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Introduction

The Accounting Budget (AB) Voucher System is an electronic application, which gives departments under the offices of the Secretary of State, a method to enter, approve and submit vouchers to the Comptroller’s office (via the Accounting Budget department) for payment of incurred expenses. It also provides a method to Inquire vouchers to check their real-time status. Additionally scanning equipment will allow the electronic storage of all related invoicing material related to a specific invoice. This data will be available for retrieval/viewing by all authorized personnel at any time during and after the submission and payment process.

There are five (5) different screens to assist a department in the handling of these transactions.

The following manual describes sign-on procedure, password maintenance and all available system screens. Entry procedures are listed for each screen.

Pressing the Table of Contents in the upper left hand corner of the Manual pages will return you to the top Table of Contents. Clicking on a page number in the Table of Contents will take you to that page.

This system is to be used only for the Office of The Secretary Of State. This system contains proprietary and confidential information of the Office. Programs and information contained in the system are for official business only. Any unauthorized use or disclosure of the information, or any use of the system not in connection with the Office, may result in disciplinary action, up to and including discharge.

Comments and suggestions are always welcome. Please call Budget and Fiscal Management at 217-782-3127 to pass along your thoughts.
Starting Up:

This is the icon on your computer desktop for the AB Voucher System. Either “Double Click” the icon or enter “http://sysprod.ilsos.net:6903/cics/cwba/abv00a” in your web browser address line to initiate the following security sign-on screen for the AB Voucher System.
Entering your USER ID and Password

USERID is your z/OS (Mainframe) RACF ID, e.g. AB@CJL. Password is your CICS password. The USERID and password must be entered before access is allowed to the system. Passwords expire approximately every 40 days. Passwords may be changed after the 40th day during the next access attempt. There is also an option at the bottom of the Main Menu screen (the “Password Verification” link) that allows users to check the number of days left before their password expires and to change their passwords prior to the expiration date (after an initial “good sign-on”).

The following is the screen displayed when the “Password Verification” link is utilized. Enter your password to see how soon your password will expire or press “Here” on the screen to access the screen from which you can update your password (see next page).
To change your password, enter your USERID, previous (old) password and new password (the same both times) and press “Reset”. If you do not want to change your password, press the “Back” button or click on the “IL SOS Password Verification” link (without entering the data). You will be returned to the previous CICS Password Verification screen from which you may again press the “Back” button to return to the AB System screen.

**IL SOS CICS Web Support - New Password Entry**

Your password has expired.

Please enter your userid, your previous password, and two identical versions of your new password. Then select the Retry button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Userid</td>
<td></td>
</tr>
<tr>
<td>Previous password</td>
<td></td>
</tr>
<tr>
<td>New password</td>
<td></td>
</tr>
<tr>
<td>(Enter twice)</td>
<td></td>
</tr>
</tbody>
</table>

If you have changed your password, you can now continue with your original request. You may want to restart your browser session.

**IL SOS Password Verification**
The above screen will be displayed when you sign in if you have not been setup to access the AB System. At this time you will be offered the option to contact the AB Liaison so that you can be setup with the necessary permissions to access the AB System (see the screen on the following page).
Entering your USER ID and Password

(Continued)
After the login process has been completed, you will see the Voucher Search Screen. Through this screen the user can access the Voucher Security Processing screen, the Voucher Transaction Entry screen or the Voucher Transaction List screen.

To access the Voucher Security Processing screen, enter a valid RACF ID and click on “Process ID”.

To access the Voucher Transaction Entry screen (add a new voucher), click on “Add New Voucher”.

Budget & Fiscal Voucher System
To access the Voucher Transaction List screen, enter as much or as little qualifying data as needed to display the desired Voucher Transactions. Queries may only be made on one specific Fiscal Year. In addition to Fiscal Year, there are ten (10) other entry fields that can be used singularly or in conjunction with any, or all, of the other fields to query vouchers on the Voucher Transition screen. Following are the ten (10) data fields that may be used to limit the scope of the query:

- **DCN**: A specific DCN number that will display a specific Voucher Transaction.
- **Voucher Entry Date Range**: The entry field on the left is the beginning date (in mn/dy/cnyr format). The corresponding entry field on the right is for the ending date (of the range). Select the Month & Day by using the drop-down fields. Enter the century/year field manually. All voucher transactions falling inclusively in this range will be displayed. If only the beginning date is entered, then only transactions for that day will be displayed (no ending date required). Note: Ensure date(s) entered fall within the Fiscal Year specified.
- **Voucher No.**: A specific voucher transaction which has that number will be displayed.
- **Exp Obj Cd**: Only voucher transactions with this particular Expenditure Object Code will be displayed.
- **Obligation No.**: Only voucher transactions entered under this Obligation/Requisition number will be displayed.
- **Division/Section**: Only voucher transactions entered with this Division/Section code will be displayed.
- **Vendor Name**: Only voucher transactions entered with this Vendor Name will be displayed.
- **Vendor FEIN**: Only voucher transactions entered with this Vendor FEIN will be displayed.
- **Schedule Date**: Only voucher transactions scheduled (to be submitted to the Comptroller’s Office) on this date will be displayed. Date format and entry is same as with Voucher Entry Date.
- **Status**: Only voucher transactions having the particular status selected will be displayed. The voucher statuses are as follows:
  - **Dept Open**: A voucher transaction that has just been entered by a department, but not yet approved.
  - **Approved**: A voucher transaction that needs final approval by the department.
  - **Budget Open**: Waiting on approval from Budget Office.
  - **Approved**: Budget has approved voucher and is ready to be scheduled for payment.
  - **Paid**: Payment has been made to the vendor.
Vouchers Security Processing

The Vouchers Security screen will display the user’s RACF ID, their designated printer and their type voucher entry permissions.

The Actions entry field will default to “Inquire”; the other options are “Add”, “Update” and “Delete”; but only authorized personnel may perform updates on voucher security data.
The applicable Permissions for a user are as follows:

**Entry Only**
This user may only enter voucher data.

**Receiving Officer**
This user may enter voucher data. Also this user oversees merchandise/services acquirement and is able to designate that voucher merchandise/service request has been received by/executed for their respective department (i.e. make 1st level approval).

**Head of Unit – Authority under $1500**
This user may enter voucher data. Also this user is a department head that has the authority for final departmental approval for items/services valued under $1,500.00

**Administrator**
Budget & Fiscal voucher auditors.

**Director**
The department’s director. They will be able to perform all the above functions (except for Administrators, i.e. voucher auditors). They also have final approval authorization for items over $1,500.00.
The Voucher Transaction Entry screen is used to facilitate the creation of a voucher. The data can be entered manually or if a similar voucher is available the data can be pulled from the Voucher Transaction List. Simply display the desired voucher on the Transaction List screen and then “double Click” on the similar voucher. You will be switched to this Entry screen and the screen fields will be propagated with the data from the similar voucher. Then you need only change the fields that are different. Additionally the vendor information can be looked up by double-clicking the “Link” tab after entering approximate vendor data into one of the vendor data fields (Tax Payer ID or Name or DBA). You will be taken to the Vendor Search screen to obtain the data for the desired vendor which will then automatically be filled in on this Entry screen (see Vendor Search screen documentation).
All the fields on the Voucher have edits on them, i.e., if you enter a value in the field that is not valid, the system will return with a message displaying the field and the reason for the error. After entering the required data, the Entry person needs to click on the Save button. The Voucher gets saved if all the information is correct and will generate a unique DCN (Document Control Number) by which the Voucher can be tracked within the SOS office.
Vendor Search

The Vendor Search screen is used to assist in obtaining valid vendor information. It will also facilitate entering that data into the Voucher Entry screen fields. There are three (3) options to use in selecting your vendor. If known, enter the vendor’s FEIN, or their name (or a subset thereof), or their DBA name then press the “Submit” tab and all vendor records that correspond to the parameter you have entered will be displayed. For example, if you entered “IBM” in the Vendor Name entry field you might get the following data displayed.
The program will display as many records as it finds that matches what was entered on the initial screen. Select the appropriate record and click on the word “Link” that precedes the record. This will return you to the Voucher Entry Screen and the data from the vendor you selected will be automatically placed in the correct entry fields (see below – 1st record was selected).
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Vendor Search
(Continued)

If the desired vendor cannot be found it is possible that they may not be on our Vendor database. If this be the case, then the AB Voucher department needs to be notified so that the problem can be rectified (by having the vendor added).

Due to size constraints, the entire (width-wise) Voucher Search screen could not be displayed on the previous page. Above is the data that was (missing) un-seeable on the original screen.
The Voucher Transaction List will display all voucher transactions found that fall under the parameters entered on the Voucher Search screen. For each transaction the related DCN, Entry Date, Vendor Name, Appropriation Account, Expenditure Amount, Expenditure Object Code and Status will be displayed (note: Statuses are defined on the Voucher Search screen section). As your cursor passes over a particular transaction, that line will be highlighted. Double clicking anywhere in the highlighted area will take you to the Vouchers Transaction Entry screen which will be propagated with data from that particular transaction. Additionally, the total number of vouchers and their total expenditure amount, for the transactions falling within the scope of the parameters entered on the Voucher Search screen, will be displayed at the top of the page. If there are more transactions to be displayed a “Next” button will be available to click on.

(Note: For illustration purposes the above screen has been modified to fit on this page).
On selecting any one of the records, the voucher is enquired and shown on a Detail screen. This is the same screen that is used for Voucher Entry, the difference being, all the fields on this screen are read only until the User chooses to Update the Voucher, Void it, or use the same Voucher to create a New Voucher. There are different buttons giving the user to print a copy of the Voucher on a C13 form: Approve the Voucher and Update the Voucher. The bottom of the screen also shows the Audit level of the voucher, i.e., where in the Approval chain the voucher currently is and also displays the list of personnel that have entered/approved the voucher.
Scanning/Reviewing/Viewing Backup Documents

The Backup documents that are needed to be attached to the C13, will now be attached (scanned in) to the Voucher Document via the “Attachment” link at the Bottom left of the Voucher Transaction Entry screen. Users will be able to View/Add/Modify/Delete the backup documents attached to their Vouchers until the Voucher is paid. After the Voucher is paid, Users will only be able to View these documents.

All Users who do not have a Scanner and/or the Scanning software, will only be able to View the Backup attachments.
To attach a new Backup document to the Voucher, save the Voucher and bring the Voucher back up on the Voucher Transaction Entry screen. Click on the Attachments Screen and a new screen will popup, where you can execute the Scanning functions.

From your Voucher/COD system, when you click on the ‘Attachments’ link, this page will be displayed. The only difference from the last scan system is the new ‘Settings’ link below the DCN-FY #.
The settings page allows you to choose:

1) The orientation of your scanned Documents, i.e. Portrait or Landscape.
2) It also lets you choose if the document you want to scan is Single Sided or Double Sided.
3) The input – Scanner or Computer, if you choose computer, the page will allow you to choose a TIF image from your computer to be stored as an attachment. The scanner option scans a page or pages from your scanner.

The page defaults to the Portrait, Single Sided, input from scanner option.

The Pages Per Doc option lets you choose the maximum allowed pages per Document. (You can have multiple documents per DCN)
After making the settings selections, when you click on Scan, the system will ask you the number of Pages you want to scan. You can have up to 20 pages loaded on the scanner. However, the scanner will only scan the number of pages you specify here.

This allows the user to load multiple pages and distribute the scanned pages more effectively (across multiple Documents or Multiple vouchers).
After the page/pages are scanned, you can review them by clicking on the page itself, OR right click on the Document and left click on View Document.
This will allow you to view all the scanned pages on the document at the same time.
Importing a File on the Computer

To attach an existing TIF Image to the Voucher, on the scan page, click on settings and select ‘File Import’

Click the Scan button and it will open a file select window, for you to select the image. (See next page)
Select the file you want to attach (TIF images only (for now) and the image shows up as an attachment.
Users without scanners and Scanning software see the same screen, with the Scanning functions disabled. These users can review the documents by clicking on the Page icon or Right Clicking on the DCN number and Viewing the entire Batch.
If there are no documents attached (scanned) to the Voucher, the user will get an error message saying so. Users with scanners will get the Scan button displayed.
# STATE OF ILLINOIS

## ORDER FOR DELIVERY

**Reference Number:** ELE-03-0041  
**Date:** 04/01/2008  

**VENDOR:**  
W W. GLADINGER  
5550 FEDERAL DR.  
DECATUR, IL 62526  
FED/243-1150280

**SHIP TO:**  
SECRETARY OF STATE  
DEPT OF PHYSICAL SERVICES  
3701 WINCHESTER ROAD  
SPRINGFIELD IL 62707

**Bill to:**  
SECRETARY OF STATE  
DEPT OF PHYSICAL SERVICES  
ATTN: FISCAL OPERATIONS  
501 S SECOND ST ROOM# 034  
SPRINGFIELD IL 62756

---

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<th>ITEM NO.</th>
<th>DESCRIPTION OF ARTICLE</th>
<th>QUANTITY</th>
<th>UNIT OF MEASURE</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>#VW65 TRASH PUMP ENGINE DRIVEN</td>
<td>1</td>
<td>EACH</td>
<td>1048.00</td>
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<td>55.13</td>
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</tbody>
</table>

**Purchased per Master Agreement (if applies)**  
**ACCT. NO.**  
**OBJ. CODE.**  
**AGENCY PHONE NO.**

---

**Close**
The Voucher System now allows you to create a new Voucher from any previous Fiscal Year voucher.

Instructions:

1) Query a previous FY voucher.
2) Click on the FISCAL YEAR field on the top right corner of the screen, and change the Fiscal Year.
3) Change the Fiscal Year to the new fiscal Year.
4) Change rest of the applicable fields.
5) Click on ‘Save New Voucher’
### Voucher Transaction Entry

**FISCAL YEAR:** 2011  
**DCN NO:** 067092  
**Voucher No:** 00025912

#### Complete Description of Articles/Services Rendered

<table>
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<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>0.0000</td>
<td>312.43</td>
</tr>
<tr>
<td>24H MOWLETT</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
</tr>
<tr>
<td>*MCST #15098</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
</tr>
<tr>
<td>SPLIT INVOICE</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
<td></td>
<td></td>
<td>312.43</td>
</tr>
</tbody>
</table>

#### Expense Details

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<th>Exp City</th>
<th>Exp Auth</th>
<th>Obligation Req No</th>
<th>Purchase Order</th>
<th>Note (OS only)</th>
</tr>
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<tbody>
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<td>1231</td>
<td>312.43</td>
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<td></td>
<td></td>
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<td>0.00</td>
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<td>0.00</td>
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</tbody>
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**Total Exp:** 312.43

---

**Progress Ind. Budget - Paid – Entered/Approved by:**  
DOUG FIELD - DOUG FIELD - DOUG FIELD - DEBBIE C. BUDKINS

---

**Attachment:**
## Voucher Transaction Entry

**Budget and Fiscal Management**  
**AB Accounting System**

### Complete Description of Articles/Services Rendered

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER AND CHILLER SERVICE RENTAL</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>512.43</td>
</tr>
<tr>
<td>248 HOWLETT</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
</tr>
<tr>
<td>ACCT #45588</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
</tr>
<tr>
<td>SPIT INVOICE</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
</tr>
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</table>

**Total Amount:** 512.43

### Expenses

<table>
<thead>
<tr>
<th>Exp Qty</th>
<th>Exp Amt</th>
<th>Obligation Req No.</th>
<th>Purchase Order</th>
<th>Notes(SOS Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1231</td>
<td>512.43</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0.69</td>
<td></td>
<td></td>
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<tr>
<td>0000</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Exp:** 512.43

---

**Progress Ind. Dept:** Entered  
**Enter/Approved by:**  
**Date:** 10/8/15 11:16 AM

---

**Fiscal Year:** 2011  
**Vendor ID:** 0000000000  
**Voucher ID:** 0000033  
**Voucher Date:** 09 01 2010
Travel Voucher:

To enter a new Travel Voucher, select Travel from the ‘Select Vchr Type’ dropdown options and click ‘Add New Voucher’.

To query Travel Vouchers, select Travel from the ‘Select Vchr Type’ dropdown options and click ENTER or click ‘Submit Query’.

Note: If you query by DCN, the Vchr type selection is not needed, and the system will automatically take you to the screen that the Voucher belongs, i.e. TRAVEL or INVOICE.
Travel Voucher Transaction:

After entering the travel Voucher, inquire the Travel voucher and scan the original Travel Voucher (sample scanned copy on next page). Also scan any/all documents related to that travel. The Travel Voucher description is minimal and usually is the name of the CITY of travel.

Approve the Voucher, write the DCN on the original detailed Travel voucher and send it to Voucher department for approval.
scanned copy of the Travel Voucher:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>09/13</td>
<td>Albion</td>
<td>Springfield</td>
<td>7:45a</td>
<td>11:45a</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Springfield</td>
<td>2:05p</td>
<td>4:30p</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>09/14</td>
<td>Geneseo</td>
<td>Springfield</td>
<td>4:01p</td>
<td>6:40p</td>
<td>$</td>
<td>-</td>
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<tr>
<td>09/15</td>
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<td>Springfield</td>
<td>7:45p</td>
<td>11:13p</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
<td>$</td>
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</table>

**Total:**

- $ 21.00
- $ 26.00
- $ 26.00
- $ 28.00
- $ 28.00
- $ 28.00
- $ 28.00

**Agency Name & Address:**

HART BRYAN L
396 E ELM ST
ALBION IL 62806-1404

**Department of Police**
110 EAST ADAMS
SPRINGFIELD IL 62701-1109

**Travel Voucher**

**FY 2011**

**PAYMENT OF INTEREST**

**STATE PROMPT PAYMENT**

**STATE OF ILLINOIS**

**Illinois Secretary of State**

**Receipt of Payment**

**OK**

**S Canned copy of the Travel Voucher:**
Voucher Updates (April 2014):

New Fields: EFT Status, Remittance Description.

Value for the EFT status is sourced from the Comptrollers database and will be pre-filled on the Voucher screen. The possible values would be (blanks) or ‘A’.

If the status is ‘A’, the vendor is setup with the Comptroller to receive Electronic payments. For such vendors, the system will now ask you to fill the 60-character Remittance Description field with information like the Invoice number or the Account number. For Vendors with electronic Payments, the description on the Remittance Description field is the only description they can view for that payment. None of the other Description goes on the warrant.
New Field: Government Account Number.

For Intergovernmental Payments (e.g. Communications Revolving fund.), the system will now prompt the user to enter the account number to which the payment is to be charged.

Paper Warrant: If you want the Vendor to be paid by Paper Warrant (for vendors setup to receive electronic payment), please select this option.
Illinois Fund: If you are making payments to the Illinois Fund, please select the option ‘Illinois Fund’.
The comptroller has a Direct Deposit setup with this fund for payment.
Until now, we were sending all 9s in the Zip code field for such payments (this option will soon be phased out).