

AP1 – CREATE REGULAR VOUCHER WITHOUT PO RECEIPT

Source Document: Approved Vendor Invoice

Module: Accounts Payable(AP)

Roles: AP Processor
 AP Approver

Vouchers are electronic transactions for processing vendor invoices in FI\$Cal. One voucher is used to process one invoice payment. The **Source Document** for recording a Regular Voucher is an approved Invoice.

The AP Processor will create a voucher using a Regular Voucher style to pay normal monthly expenditures such as utilities and phone charges, without copying information from a purchase order or receipt.

The **AP Processor** will create a new Regular Voucher. Steps are:

- 1** - Navigate to AP>Vouchers>Add/Update>/Regular Entry
- 2** - In the **Add a New Value** tab, enter your Business Unit
- 3** - Voucher ID: NEXT
- 4** - Voucher Style must be Regular Voucher
- 5** - Choose the vendor by looking up either Vendor ID or Short Vendor Name or Name. Click the lookup button to find the vendor

1 Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

Business Unit: **2**

Voucher ID: **3**

Voucher Style: **4** ▼

Short Vendor Name: **5**

Vendor ID:

- 6 – Select Vendor Location
- 7 – Select Address Sequence Number for the correct address
- 8 – Enter Invoice Number to exactly match the vendor's invoice number
- 9 – Enter Invoice Date
- 10 – Enter Gross Invoice Amount
- 11 - Check the Tax Exempt Flag if the voucher is exempt from sales/use tax
- 12 - Click Add

Accounts Payable > Vouchers > Add/Update > Regular Entry

Vendor Location:	6	<input type="text" value="1"/>	
Address Sequence Number:	7	<input type="text" value="6"/>	
Invoice Number:	8	<input type="text" value="0000007764999"/>	
Invoice Date:	9	<input type="text" value="03/03/2016"/>	
Gross Invoice Amount:	10	<input type="text"/>	225.00
Freight Amount:		<input type="text"/>	0.00
Sales Tax Amount:		<input type="text"/>	0.00
Misc Charge Amount:		<input type="text"/>	0.00
Tax Exempt Flag	11	<input checked="" type="checkbox"/>	
Estimated No. of Invoice Lines:		<input type="text" value="1"/>	

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The **AP Processor** will Update the Pay Terms. Steps are:

- 1** – After clicking Add on the previous page, the AP Processor will see the Invoice Information tab which contains the voucher header information
- 2**– Verify the Address Sequence Number is the same as the Add Page
- 3** – Scroll down to Pay Terms and click the “Transfer to Pay Terms Detail” icon. The Payment Terms page will open.

Accounts Payable > Vouchers > Add/Update > Regular Entry

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Invoice Information
Payments
Voucher Attributes

Business Unit:	8860	Invoice No:	000007764999
Voucher ID:	NEXT	Invoice Date:	03/03/2016
Voucher Style:	Regular Voucher	Accounting Date:	03/22/2016 <input checked="" type="checkbox"/> Tax Exempt

Vendor ID:	0000000536	AT&T CORP	Audit Communications
ShortName:	AT&TCORP-001	111 First Street	
Location:	1	Suite 100A	
*Address:	6	CAROL STREAM, IL 60197-9011	

Advanced Vendor Search

Control Group:		*Pay Terms: 3	NET45 Net 45
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- 1 – On this page, the **AP Processor** will Update the “Payment Terms”
- 2 – The Payment Terms ID will default to NET45
- 3 – Basis Date Type: User Date
- 4 – Basis Date: Date invoice received in the department for Prompt Payment Calculation
- 5 – Click **Back to Invoice** link

Accounts Payable > Vouchers > Add/Update > Regular Entry

1 **Payment Terms**

5 **Back to Invoice**

Business Unit: 8860 Invoice Number: 000007764999
Voucher ID: NEXT Vendor: 0000000536 AT&T CORP

*Payment Terms ID: 2 NET45   Net 45
*Due Date Control: Terms
Basis Date Type: 3 User Date
Basis Date: 4 03/10/2016 
Discount Due Date:
Due Date:
*Discount Amount Control: Terms
Account At: Gross

The **AP Processor** will complete the Invoice Lines and Distribution Lines. Steps are:

- 1 - Scroll down to Invoice Lines, and enter a Description
- 2 - Select a SpeedChart if used by your department. SpeedCharts are a 10-character code that will automatically populate one or more pre-defined chartfield combinations.
- 3 - Scroll to the Distribution Lines section. Enter one or multiple Distribution Lines as necessary
- 4 - Your GL Unit will appear
- 5 - Enter correct chartfield values for: **Appropriation Reference; Fund; ENY; Account; Program; Reporting Structure and Budget Date**

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Invoice Lines Find | View All

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price: Quantity:

Ship To: 8860000001 Line Amount: 225.00

SpeedChart: Description: Telephone Services

Calculate

Distribution Lines Personalize | Find | View All | |

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account
	1	225.00	<input type="text"/>	8860	001	0001	2015	5304700

Save | Notify | Refresh

- 1 – The Invoice Information tab provides an Attachments link for the AP Processor to attach a copy of the vendor invoice. Click the Attachments icon

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit:	8860	Invoice No:	0000007764998
Voucher ID:	NEXT	Invoice Date:	03/03/2016
Voucher Style:	Regular Voucher	Accounting Date:	03/23/2016

Vendor ID:	0000000536	AT&T CORP	
ShortName:	AT&TCORP-001	111 First Street	
Location:	1	Suite 100A	
*Address:	6	CAROL STREAM, IL 60197-9011	

Advanced Vendor Search

Control Group:		*Pay Terms:	NET45
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Session Defaults

Attachments (0)

Comments(0)

Confidential

- 1 - In the Voucher Header Attachment, click on Add Attachment.
- 2 - The File Attachment window will open. Locate the invoice by selecting the Browse button and add it by uploading the invoice file.
- 3 - After the File has been uploaded, enter a Description
- 4 - Click Ok

Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Header Attachment

Business Unit 8860 Voucher ID NEXT

Details				
File Name	Show to Approver?	Description	User	Name
View	<input checked="" type="checkbox"/>			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

1 Add Attachment

OK Cancel Refresh

File Attachment

Browse...

2 Upload Cancel

4 OK

The **Payments tab** provides the remit to vendor information and payment information

- 1** – The Remit to Address in the Payments tab must match the address in the Invoice Information tab
The Address will default to 1. Change to match the Address Sequence Number on the Invoice Information tab. In this example, change the Address Sequence to “6”.
- 2** – The Gross Amount must match the total in the Invoice Information tab
- 3** – Cash Type: Defaults to Warrant and should not be changed The choice of Warrant will trigger workflow to the SCO for approval and issuance of Warrant.

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | **Payments** | Voucher Attributes

Business Unit:	8860	Invoice No:	0000007764998
Voucher ID:	NEXT	Invoice Date:	03/03/2016
Voucher Style:	Regular Voucher		
Total Amount:	225.00		
Vendor Name:	AT&T CORP	*Pay Terms:	NET45 Net 45
		*Cash Type:	3 Warrant

Payment Information

Payment:	1		
*Remit to:	0000000536	Gross Amount:	2 225.00
Location:	1	Discount:	0.00
*Address:	1 6		
AT&T CORP		Scheduled Due:	
111 First Street		Net Due:	
Suite 100A		Discount Due:	
CAROL STREAM, IL 60197-9011		Accounting Date:	

1 – Scroll down to the Payment Options section and review the information. The Payment Options indicate the way the vendor will receive the information:

- Bank: STATE – State Bank
- Account: 0000 – SCO Warrant Account
- Method: CHK – System Check

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | **Payments** | Voucher Attributes

1 Payment Options

*Bank:	STATE	🔍	Pay Group:		▼	
*Account:	0000	🔍	*Handling:	RP	🔍	
*Method:	CHK	🔍	Check	*Netting:	Not Applicable	▼
L/C ID:		📄	Hold Reason:		▼	

Click the Voucher Attributes tab:

- 1 – Scroll down to the Prepayment Section and Uncheck the Automatically Apply Prepayment box. By unchecking this box, the voucher will not be applied to offset any prepaid vouchers already associated with the item
- 2 – Click Save. The system will assign a unique Voucher ID. See next page

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | **Voucher Attributes**

Business Unit:	8860	Invoice No:	0000007764998
Voucher ID:	NEXT	Invoice Date:	03/03/2016
Voucher Style:	Regular Voucher		
Total:	0.00		

Prepayment

Prepaid Ref: 1 Automatically Apply Prepayment

Save Notify Refresh

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- 3 – Hand write the Voucher ID and Accounting Date on the Check Request. The voucher will be Budget Checked, Approved, and Posted
- 4 – The AP Processor can view additional Voucher related information in the Payments and Related Documents tab

Accounts Payable > Vouchers > Add/Update > Regular Entry

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Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit:	8860	Invoice No:	0000007764998
Voucher ID:	00003415	Invoice Date:	03/03/2016
Voucher Style:	Regular Voucher		
Total:	225.00		

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The **AP Approver** will approve the Voucher. Refer to FI\$Cal Training Academy (FTA) course AP123 – Voucher Workflow W2.