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:

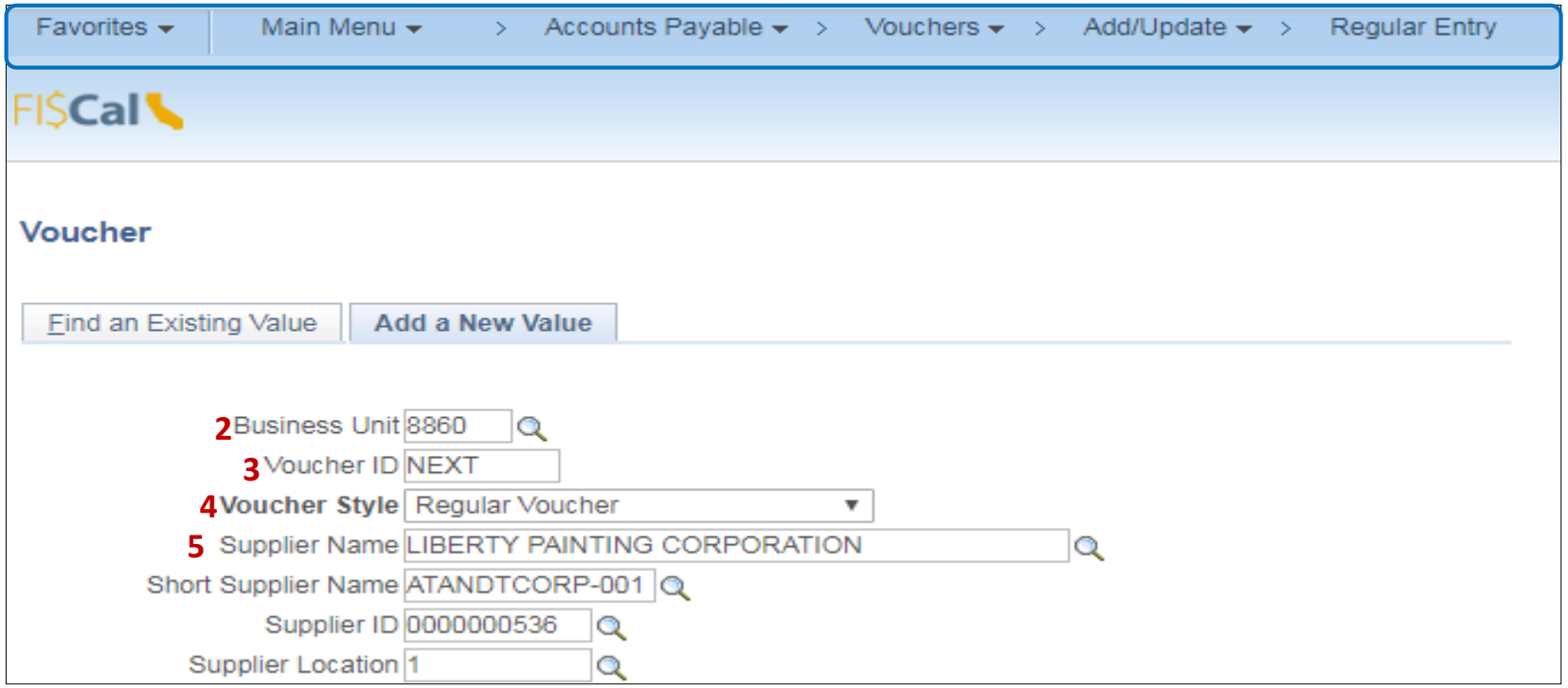
1 - Navigate to **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**

2 - In the **Add a New Value** tab, enter your Business Unit

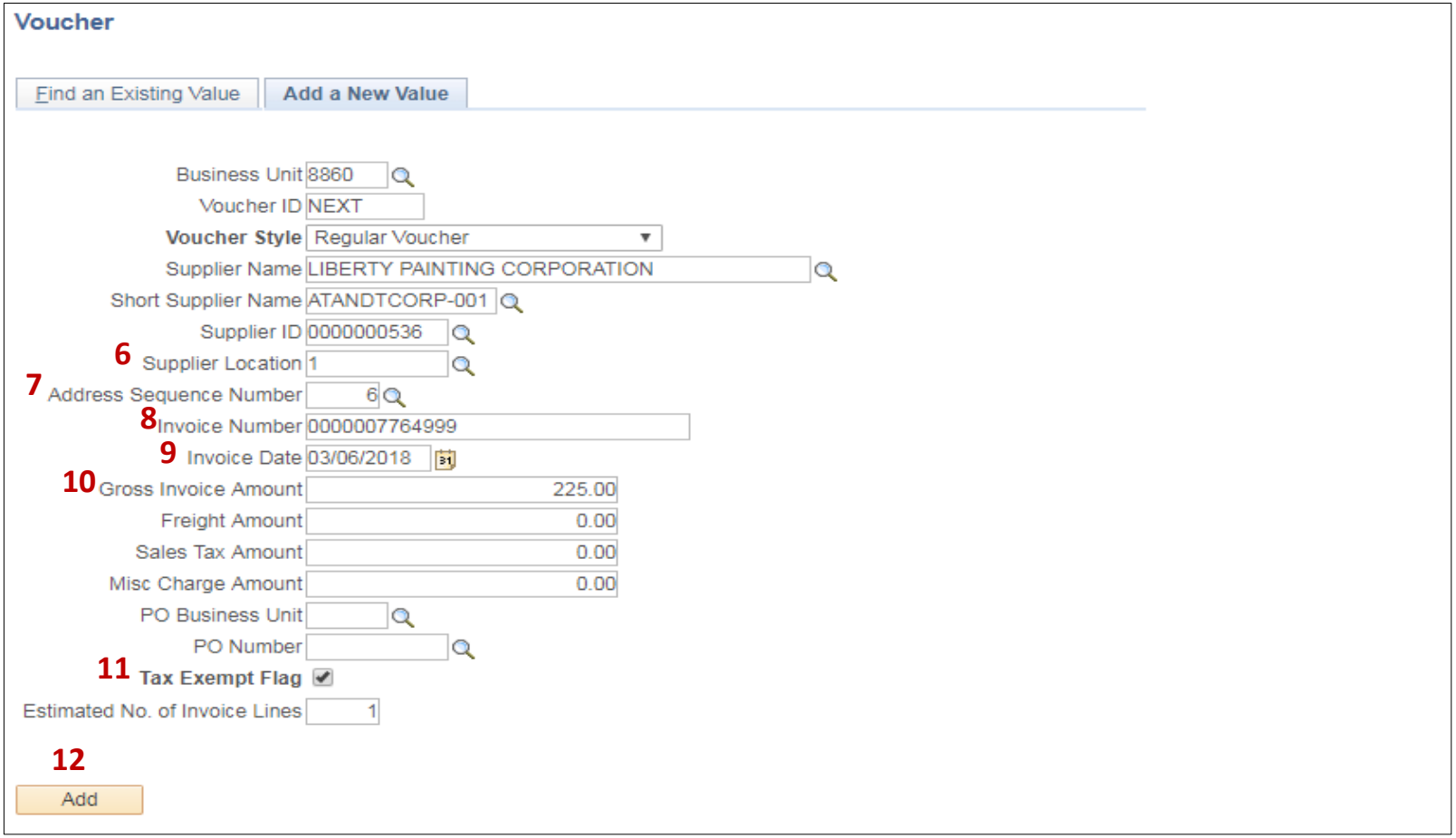
3 - Voucher ID: NEXT

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



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

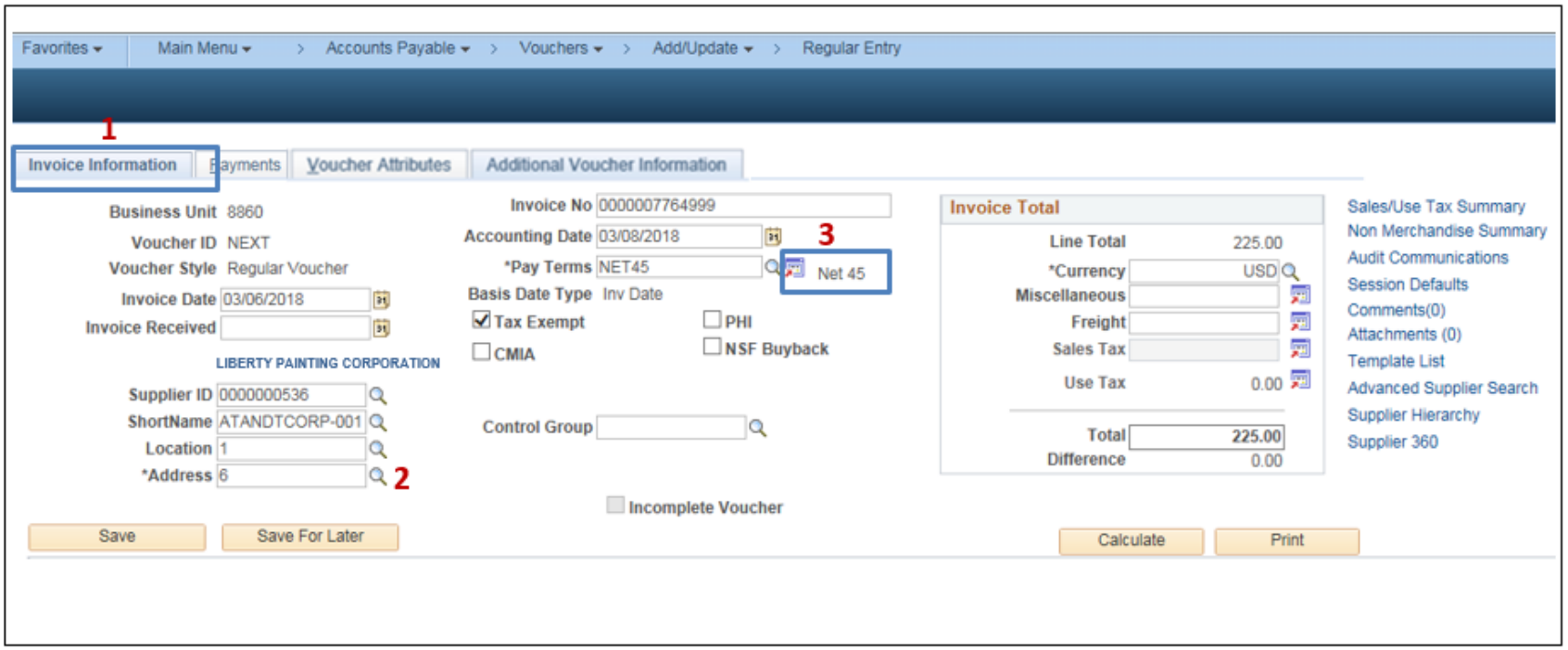


The **AP Processor** will update the Pay Terms. Steps are:

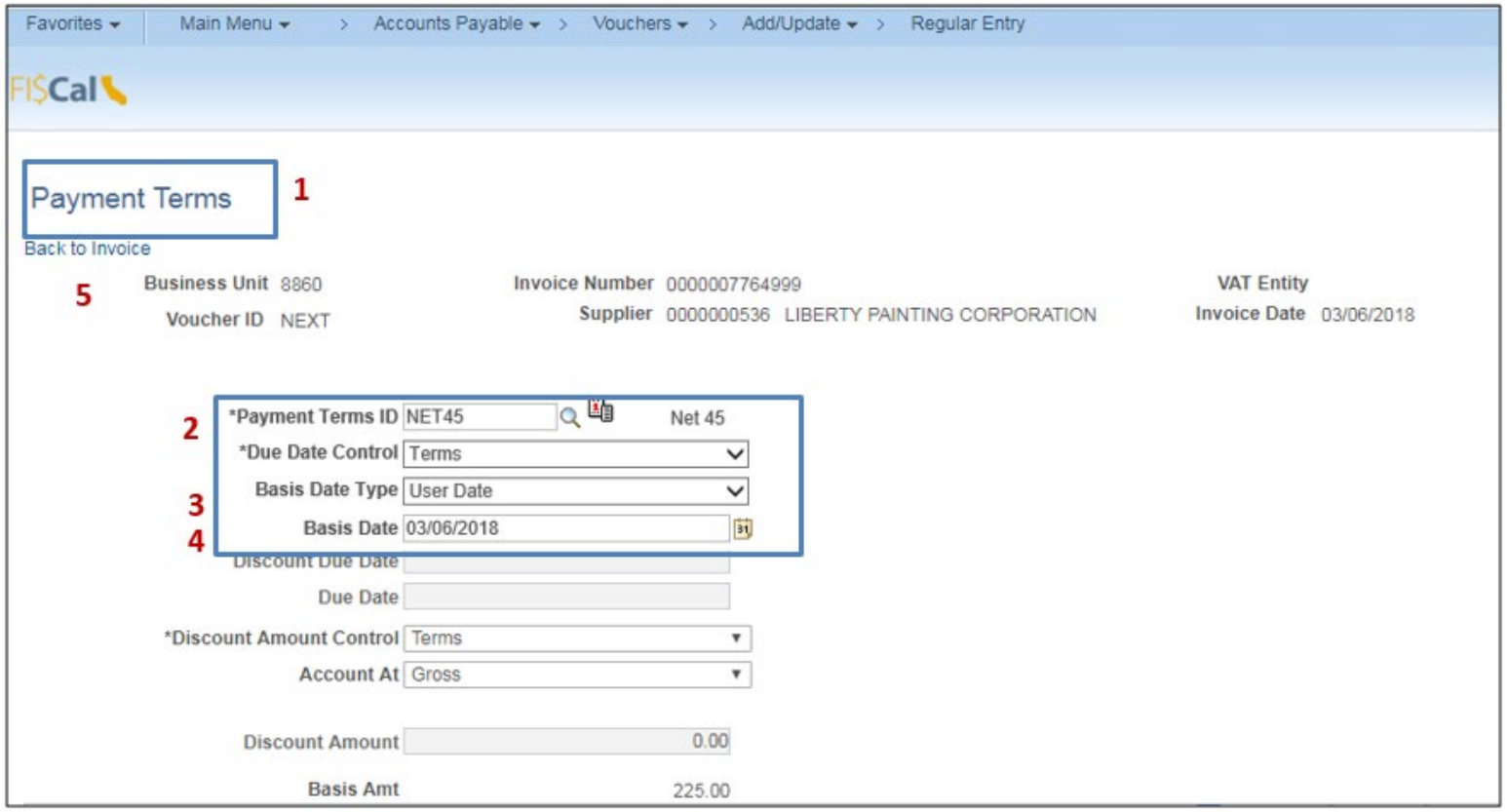
1 – After clicking Add on the previous page, the AP Processor will see the Invoice Information tab which contains the voucher header information.

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.



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



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

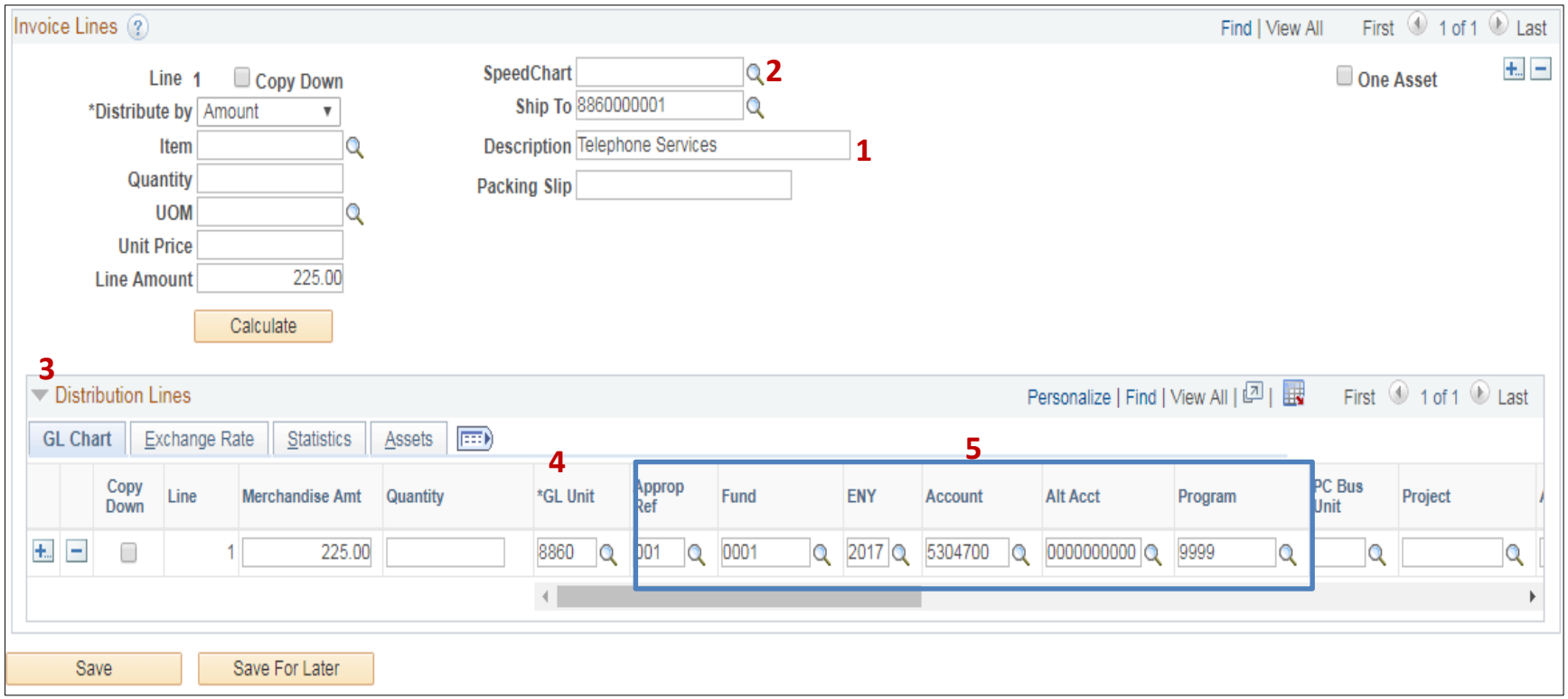
1 - Scroll down to Invoice Lines, and enter a Description.

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.

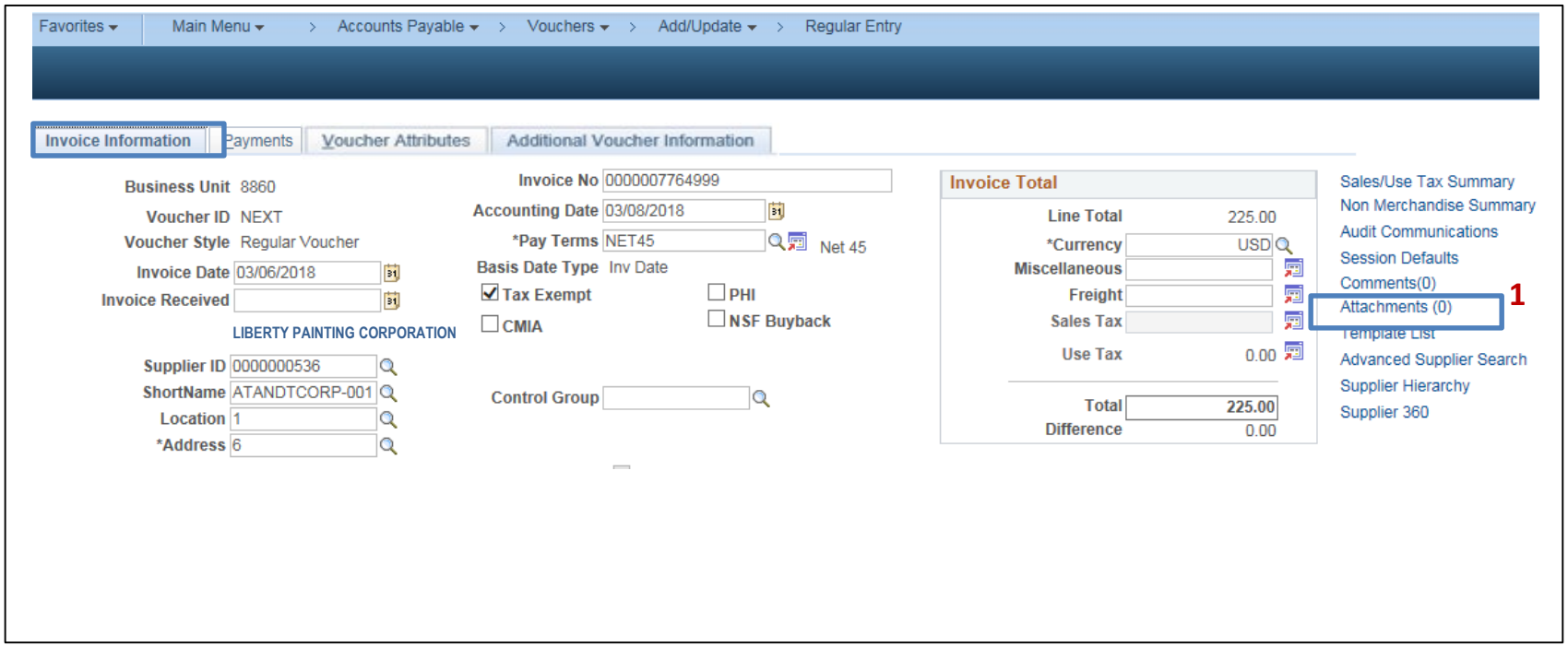
3 - Scroll to the Distribution Lines section. Enter one or multiple Distribution Lines as necessary.

4 - Your GL Unit will appear.

5 – Enter correct chartfield values for: **Appropriation Reference; Fund; ENY; Account; Program; Reporting Structure and Budget Date.**



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.

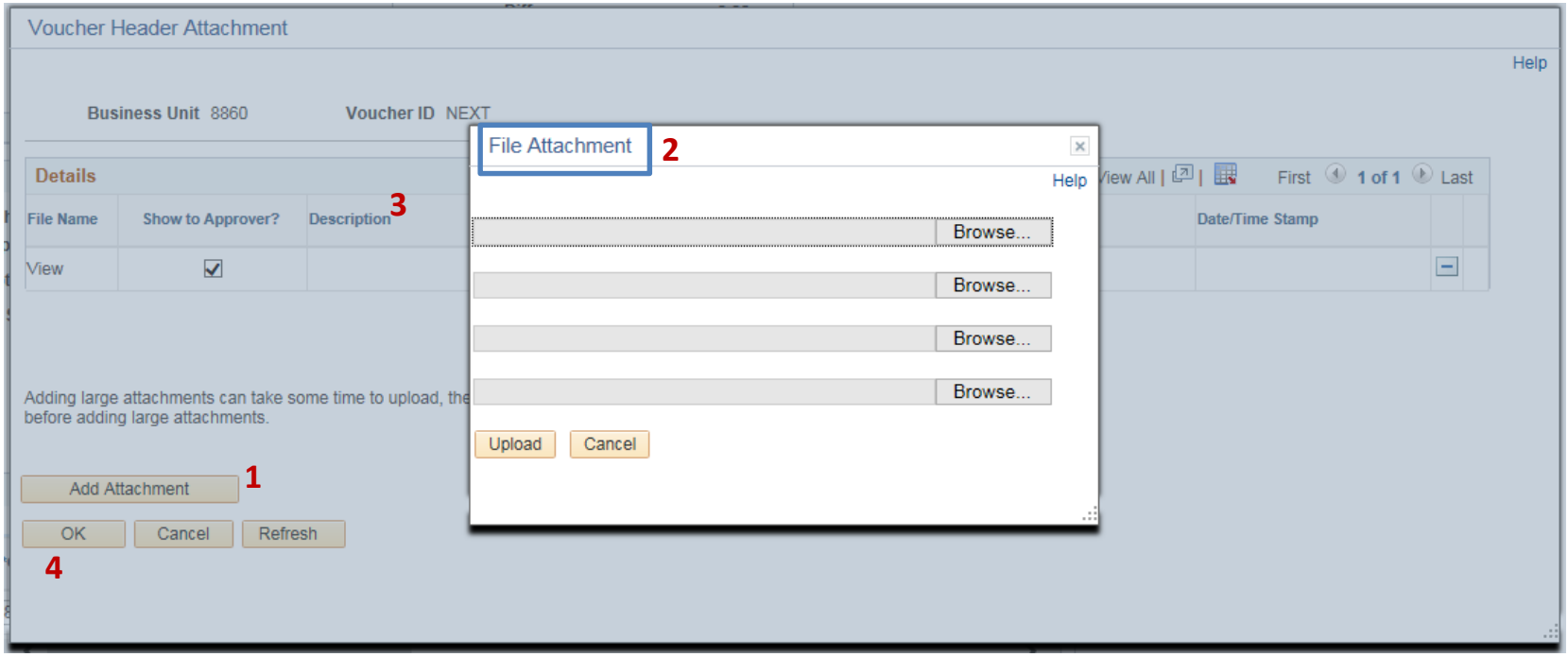


1 - In the Voucher Header Attachment, click on Add Attachment.

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.

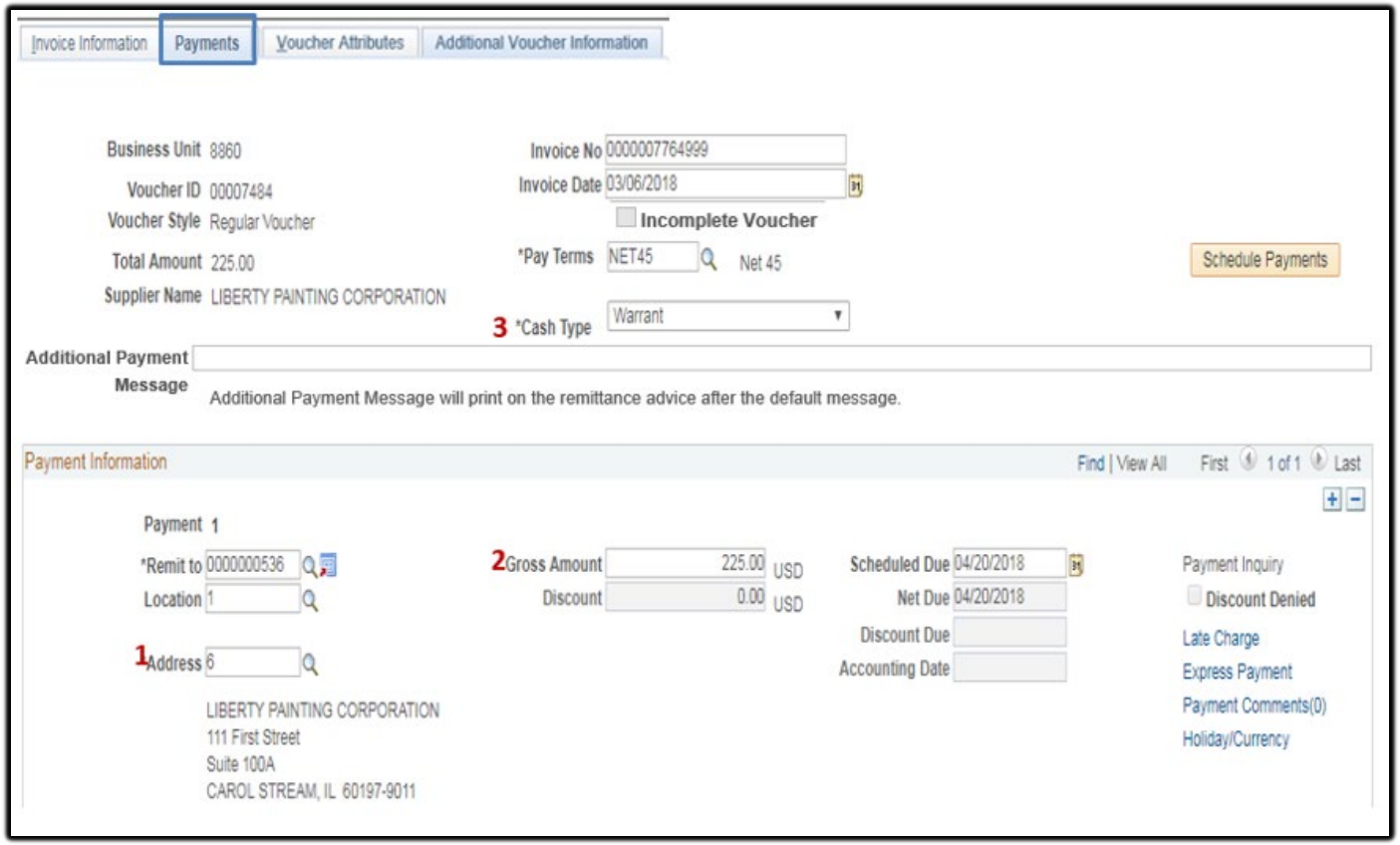


The **Payments tab** provides the remit to vendor information and payment information.

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.

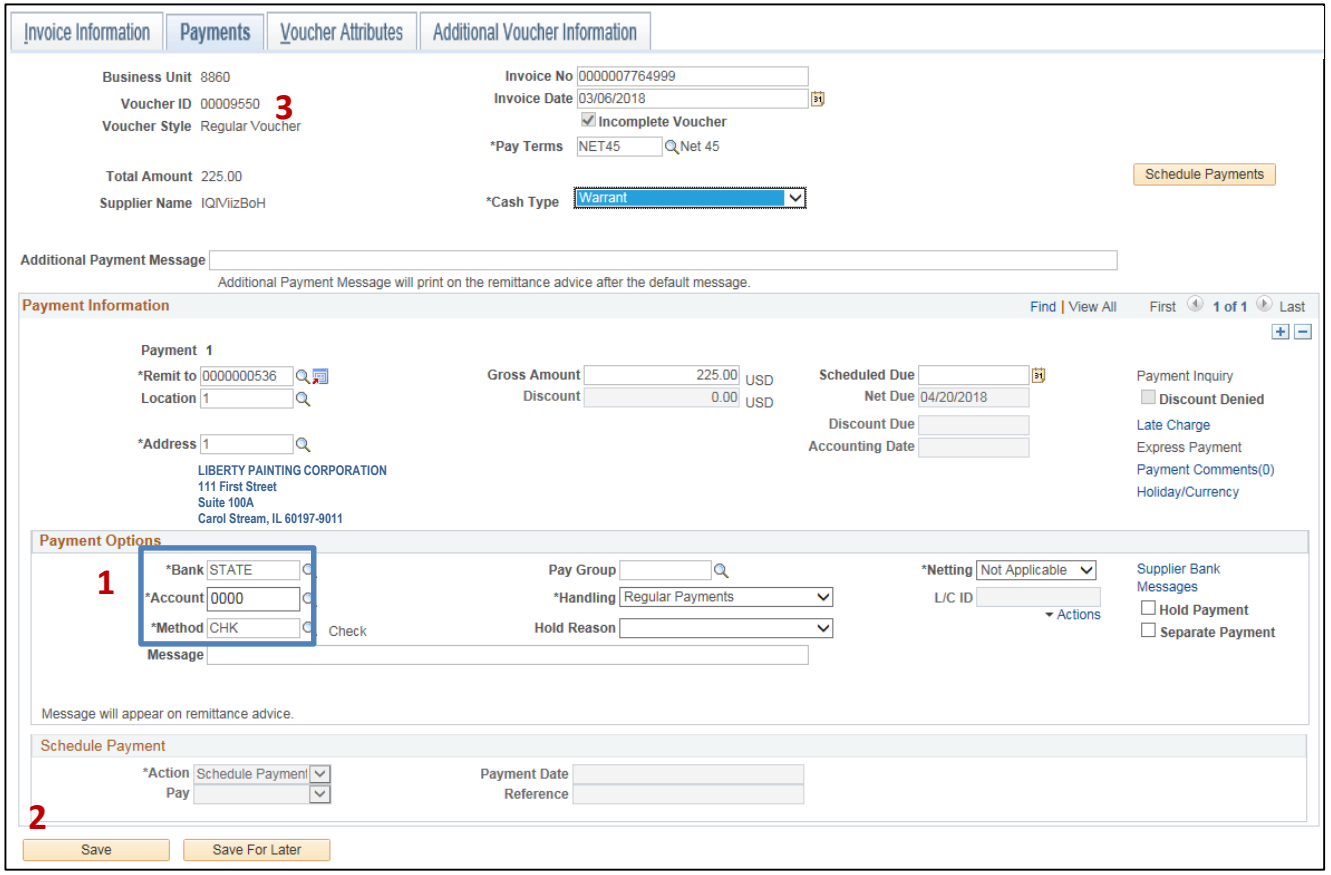


1 - Scroll down to the Payment Options section and review the information. The Payment Options indicate the way the vendor will receive the payment:

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

2 - Click Save.

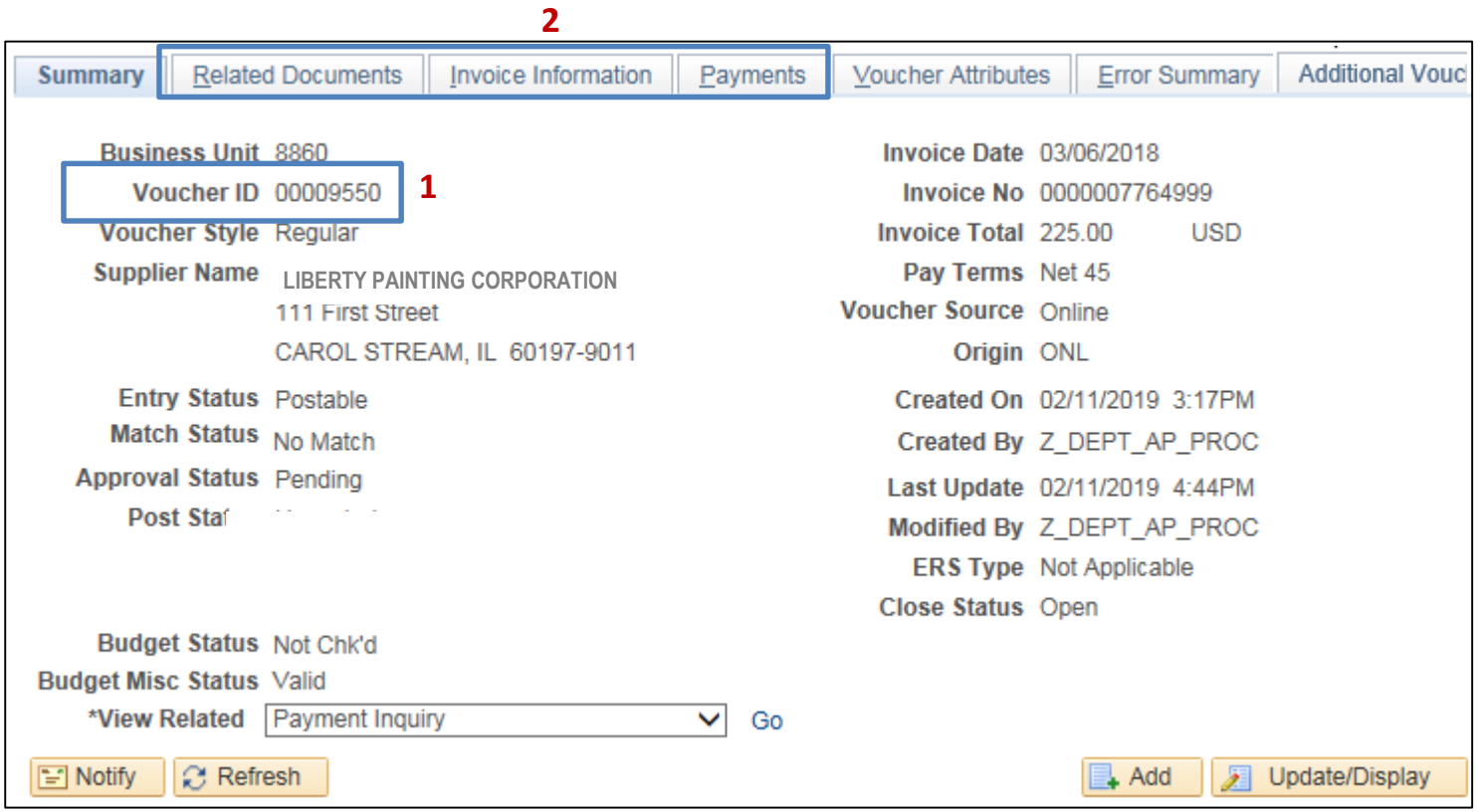
3 - The system will assign a unique Voucher ID.



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.



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