



Entering a Regular (Direct) Voucher

Script Description

This script demonstrates the entry of invoice information for a non-PO invoice, making it available for payment.

- Vouchers that are not associated with a Purchase Order are entered using this panel group.

Process Assumptions

- Vendor information is set up for Voucher Entry.
- Vendors are approved.
- Vouchers are automatically numbered.

Process Flow Steps

A. A new invoice has been received. No Purchase Order had been created for this purchase. One of the team members enters the voucher information into the system.

B. Access Voucher Entry:

GO	Administer Procurement
	Enter Voucher Information
USE	Voucher
	Invoice Header Information
	Add

1. **DO NOT** enter anything into the "Voucher ID" field. Any changes in this field will cause the system to not operate properly. If you make changes here exit the panel by clicking on the red **X** on the top right of the panel.
2. Click on

C. Invoice Header Information

This panel records basic overall information about the voucher such as the vendor, gross amount, and invoice date.

- 1. Select the vendor: Enter the beginning of the short name for the vendor or the beginning characters of the vendor name and hit the *Shift F4* key. This will list all vendors with the key entered.**
- 2. Select the Appropriate Vendor using the mouse and hit**
- 3. *Tab* out of the Name field. This will retrieve the Vendor information for the Invoice.**
- 4. Date: Enter the invoice date.**
- 5. NOTE: You may select alternative locations or Vendor addresses by clicking on the field you wish to change.**
- 6. Terms: defaults in based on your AP business unit setup. To change the payment terms, click on the Pay Terms Detail icon**
- 7. You may select any available terms by clicking on the list box in the Terms field.**
- 8. If you must enter in a Due Date (rather than allowing the system to calculate one), change the Due Date Control to User defined and enter your date into the Due Date field.**
- 9. To return to the Invoice Header, click on the Transfer Return icon to copy in the information you've entered on the Supplemental Terms Control Panel.**
- 10. To return to the Invoice Header without saving any changes, click on the Go to Voucher Header icon.**
- 11. Invoice: Enter the Invoice number.**
- 12. Gross: Enter the gross amount for the goods included on the invoice (the amount of the invoice without any discounts taken).**

13. **Sales:** Enter Sales tax which applies to the invoice
14. **Freight:** Enter any Freight that applies to the invoice. Your freight will automatically be prorated to your voucher accounting lines. **NOTE:** If you want all of your freight to be distributed to a Freight account code, do not enter the freight amount in this field.
15. **Use:** Not applicable - leave blank.
16. **Schedule:** enter OTH.
17. Hit the *F2* Key to move to the Line Information and Charges Panel.

D. Update Invoice Line Information: Many Invoice lines may be entered for an invoice. You may add lines by hitting the *F7* key to insert a row, or by clicking the Insert Row Icon.

1. **Amount:** Enter the amount for the first line on the invoice. In our example we'll split the invoice gross amount in half.
2. **Item:** Optionally you can select an item from the item catalog.
3. **Description:** Enter an Invoice line description.
4. **Quantity:** Enter the quantity of goods for the line
5. **UOM:** Enter Unit of Measure.
6. **Unit Price:** Enter the Invoice Line Price.

Distribution Line Information

7. **Amount:** Enter the distribution amount. nter 50 becausee only have one distribution.
8. **Quantity** - only use this if you select your distribute by as Qty instead of Amt (typically used in PO Vouchers). The system will distribute your costs by quantity instead of by amount.
9. **Entry Event:** Not applicable - leave blank

10. **Account:** Enter the account number for the expenditure. Entering part of the account and hitting the key will list the available accounts.
11. **DeptId:** Enter the Department Id to be charged for the line.
12. **Program:** Enter the Program for the invoice distribution line.
13. **Class:** Enter the class for the invoice distribution line.
14. **Proj/Grt:** Enter the Project/Grant for the invoice distribution.
15. Move the cursor to the top of the Invoice Line amount field.
16. Hit the *F7* key to enter a second invoice line
17. Enter the appropriate fields for the second Invoice line. Add a second distribution line by placing the cursor on the first distribution line and hitting *F7*, or use the Insert Row Icon.
18. Move to the Schedule Payment Panel

E. Schedule Payment

This panel is used to alter the normal payment terms. You can change when and where a payment will be made. The vendor and business unit defaults will be used except in special circumstances.

1. Review fields for correctness.
2. You can select another Vendor to remit the payment by choosing another vendor in the Remit To field.
3. You can select an alternate Location and Address for the vendor's payment.
4. **Separate:** click this check box if you want this voucher to be paid singularly with its own check. Vouchers within a pay cycle to the same vendor are combined onto one check.

5. **Withd Hold:** This check box is automatically checked if either of the following conditions exist for the vendor:
 - The withholding rule indicates that the payment should be held.
 - A piece of information requiring a hold is not populated for the vendor (as determined by the entity setup)
6. **Hold:** check if you want to hold payment on this voucher. If you place a voucher on hold, you must select a reason.
7. Use the folder tab or hit the *F2* key to move to the Record Payment Panel.

F. Record Payment:

This panel is used to record manual payments against an invoice. If your bank is not set up for manual payments, you cannot use this feature.

1. If a manual payment has been made you can log the payment on this panel.
2. Use the payment action drop down select Record a payment to enter a manual check.

3. Hit *F2*

F. Approvals and Matching:

NOTE- This panel is not applicable for a non PO Voucher. Hit *F2* to continue to the next panel.

G. Accounting information:

This panel enables the user to budget check the accounting distributions or change the accounting date.

1. Save the data entered. If an error is received select the folder tab where the field in error is located and correct the error. Return to the Accounting Information Panel after the voucher saves.
2. **Accounting Date:** Date defaults to the system date. This is the date the accounting information will be recorded.
3. **Accounting Template:** Defaults to STANDARD.
4. **Accounting Policy: Account at:** Defaults to Gross. The gross balances will be recorded for the voucher for each distribution. You can select the drop down to record the Net balances for the voucher.

5. **Voucher Proration Rules:** leave set at the default values.
6. **Voucher Processing: Post Voucher** the system defaults to post voucher.
7. **Close Voucher:** this field will be grayed out until the budget checking process is run successfully. It is used to reverse the accounting effects of the voucher.
8. **Delete Voucher:** Can be checked to delete the entire voucher before posting.
9. **Budget Checking:** Click on the Budget Checking button to check and update budget ledger. If the budget checking process returns use the budgeting exceptions script to review and correct the errors.

10. Click the  button to refresh the panel.

H. **Currency Panel:** Not in Scope

I. **Template Information:** Not in Scope

J. **Status Summary:** Not in Scope

K. **Comments:** You can use this panel to add comments to a voucher.