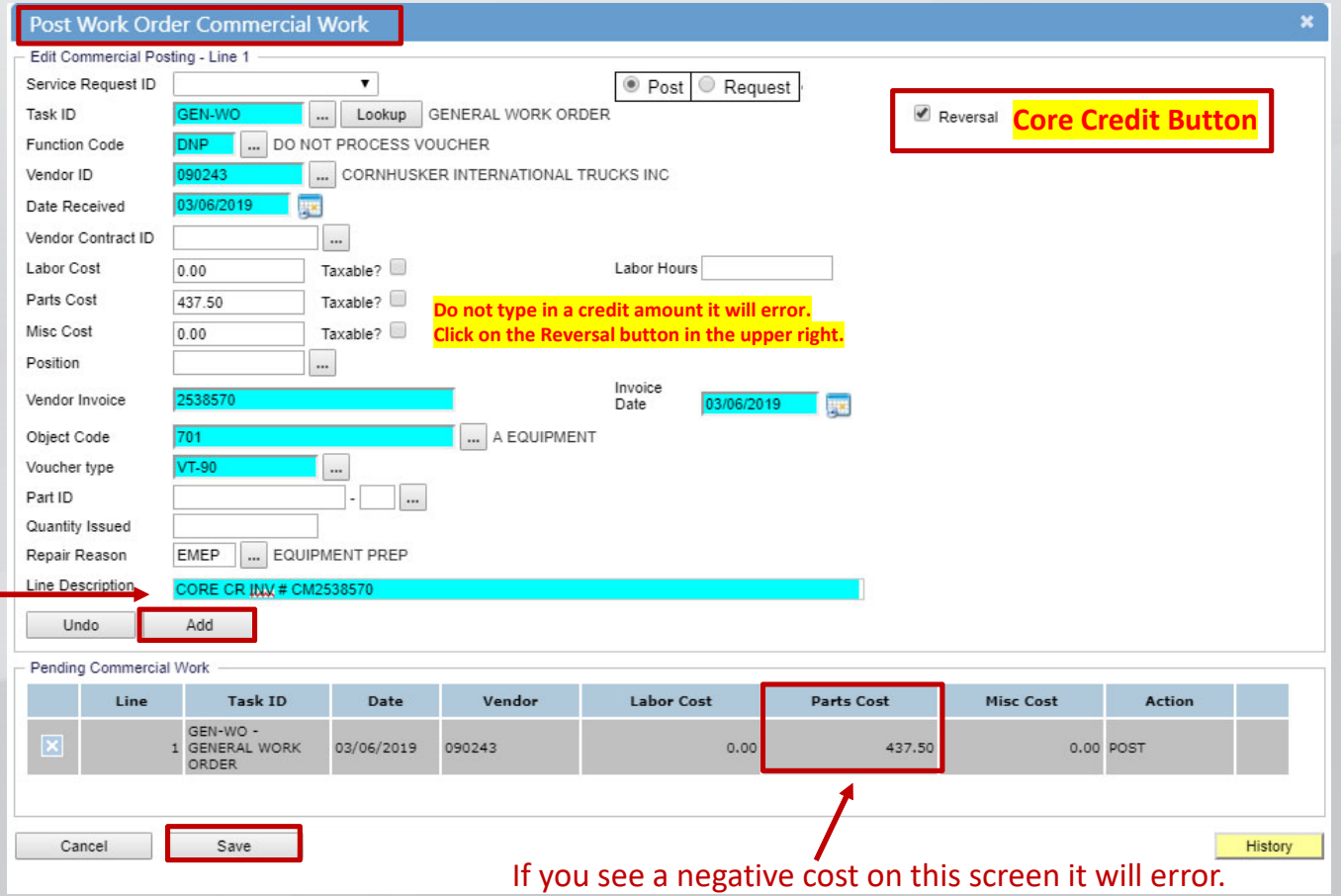
The credit **Invoice Number** on the Credit Voucher will be entered in the **Line Description** field.

Voucher Payments – Credit Invoice – Example Core Credit

Once you click on the voucher button, the **Post Work Order Commercial Work** screen will appear. When filling this out, the **1-Vendor ID, 2- Vendor 3- Invoice**, **Date**, and **4-Object Code** must match both invoices debit and credit invoices. You must click the **Reversal checkbox** in the upper right corner for the credit invoice so it knows to deduct the cost.

When entering in the cost, do not put this as an – symbol in the cost field. By clicking on the Reversal button this will count this as a negative/credit cost.
Once you have entered in all payment information, click the **Add** button. Then click on the **Save** button.

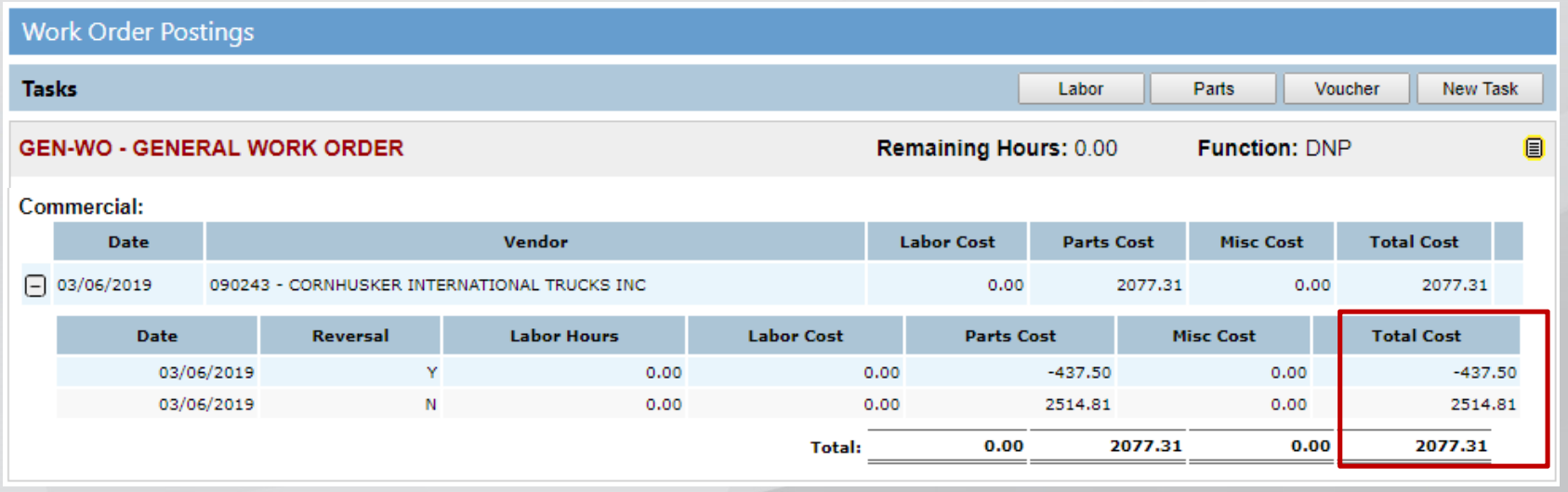
Note:
In the Line Description field, you will put the credit invoice #.
You can also provide any other needed information in this field.



If you see a negative cost on this screen it will error. Cancel and start over using a positive cost and click the reversal button above.

Voucher Payments – Credit Invoice – Example Core Credit

After clicking Save, you will return to the **Work Order Details** screen. If you scroll down to the **Tasks**, you will see the credit was applied to the Work Order decreasing the Total Cost amount.



Work Order Postings

Tasks | Labor | Parts | Voucher | New Task

GEN-WO - GENERAL WORK ORDER **Remaining Hours:** 0.00 **Function:** DNP

Commercial:

Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
03/06/2019	090243 - CORNHUSKER INTERNATIONAL TRUCKS INC	0.00	2077.31	0.00	2077.31

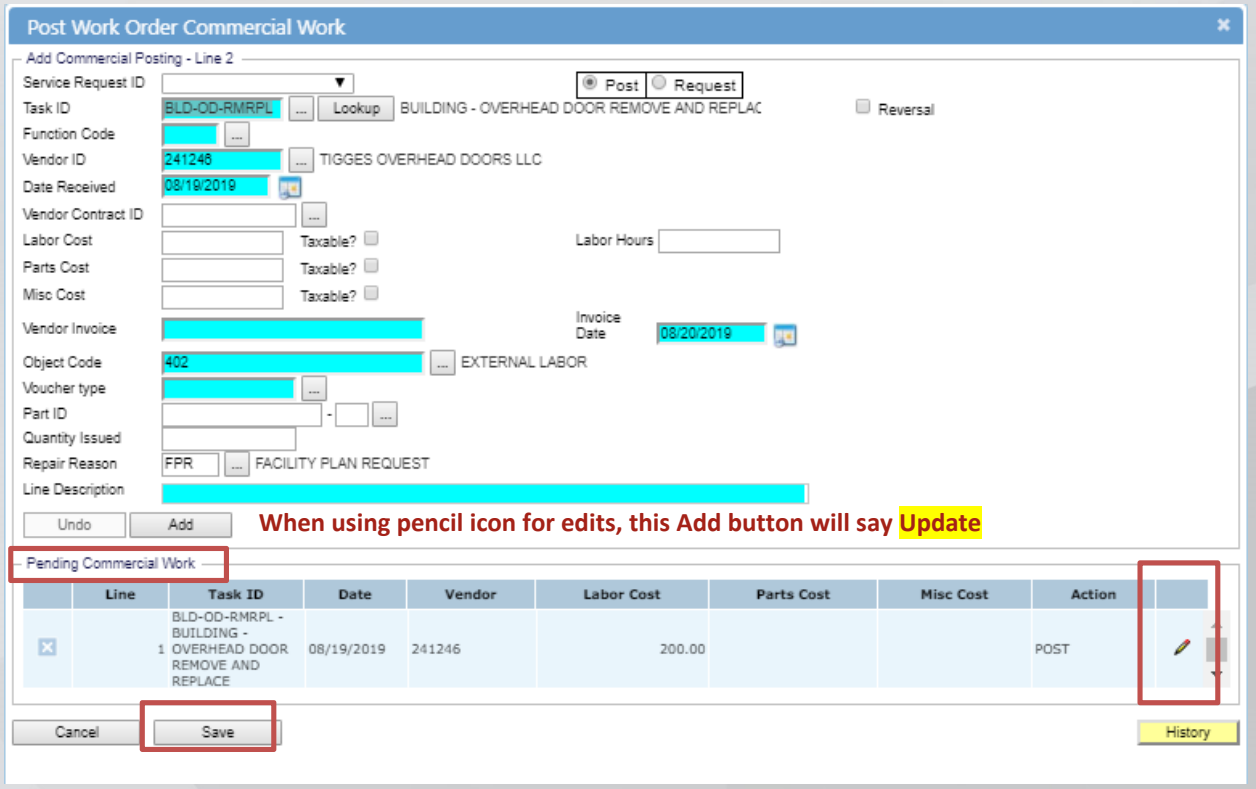
Date	Reversal	Labor Hours	Labor Cost	Parts Cost	Misc Cost	Total Cost
03/06/2019	Y	0.00	0.00	-437.50	0.00	-437.50
03/06/2019	N	0.00	0.00	2514.81	0.00	2514.81
			Total:	**0.00**	**2077.31**	**0.00**	**2077.31**

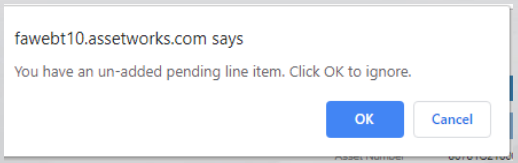
How to Edit Voucher Payments In AssetWorks

Voucher Payments– Edit Your Payment

When you add a line to a voucher payment, and you see that it does not need to be made, before you click on the **Add** or **Save** you can click on the **Cancel** button.

If you click **Save** before clicking on the Add button, this message may appear. It has recognized, you have not added your payment transaction.



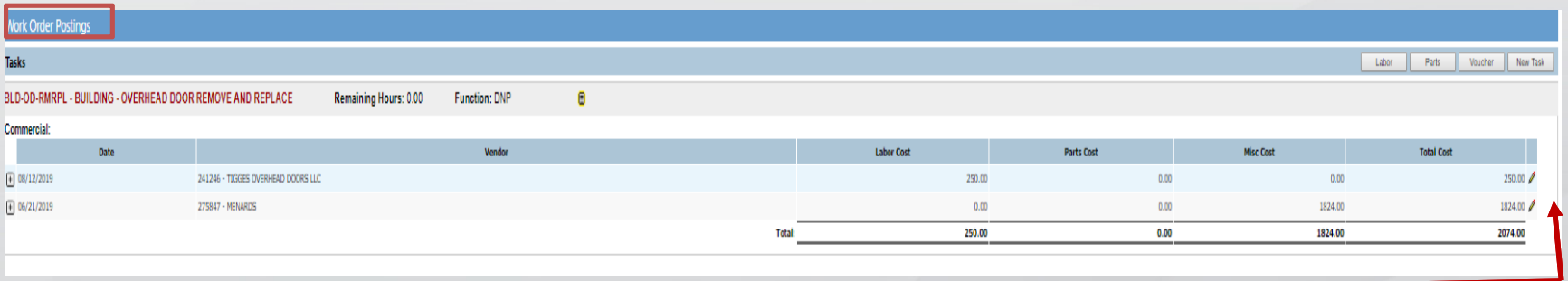


Edit your Payment

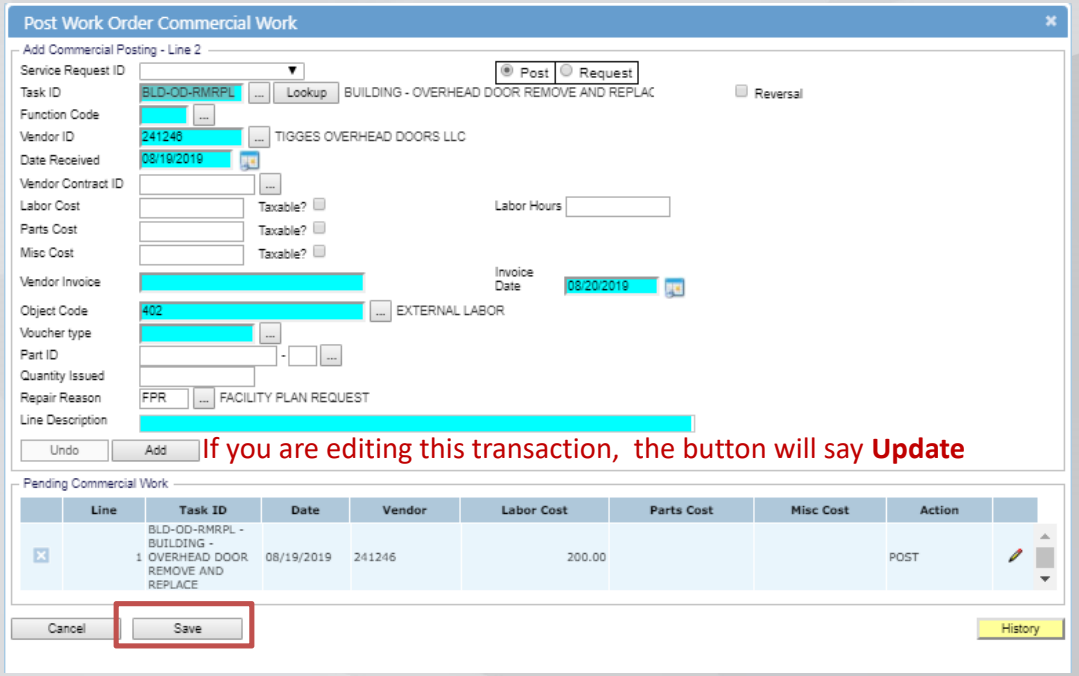
You can edit your payments shown in the **Pending Commercial Work** section, before you click the Save button. To make changes to your payments, click on the pencil icon. This will open your transaction, make your update, then where the add button is, you will click a button named **Update**, then **Save**. If you need to make edits towards your payment after clicking Save, you have that option. Just make sure it is the same day.

Voucher Payments– Edit Your Payment

When you add a line to a voucher payment and Save it will take you back to the Work Oder. You will see your payment transactions in the Work Order Posting section.



You will see a **pencil** to the far right you can also edit your payment from here ***on the same day***. If you make any edits, it will take you back to the Post Work Order Commercial Work screen. After you have completed your edits, you will need to click the **Update** (located in the same area the Add button) for the changes to be accepted. Then Click **Save**.



Note:

The pencil icon will <u>not</u> disappear the next day after entering payment. So be aware the date you submitted your payment is the only day you can edit your payments.

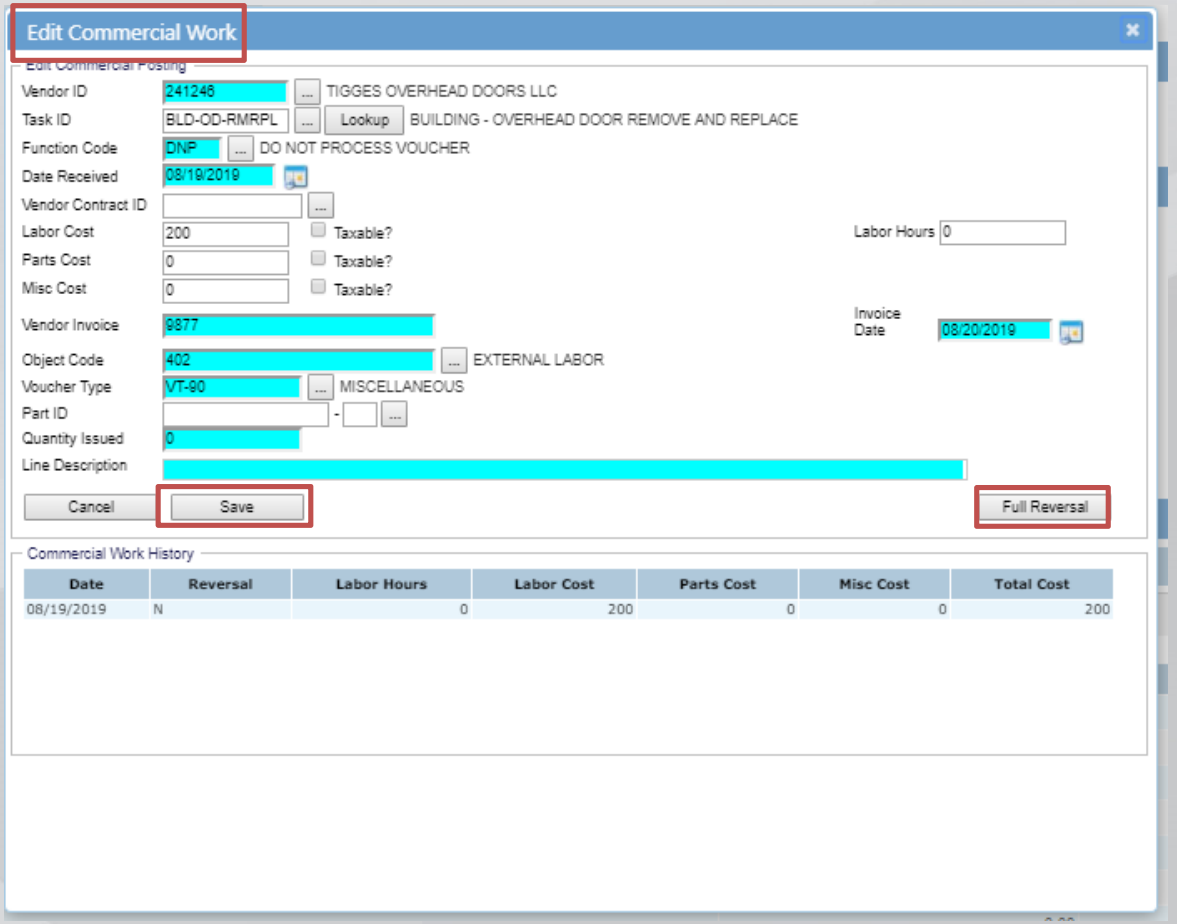
All voucher payments in AW will feed into the financial system later that evening.

If you need to make corrections the following day, you can make them in the AP system. These corrections will feed back into AW.

Voucher Payments – Edits – Full Reversal

If you want to cancel your payment transaction. Clicking on the pencil icon, the **Edit Commercial Work** screen appears.

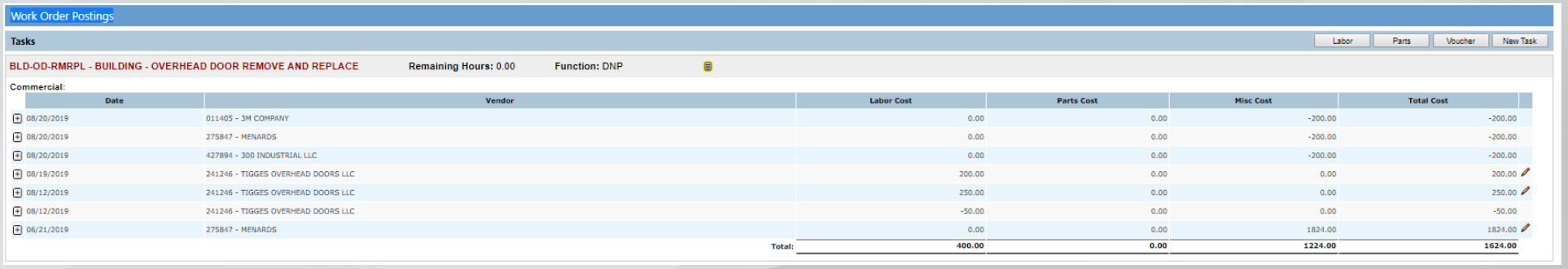
Click on the **Full Reversal button to reverse your payment. T**hen click **Save**.



Voucher Payments – Edits – Reviewing Transactions

After clicking Save on any edits, it will take you back to the **Work Order Details** screen. If you go to the **Work Order Postings** section, you will see all of your entries.

If you have multiple voucher payment transactions, you can only edit the same day posting even though you see the pencil icon. This pencil icon cannot be removed after the day you make a payment.
You may want to keep the invoices you pay in AW for that day in a pile with a date, so you know what you can edit in AW.



Work Order Postings

Tasks — Labor | Parts | Voucher | New Task

BLD-OD-RMRPL - BUILDING - OVERHEAD DOOR REMOVE AND REPLACE **Remaining Hours:** 0.00 **Function:** DNP

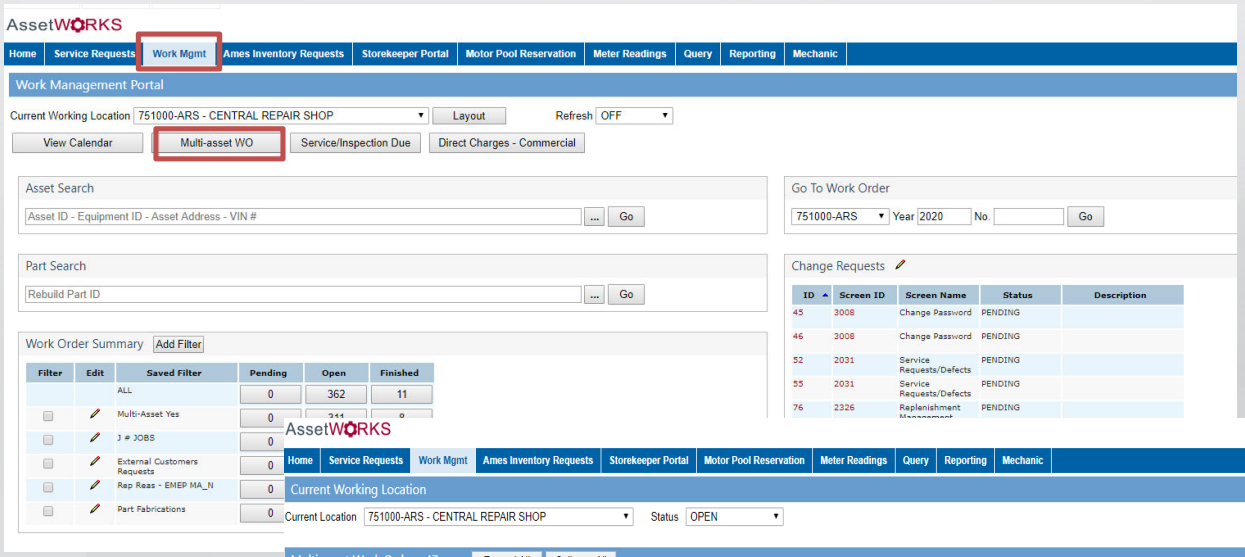
Commercial:

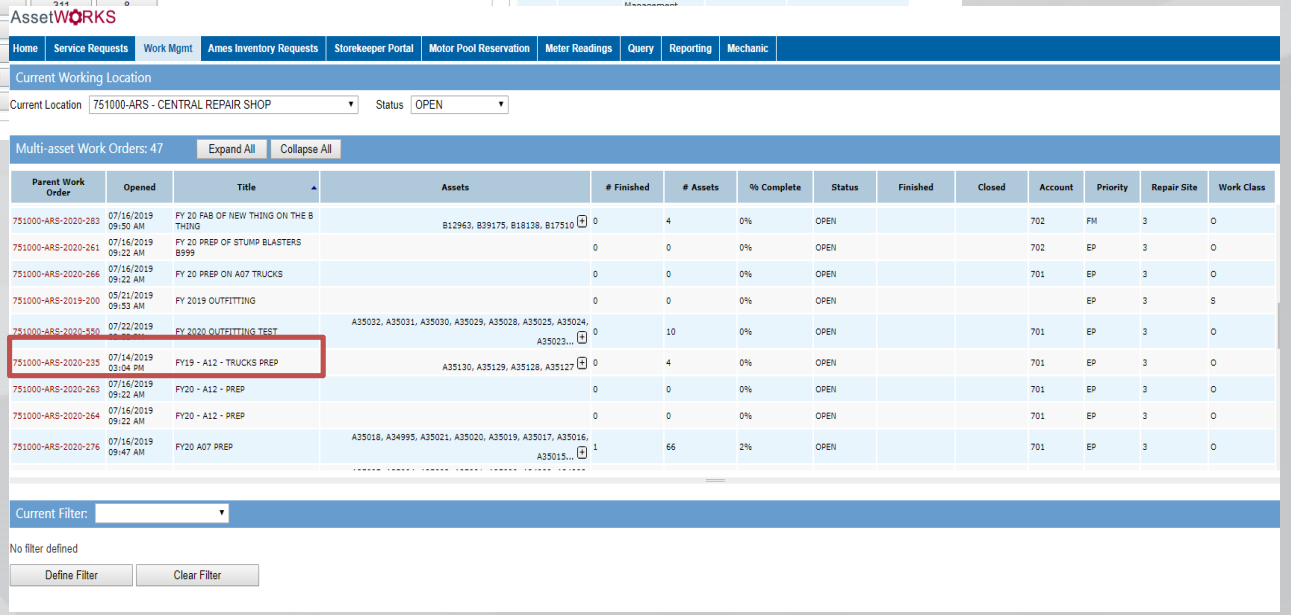
Date	Vendor	Labor Cost	Parts Cost	Misc Cost	Total Cost
08/20/2019	011405 - 3M COMPANY	0.00	0.00	-200.00	-200.00
08/20/2019	275847 - MENARDS	0.00	0.00	-200.00	-200.00
08/20/2019	427894 - 300 INDUSTRIAL LLC	0.00	0.00	-200.00	-200.00
08/19/2019	241246 - TIGGES OVERHEAD DOORS LLC	200.00	0.00	0.00	200.00
08/12/2019	241246 - TIGGES OVERHEAD DOORS LLC	250.00	0.00	0.00	250.00
08/12/2019	241246 - TIGGES OVERHEAD DOORS LLC	-50.00	0.00	0.00	-50.00
06/21/2019	275847 - MENARDS	0.00	0.00	1824.00	1824.00
	Total:	400.00	0.00	1224.00	1624.00

Voucher Payments
For A
Multi-Asset Work Order

Posting Voucher Payments For A Multi-Asset Work Order

Go To the **Work Mgmt** Portal, click **on Multi-asset WO** button. Look for your Parent WO. Click on the Parent Work Order red hyperlink.





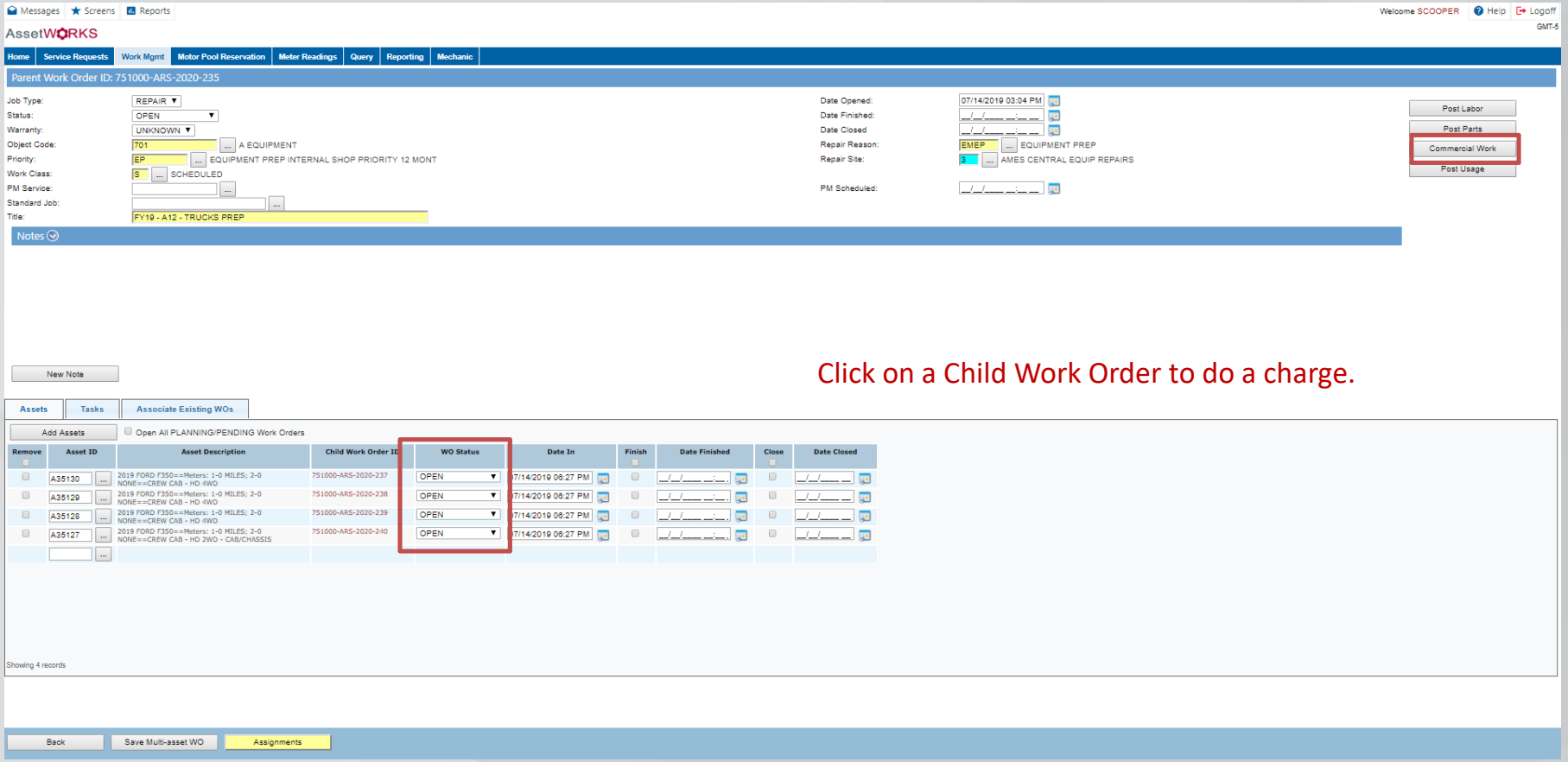
Posting Voucher Payments For A Multi-Asset Work Order

You will pay from the Parent WO for A equipment and J #'s only.

Note:

- To submit payments against a Work Order, the Work Order must be in Open or Finished status.
- You have the options to pay the full, partial or multiple voucher payments to a Work Order.

To start your payment, click on the **Commercial Work** button.



Click on a Child Work Order to do a charge.

Overview Posting Voucher Payments For A Multi-Asset Work Order

After clicking the Commercial button, the **Post Work Order Commercial Work** page will appear.

Note:

- The yellow fields are required fields.
- You need to **TAB** out of each field. Clicking **Enter** button on the keyboard after entering information into a field will add the line with incomplete information.
- ***Once you have entered the information, tab or click into the next field.***

Things to keep in mind when Submitting Voucher Payments:

- Add **Files**- It is recommended to avoid using special characters in your actual file names. Add the File to a Child Asset Work Order, not the Parent.
- Click **Save** – This will go to the AP Voucher system and create your AP Voucher Payment.

What if I need to make changes to my Voucher Payment?

These posts will run during the evening. If you need to make changes to your entries, you can do this by 4:30 pm of the day you submit the Voucher payment.

What is the default Charge to CC?

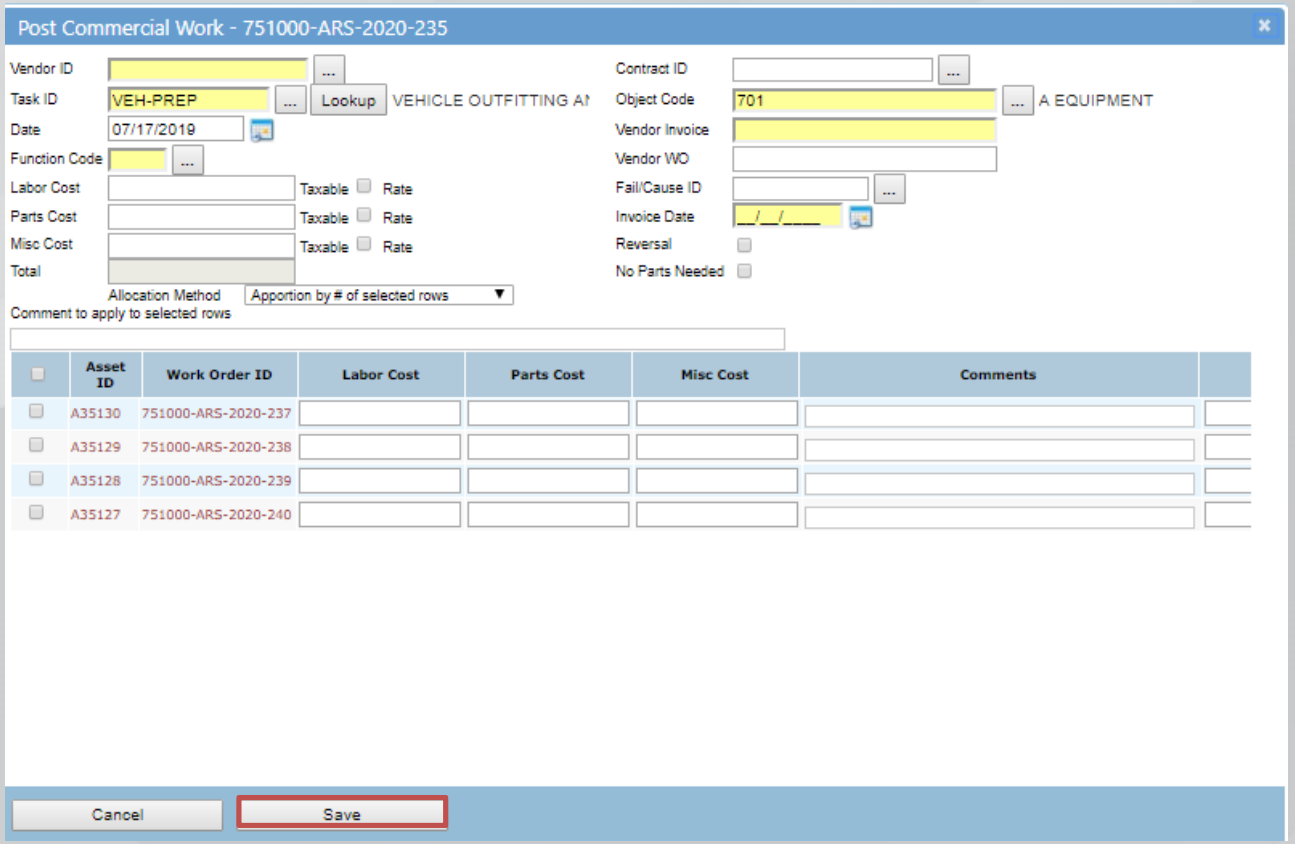
Charge to is set up to charge to the Dept the equipment is assigned to. You can do a CC override to charge the appropriate CC.

What if my payment doesn't match the Finance AP Voucher?

The AW Voucher post requires a 3 way match validation. It must match the invoice date, invoice # and total dollar amount of the invoice. If this validation does <u>not</u> match after submittal, you will need to go into the AP Voucher system and correct your payment entry.

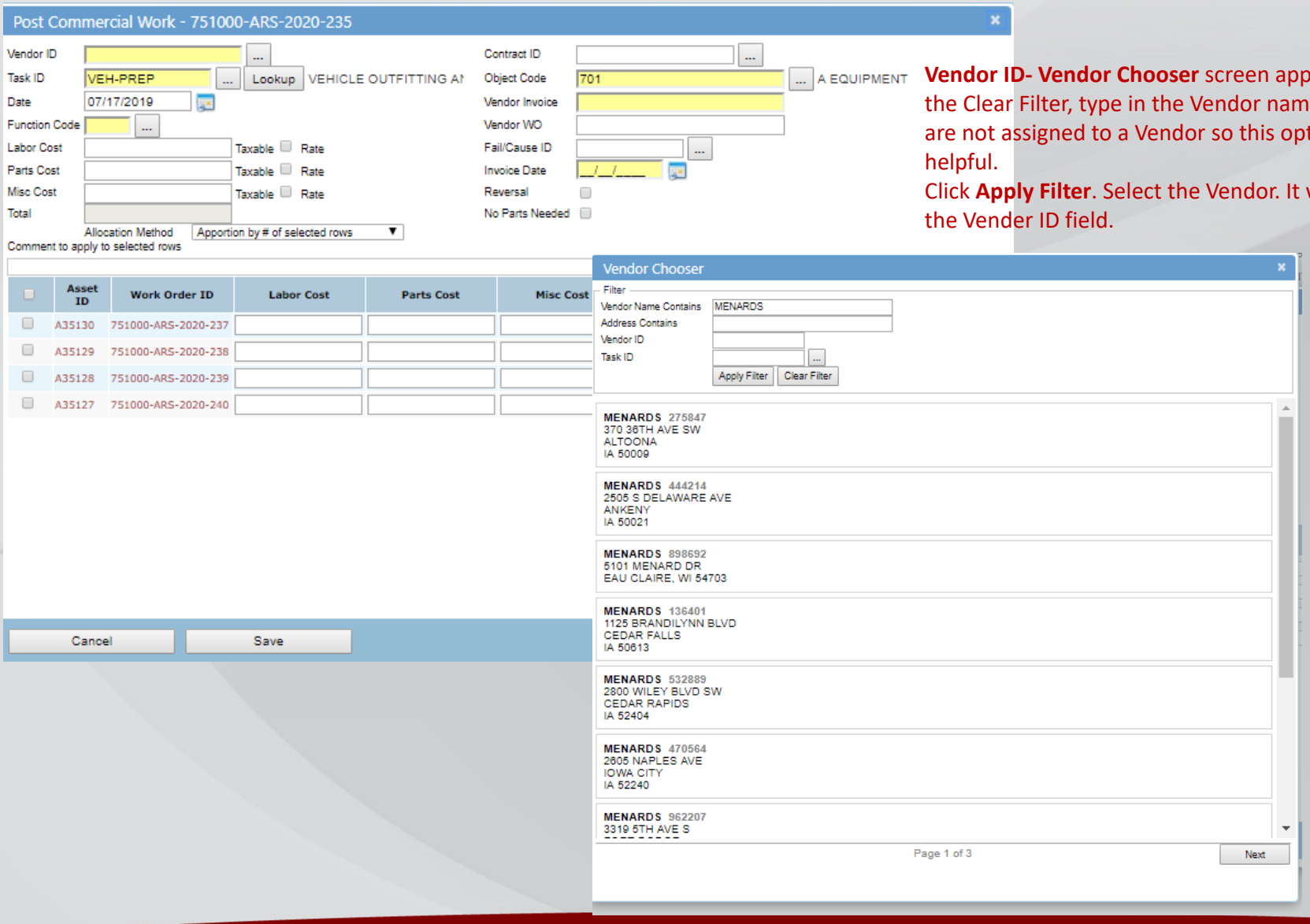
How do I know when my Voucher payment is accepted?

If the payment validates, the payment submittal will come back into AW after the DM abstract is completed with the voucher #. It will post the Voucher # on each individual Child Asset.



Posting Voucher Payments For A Multi-Asset Work Order – Vendor ID

When you click on the Vendor ID search [...] button the Vendor Chooser page will appear. The Vendor list is tied to the Financial Business System. As any updates occur in the Financial Business System, it will also be updated in the AssetWorks system. These new vendor adds occur at night in the current system. If you request a new vendor to be added into the financial system, you will need to wait until the following day to submit your payment. You have a few options to find the Vendor ID.



Vendor ID- Vendor Chooser screen appears. Then click the Clear Filter, type in the Vendor name, address. Tasks are not assigned to a Vendor so this option will not be helpful.

Click **Apply Filter**. Select the Vendor. It will be added to the Vender ID field.

Posting Voucher Payments For A Multi-Asset Work Order

Invoice # cannot exceed 13 characters. This is the limitation from the current voucher system.

Date Received

This is the date the work was completed. This is critical if you are wanting to pay for a WO for a particular FY. This date cannot be prior to WO date opened. Date Received will determine the FY payment.

Note:

- An error message will pop up on the screen if your invoice date is before your WO open date.
- Clicking Enter on the keyboard after entering information into a field will add the line with incomplete information.
- Once you have entered the information, tab or click into the next field.

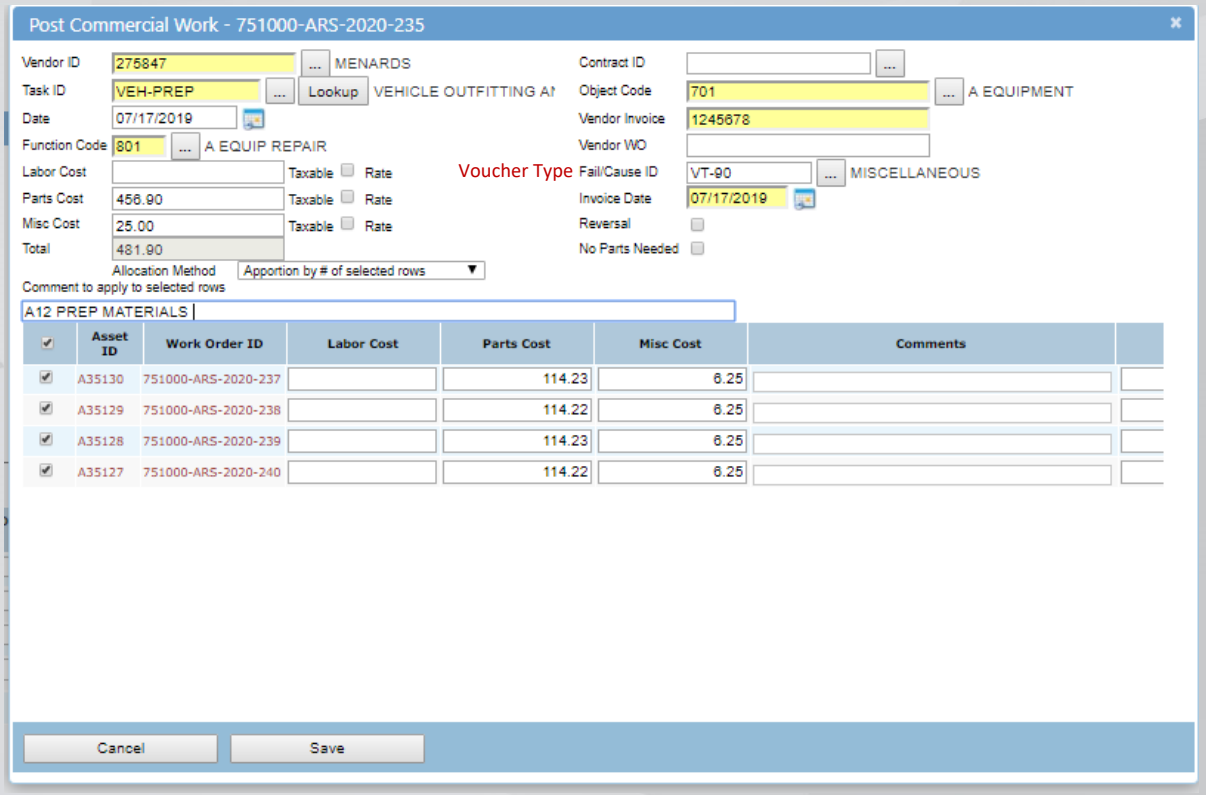
Contract ID -If you are paying against a Purchasing or AP Contract, you will need to put that contract # in this field.

Fail Cause- Voucher Type

Cost Options -You have the choice when posting costs to Labor, Parts and Misc. If the costs are not broken down on the Invoice by Parts and/or Labor, select Misc. If the invoice is only Labor or only Parts, select the appropriate cost type.

Comments- description of charges.

When you have completed filing in all of the required fields, click **Save**.



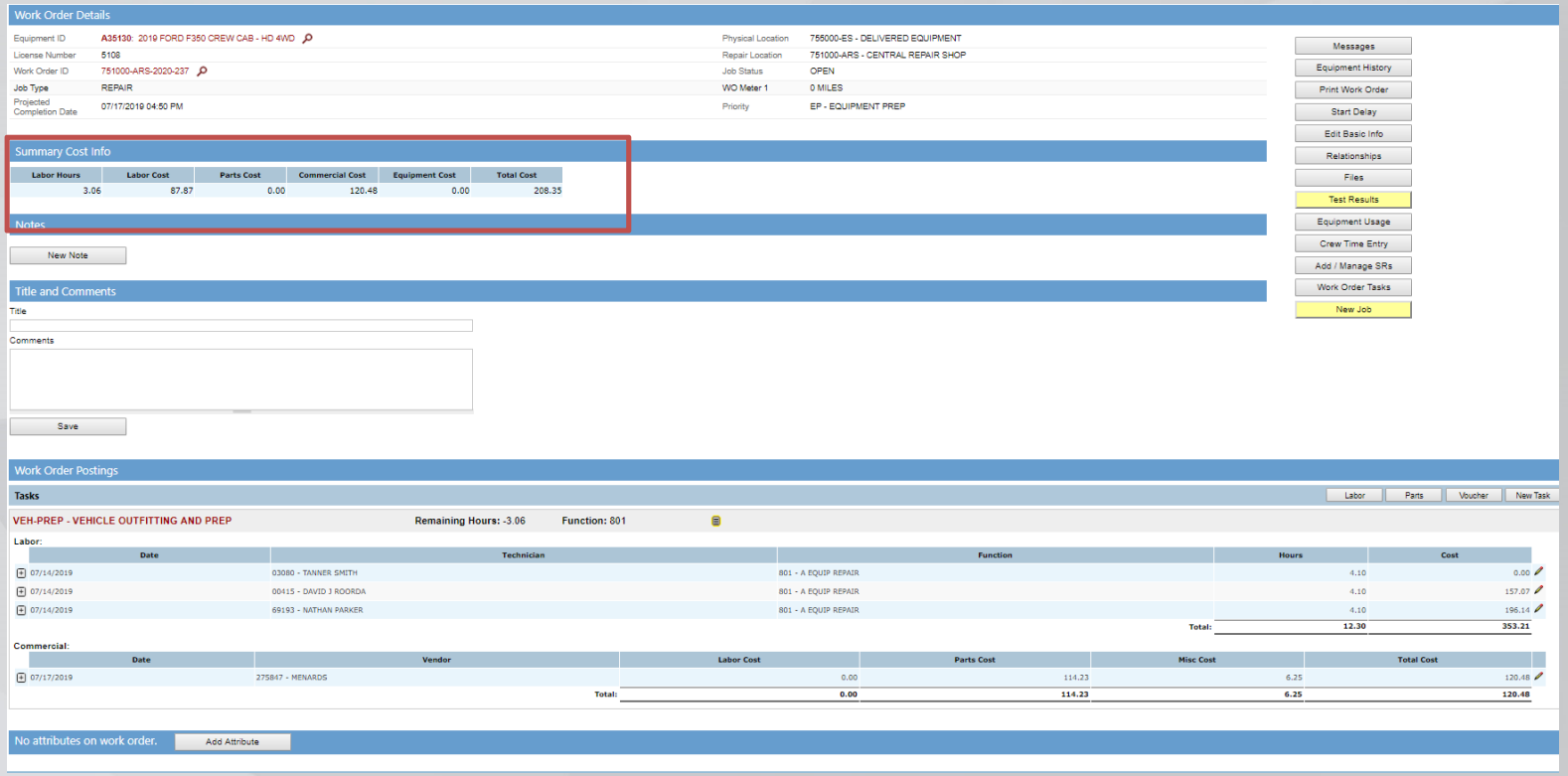
A few things to consider on Voucher Payments:

- You can make more than one payment against a Task.
- Once you have entered in your payment information, you will need to attach your invoice before the end of the day to one of the Child WO's, not the parent. This needs to be done before the end of the day or it will error and you will have to go into AP and fix it.

Posting Voucher Payments For A Multi-Asset Work Order

- **After you click the Save** button, you can go back to the Parent WO and view the payment entries. You can also see costs under **Summary Cost Info**.
- You see an edit pencil, this allows you to edit hours or costs. For payments please make any changes before 5 pm the same day.

move	Asset ID	Asset Description	Child Work Order ID	WO Status	Date In	Finish	Date Finished	Close	Date Closed
	A35130	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-237	OPEN	07/14/2019 06:27 PM		__/__/____ __:__		__/__/____ __:
	A35129	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-238	OPEN	07/14/2019 06:27 PM		__/__/____ __:__		__/__/____ __:
	A35128	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 4WD	751000-ARS-2020-239	OPEN	07/14/2019 06:27 PM		__/__/____ __:__		__/__/____ __:
	A35127	2019 FORD F350==Meters: 1-0 MILES; 2-0 NONE==CREW CAB - HD 2WD - CAB/CHASSIS	751000-ARS-2020-240	OPEN	07/14/2019 06:27 PM		__/__/____ __:__		__/__/____ __:



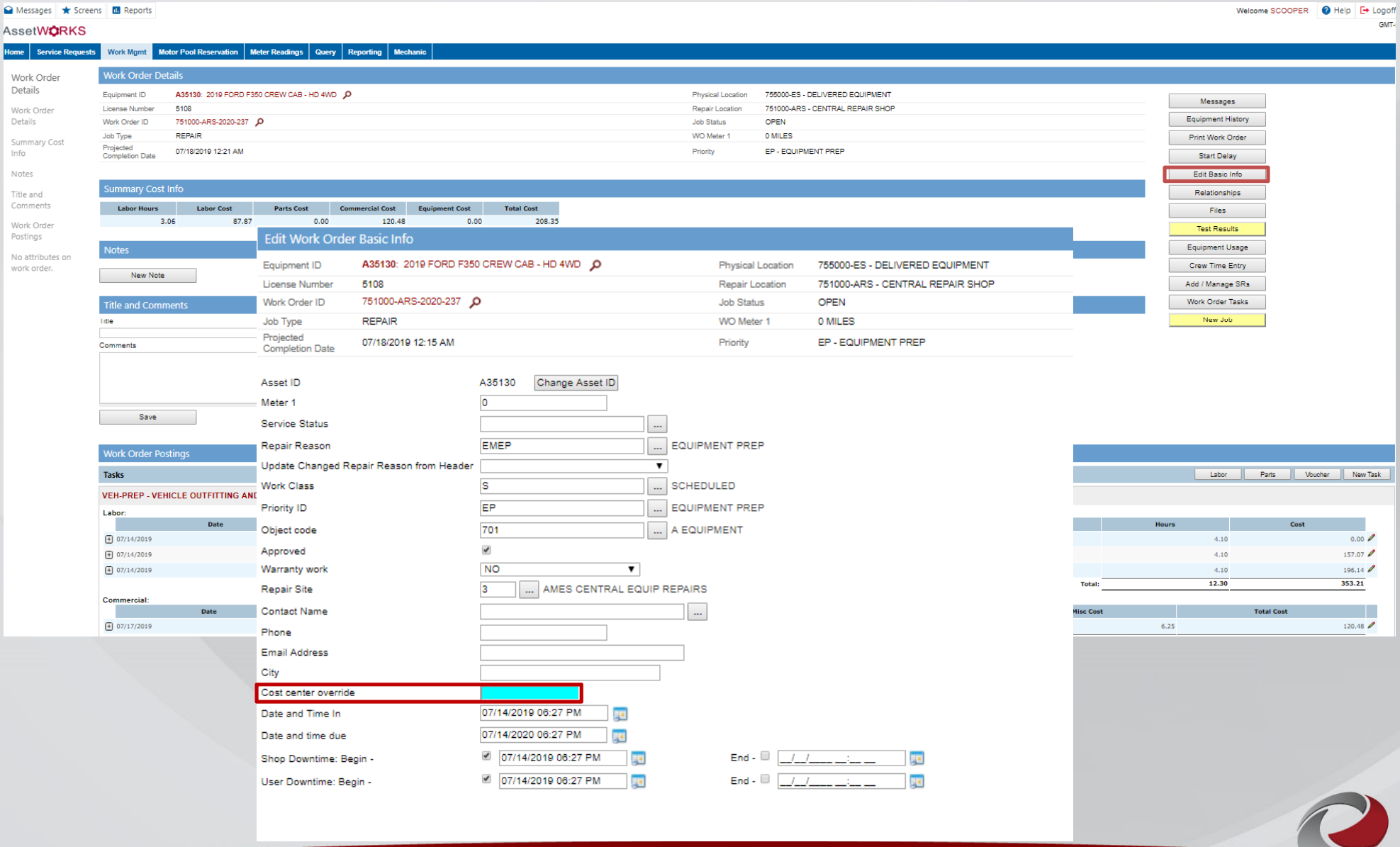
How to know what the Work Order Charge to Cost Center is

Sept 2019

Posting Voucher Payments For A Multi-Asset Work Order – Charge To CC

To charge to a different CC than your CC, you will need to click and open the Child Asset Work Order. Go to the action buttons and click on the Edit Basic Info tab located on the right side of the Work Order Details page.

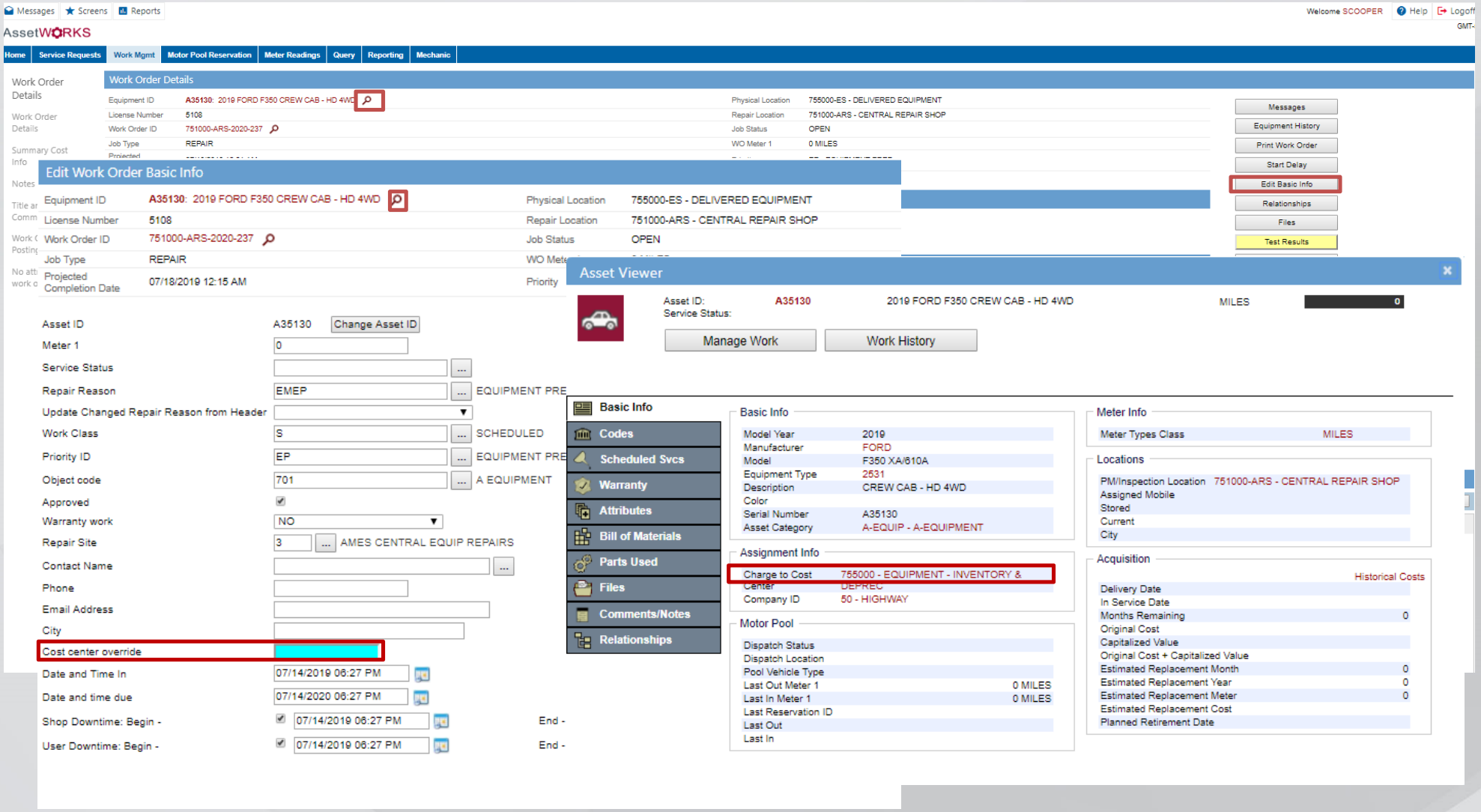
This will open the Edit Work Order Basic Info Screen. See Cost Center override field. You will need to add a CC charge to in that field.



Posting Voucher Payments For A Multi-Asset Work Order – Charge To CC

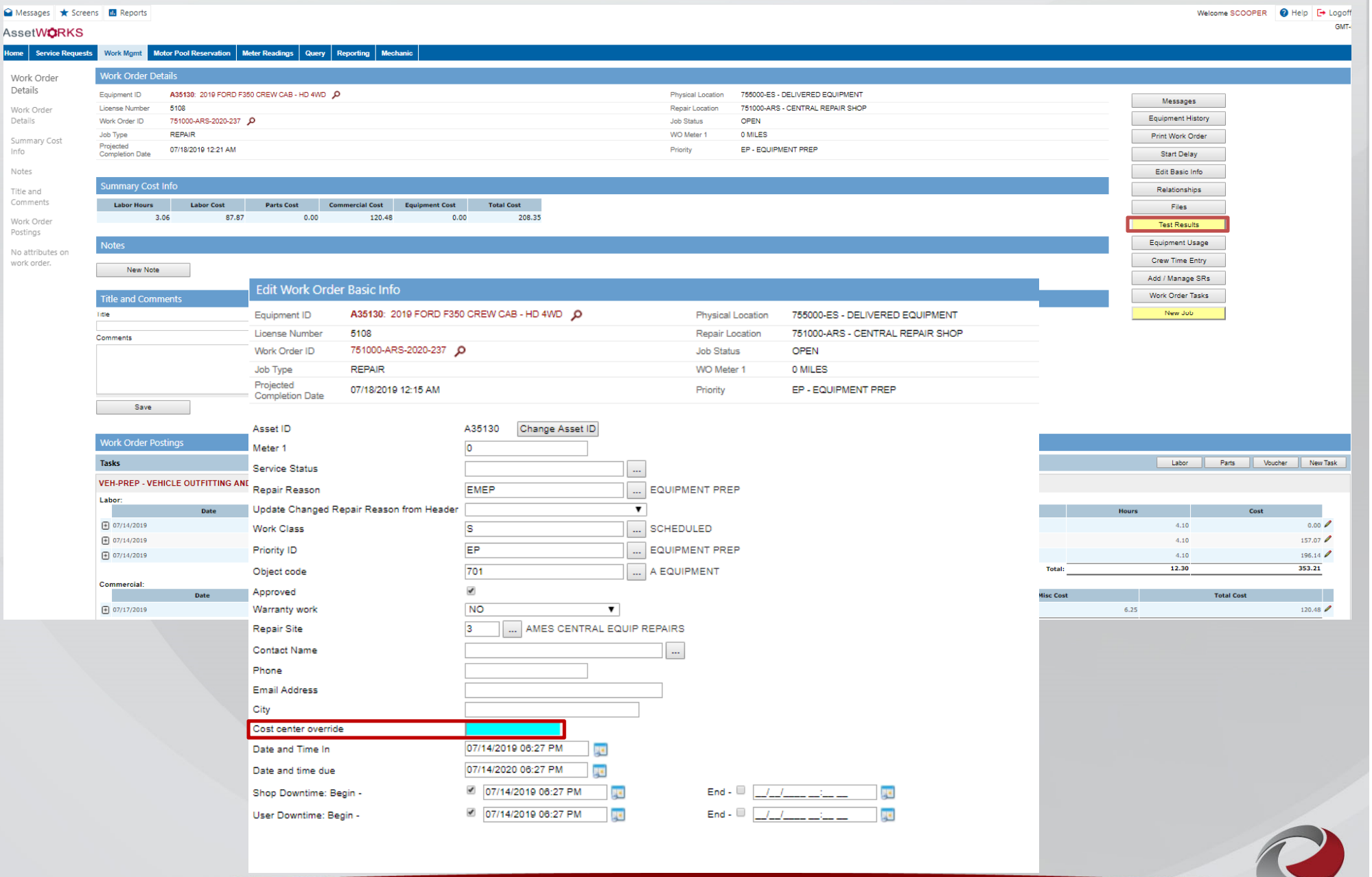
To charge to a different CC other than the Dept ID (Charge to CC the equipment is assigned to) you will need to click and open the Child Asset Work Order. Go to the action buttons and click on the Edit Basic Info tab located on the right side of the Work Order Details page.

This will open the Edit Work Order Basic Info Screen. See Cost Center override field. You will need to add a CC charge to in that field.



Posting Voucher Payments For A Multi-Asset Work Order – Charge To CC

To view what the Charge to Cost Center, click on the Equip ID magnifying glass to see this information in the Asset Viewer screen. You can do this in the Work Order Details or Edit Work Order Basic Info screen.

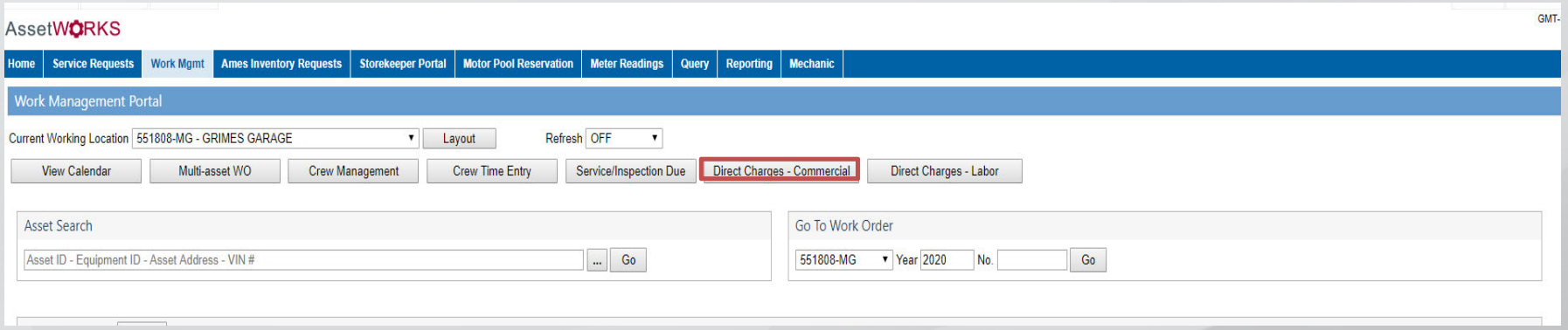


Direct Charges- Commercial
Not assigned to an Asset
Voucher Payments

Posting Direct Charges – Commercial Voucher Payments

If you need to pay for charges against an Asset without a Work Order. You can do this through the Direct Charges – Commercial button located on the Work Mgmt portal.

Click on the **Direct Charges – Commercial** button.

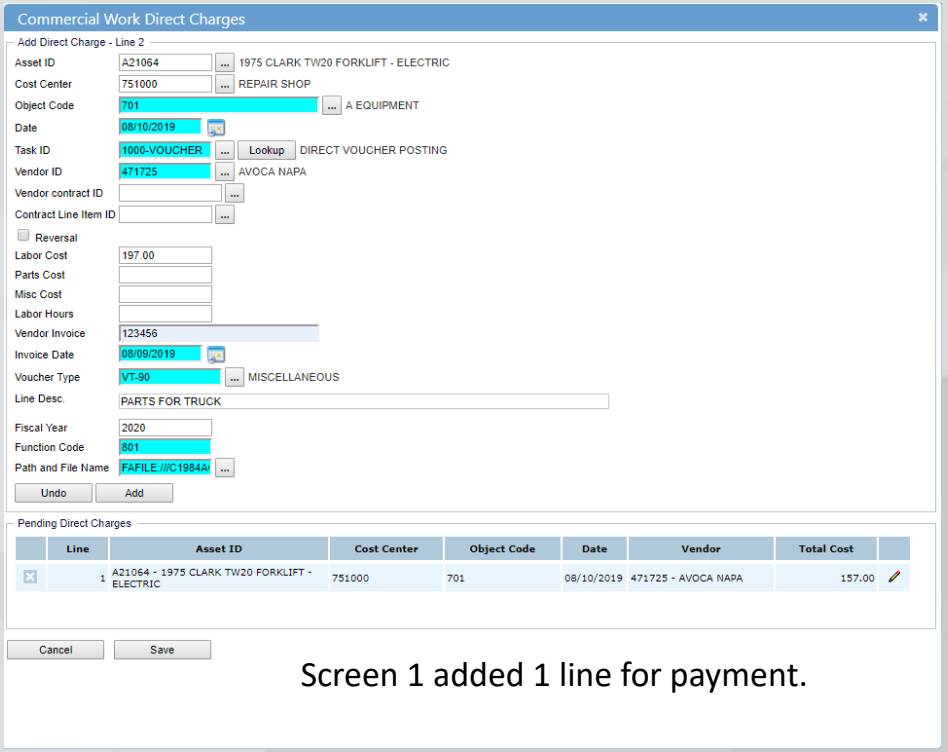


Posting Direct Charges – Commercial Voucher Payments

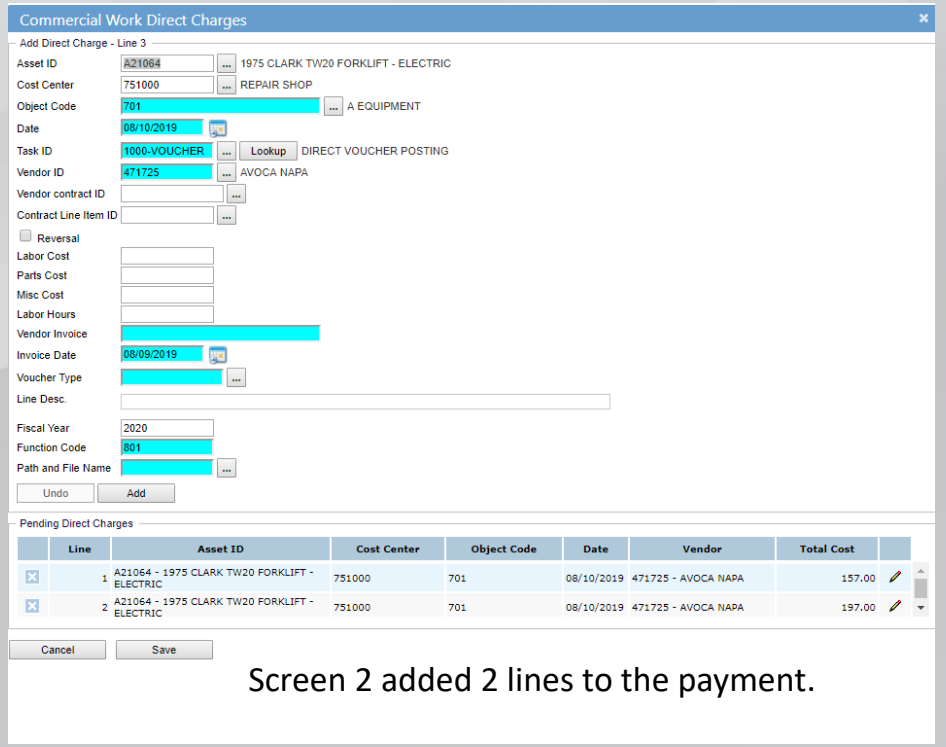
See example below of the following fields you will need to fill in. Once you have filled in the fields, click **Add**. Once all transactions have been added, click **Save**.

Different from WO Voucher payments

- Task ID- must be 1000-Voucher.
- A equipment charge to CC will automatically charge to the appropriate CC 7540.
- Path and File Name – Click on the **Search** button and the upload screen will appear. Make sure your File name you upload is the invoice # and it matches what you put in the invoice # field, or it will error.



Screen 1 added 1 line for payment.



Screen 2 added 2 lines to the payment.

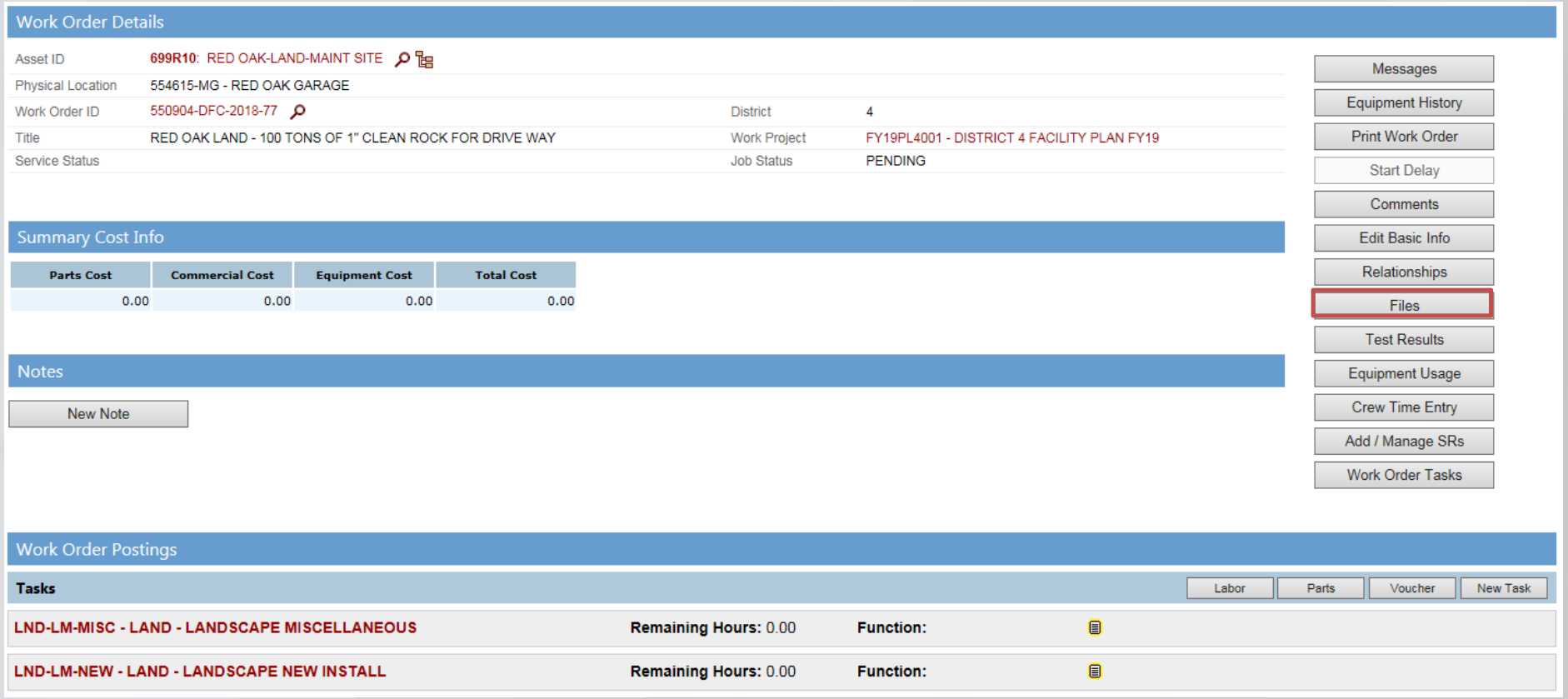
Voucher Payments
Attachments

Posting Voucher Payments to a Work Order- Attaching Invoice to WO

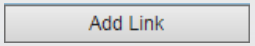
You must attach your invoice to a single or child WO prior to the end of the business day if you clicked Save. Otherwise, this will error in the AP system if an invoice is not attached.

Click on the **File** button. The **File name you attach must equal the invoice #,** or this will error in the AP Voucher system.

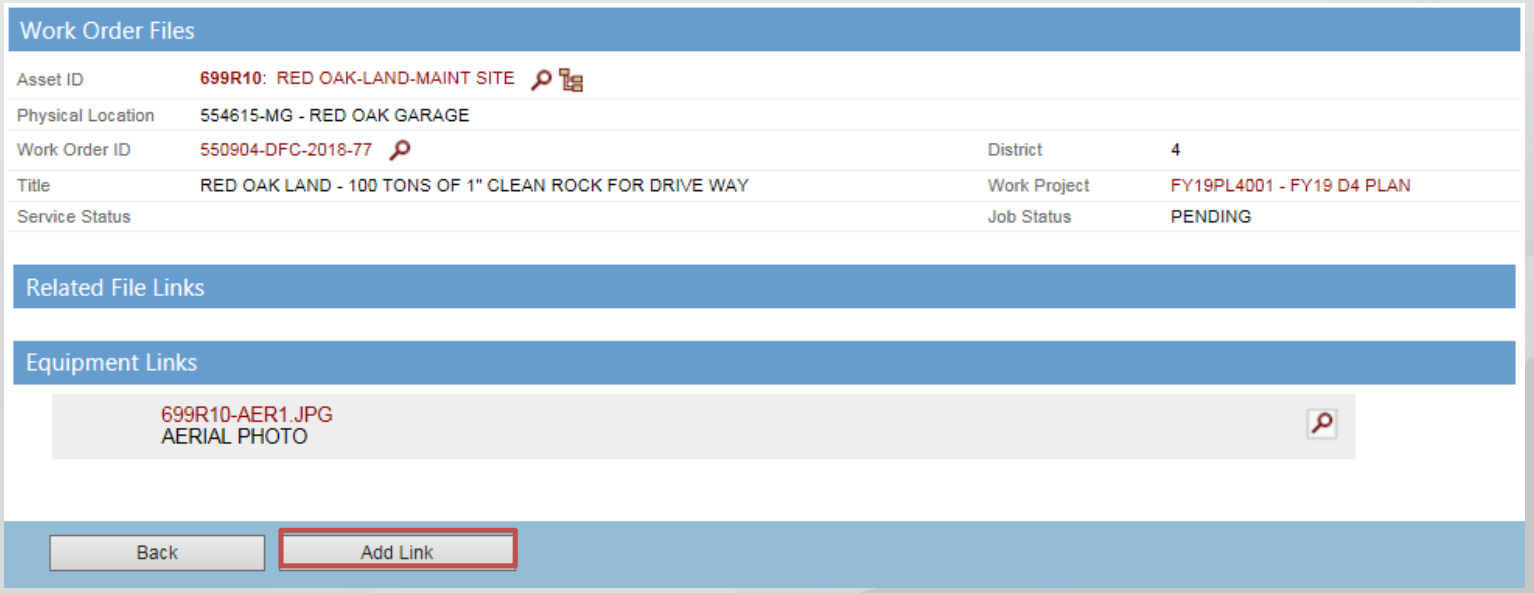
Note: You can add multiple file attachments to your WO. Each file attachment cannot exceed 10MB and must be saved in PDF format.



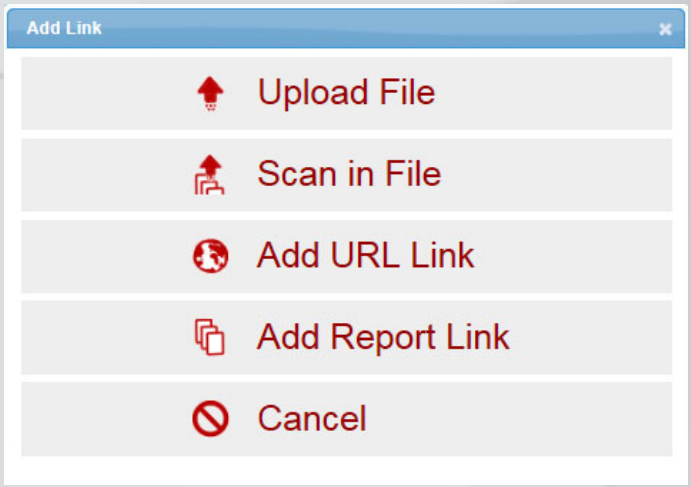
Posting Voucher Payments to a Work Order- Attaching Invoice to WO

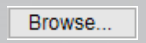
The **Work Order Files** page will appear. Click on the Add Link 

button to attach a PDF file. **File name must be the same as the invoice #.** If you do not do this, it will error and you will need to go into AP system and fix this. Please do not add any special characters to the file name. The Description is recommended to include the WO number, but you can enter what you feel is appropriate.

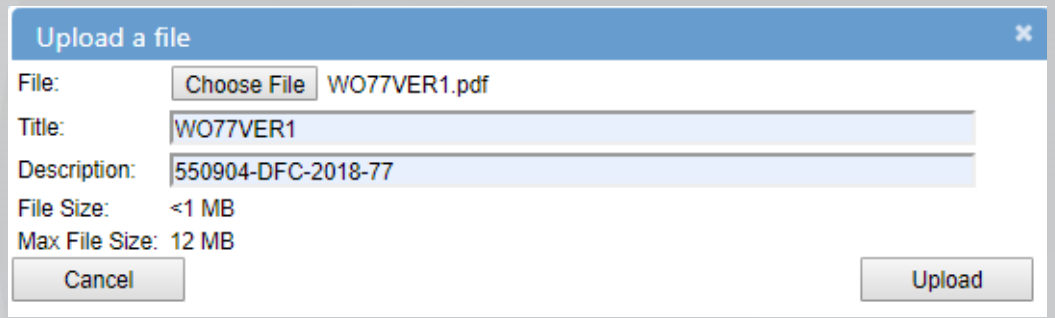


The **Add Link** page will appear, click Upload File.



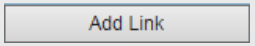
The **Upload a file** page will appear, click the **Browse** 

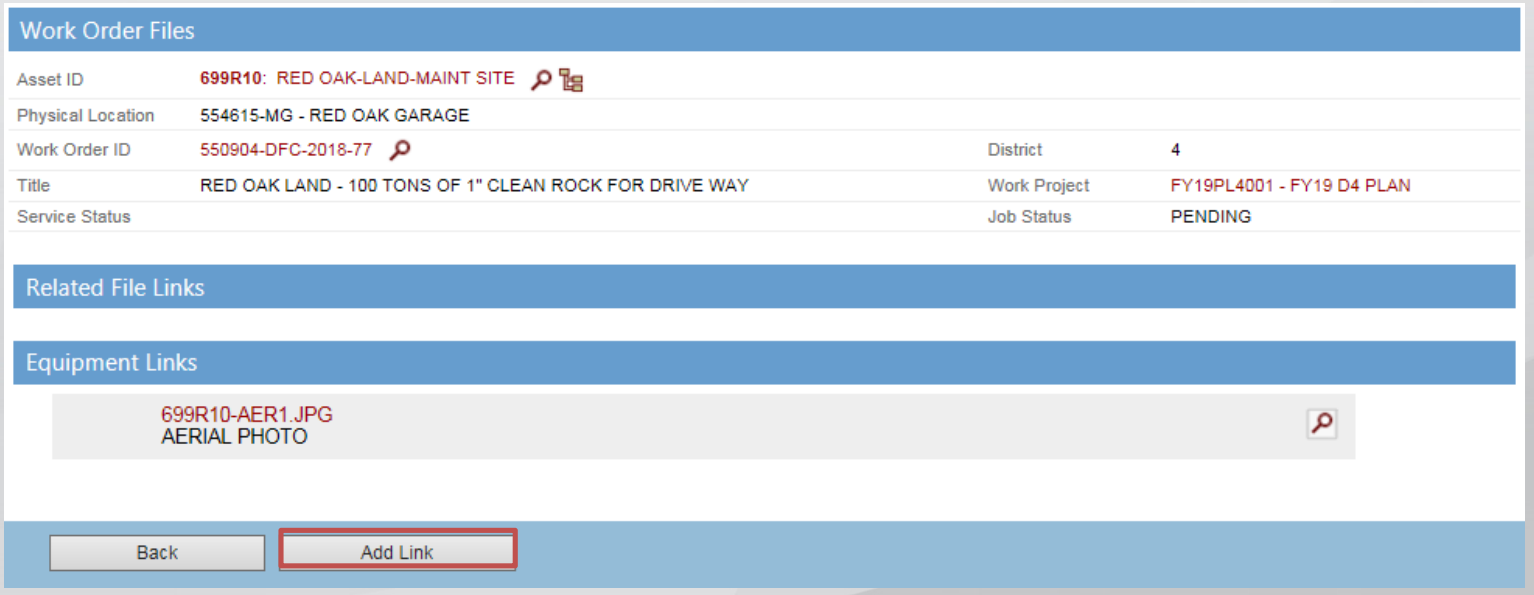
button to find your file and type in a **Title** and **Description**. Your Title and Description does not have to be the same.



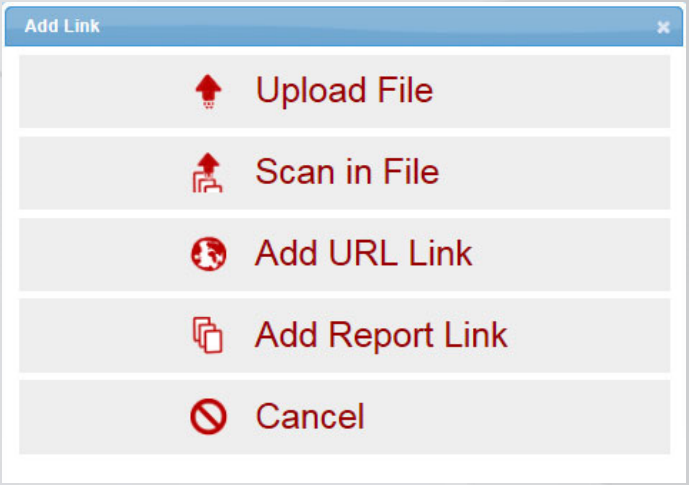
Note: The file name (WO77VER1.pdf) cannot include special characters and is limited to 13 characters.

Posting Voucher Payments to a Work Order- Attaching Invoice to WO

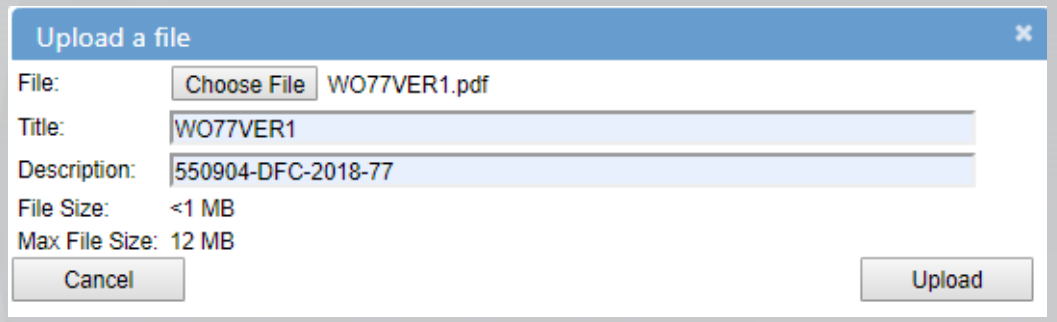
The **Work Order Files** page will appear. Click on the Add Link  button to attach a PDF file. **File name must be the same as the invoice #.** If you do not do this, it will error and you will need to go into AP system and fix this. Please do not add any special characters to the file name. The Description is recommended to include the WO number, but you can enter what you feel is appropriate.



The **Add Link** page will appear, click Upload File.



The **Upload a file** page will appear, click the **Browse** button to find your file and type in a **Title** and **Description**. Your Title and Description do not have to be the same. Your title.



Note: The File: is the file name (WO77VER1.pdf) cannot include special characters. **This file name must be the same name as invoice #, or it will error in AP system.**