

AP1 – CREATE REGULAR VOUCHER WITHOUT PO RECEIPT

Source Document: Approved Vendor Invoice

Module: Accounts Payable(AP)

Roles: AP Processor
 AP Approver 1/2

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 **Main Menu > Accounts Payable > 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 supplier by looking up either Supplier ID or Short Supplier Name. Click the lookup button to find the supplier

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Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI\$Cal

Voucher

Find an Existing Value Add a New Value

2 Business Unit 8860 🔍

3 Voucher ID NEXT

4 Voucher Style Regular Voucher ▾

5 Supplier Name LIBERTY PAINTING CORPORATION 🔍

Short Supplier Name ATANDTCORP-001 🔍

Supplier ID 0000000536 🔍

Supplier Location 1 🔍

- 6** – Select Supplier 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

Voucher

Find an Existing Value **Add a New Value**

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

6 Supplier Location

7 Address Sequence Number

8 Invoice Number

9 Invoice Date

10 Gross Invoice Amount

Freight Amount

Sales Tax Amount

Misc Charge Amount

PO Business Unit

PO Number

11 Tax Exempt Flag

Estimated No. of Invoice Lines

12

Add

AP 1- Create Regular Voucher Without PO Receipt (cont'd)

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 is correct by clicking on the look up button.
- 3 – Click the “Transfer to Pay Terms Detail” icon next to Pay Terms. The Payment Terms page will open.

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1 **Invoice Information** | Payments | Voucher Attributes | Additional Voucher Information

Business Unit: 8860
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: 03/06/2018
Invoice Received:
Supplier ID: 0000000536
ShortName: ATANDTCORP-001
Location: 1
*Address: 6 2

LIBERTY PAINTING CORPORATION

Invoice No: 0000007764999
Accounting Date: 03/08/2018
*Pay Terms: NET45 3
Basis Date Type: Inv Date
 Tax Exempt
 CMIA
 PHI
 NSF Buyback
Control Group:
 Incomplete Voucher

Invoice Total

Line Total	225.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	225.00
Difference	0.00

Buttons: Save, Save For Later, Calculate, Print

Right sidebar links: Sales/Use Tax Summary, Non Merchandise Summary, Audit Communications, Session Defaults, Comments(0), Attachments (0), Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 360

- 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 by the department for Prompt Payment Calculation
- 5 – Click **Back to Invoice** link

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FISCal

Payment Terms 1

[Back to Invoice](#) 5

Business Unit 8860 **Invoice Number** 0000007764999 **VAT Entity**
Voucher ID NEXT **Supplier** 0000000536 LIBERTY PAINTING CORPORATION **Invoice Date** 03/06/2018

2 *Payment Terms ID Net 45
3 *Due Date Control ▾
3 Basis Date Type ▾
4 Basis Date

Discount Due Date
 Due Date

*Discount Amount Control ▾
 Account At ▾

Discount Amount

Basis Amt 225.00

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.**

The screenshot displays the AP Processor interface. The top section is titled "Invoice Lines" and contains several input fields. A red "2" is placed above the "SpeedChart" field, and a red "1" is placed above the "Description" field. Below these fields is a "Calculate" button. The bottom section is titled "Distribution Lines" and contains a table with columns for "Copy Down", "Line", "Merchandise Amt", "Quantity", "*GL Unit", "Approp Ref", "Fund", "ENY", "Account", "Alt Acct", "Program", "PC Bus Unit", and "Project". A red "3" is placed above the "Distribution Lines" header. A red "4" is placed above the "*GL Unit" column, and a red "5" is placed above the "Program" column. A blue box highlights the "Approp Ref", "Fund", "ENY", "Account", and "Program" columns in the table row. At the bottom of the interface are "Save" and "Save For Later" buttons.

- 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.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Additional Voucher Information](#)

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 03/06/2018
Invoice Received
 LIBERTY PAINTING CORPORATION
Supplier ID 000000536
ShortName ATANDTCORP-001
Location 1
***Address** 6

Invoice No 0000007764999
Accounting Date 03/08/2018
***Pay Terms** NET45 Net 45
Basis Date Type Inv Date
 Tax Exempt
 CMIA
 PHI
 NSF Buyback
Control Group

Invoice Total	
Line Total	225.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	225.00
Difference	0.00

- Sales/Use Tax Summary
- Non Merchandise Summary
- Audit Communications
- Session Defaults
- Comments(0)
- Attachments (0)** 1
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

AP 1- Create Regular Voucher Without PO Receipt (cont'd)

- 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, the file name field will change to the name of the uploaded file. Enter a Description.
- 4 - Click OK.

The screenshot shows the 'Voucher Header Attachment' interface. At the top, it displays 'Business Unit 8860' and 'Voucher ID NEXT'. Below this is a 'Details' table with columns for 'File Name', 'Show to Approver?', and 'Description'. The 'Show to Approver?' column has a checked checkbox. Below the table, there is a note: 'Adding large attachments can take some time to upload, the before adding large attachments.' At the bottom left, there are buttons for 'Add Attachment', 'OK', 'Cancel', and 'Refresh'. A modal dialog box titled 'File Attachment' is open in the center, containing four rows, each with a 'Browse...' button. At the bottom of the dialog are 'Upload' and 'Cancel' buttons. Red numbers 1, 2, 3, and 4 are overlaid on the image to indicate the steps: 1 points to the 'Add Attachment' button, 2 points to the 'File Attachment' dialog title, 3 points to the 'Description' column header, and 4 points to the 'OK' button.

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

Date/Time Stamp

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 a warrant.

The screenshot displays the 'Payments' tab of a software interface. At the top, there are four tabs: 'Invoice Information', 'Payments' (which is selected and highlighted with a blue border), 'Voucher Attributes', and 'Additional Voucher Information'. Below the tabs, the 'Business Unit' is 8860, 'Invoice No' is 000007764999, 'Voucher ID' is 00007484, and 'Invoice Date' is 03/06/2018. The 'Voucher Style' is 'Regular Voucher' and there is an 'Incomplete Voucher' checkbox. The 'Total Amount' is 225.00 and '*Pay Terms' is 'NET45'. The 'Supplier Name' is 'LIBERTY PAINTING CORPORATION'. A red '3' is next to the '*Cash Type' dropdown menu, which is set to 'Warrant'. There is a 'Schedule Payments' button. Below this is an 'Additional Payment Message' field with the text: 'Additional Payment Message will print on the remittance advice after the default message.'

The 'Payment Information' section is below, with a search bar and 'Find | View All' options. It shows 'Payment 1' with '*Remit to' 000000536, 'Location' 1, and 'Address' 6 (marked with a red '1'). The 'Gross Amount' is 225.00 USD (marked with a red '2') and 'Discount' is 0.00 USD. 'Scheduled Due' and 'Net Due' are both 04/20/2018. On the right, there are options for 'Payment Inquiry', 'Discount Denied', 'Late Charge', 'Express Payment', 'Payment Comments(0)', and 'Holiday/Currency'. At the bottom of the 'Payment Information' section, the supplier address is listed: 'LIBERTY PAINTING CORPORATION, 111 First Street, Suite 100A, CAROL STREAM, IL 60197-9011'.

AP 1- Create Regular Voucher Without PO Receipt (cont'd)

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

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

2 - Click Save.

3 - The system will assign a unique Voucher ID.

The screenshot displays the 'AP 1- Create Regular Voucher Without PO Receipt' system interface. The interface is divided into several sections:

- Invoice Information:** Business Unit 8860, Invoice No 000007764999, Voucher ID 00009550 (highlighted with a red '3'), Voucher Style Regular Voucher, Total Amount 225.00, Supplier Name IQVizBoH, Invoice Date 03/06/2018, Incomplete Voucher checked, Pay Terms NET45, Cash Type Warrant.
- Payment Information:** Payment 1, Remit to 000000536, Location 1, Address 1, Gross Amount 225.00 USD, Discount 0.00 USD, Scheduled Due, Net Due 04/20/2018, Accounting Date.
- Payment Options:** Bank STATE, Account 0000, Method CHK (highlighted with a red '1'), Pay Group, Handling Regular Payments, Netting Not Applicable, L/C ID, Supplier Bank Messages, Hold Payment, Separate Payment.
- Schedule Payment:** Action Schedule Payment, Pay, Payment Date, Reference.

At the bottom of the interface, there are buttons for 'Save' and 'Save For Later'. A red '2' highlights the 'Save' button.

Click on the **Summary** tab

- 1 – Hand write the Voucher ID and Accounting Date on the Check Request. After the Voucher is Budget Checked and Approved by department’s approvers, department will submit it to the SCO.
- 2 – The AP Processor can view additional voucher related information in the Payments and Related Documents tabs.

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Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Additional Vouch
<p>Business Unit 8860</p> <p>Voucher ID 00009550 1</p> <p>Voucher Style Regular</p> <p>Supplier Name LIBERTY PAINTING CORPORATION 111 First Street CAROL STREAM, IL 60197-9011</p> <p>Entry Status Postable</p> <p>Match Status No Match</p> <p>Approval Status Pending</p> <p>Post Stat ...</p> <p>Budget Status Not Chk'd</p> <p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/></p>				<p>Invoice Date 03/06/2018</p> <p>Invoice No 0000007764999</p> <p>Invoice Total 225.00 USD</p> <p>Pay Terms Net 45</p> <p>Voucher Source Online</p> <p>Origin ONL</p> <p>Created On 02/11/2019 3:17PM</p> <p>Created By Z_DEPT_AP_PROC</p> <p>Last Update 02/11/2019 4:44PM</p> <p>Modified By Z_DEPT_AP_PROC</p> <p>ERS Type Not Applicable</p> <p>Close Status Open</p>		
<p><input type="button" value="Notify"/> <input type="button" value="Refresh"/></p>				<p><input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>		

The **AP Approver** will approve the Voucher. Refer to University of FI\$Cal (UF) course AP123 – Voucher Workflow W2.