

# Create Non-PO Vouchers

## (Homepage) Accounts Payable > (Tile) Voucher Entry

**Voucher**

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

Business Unit UTEP1  
Voucher ID NEXT  
Voucher Style Regular Voucher

**Supplier Name DELL CITY ISD**  
Short Supplier Name DELL CITY-001  
Supplier ID 0000038617  
Supplier Location SHARED  
Address Sequence Number 1  
Invoice Number 1234  
Invoice Date 04/21/2019  
Gross Invoice Amount 500.00  
Freight Amount 0.00  
Misc Charge Amount 0.00  
PO Business Unit  
PO Number  
Estimated No. of Invoice Lines 1

**Invoice Information** Payments **Add**

1. Navigate to Accounts Payable **Voucher Entry** page.
2. Click **Add a New Value**.
3. Enter the voucher fields **highlighted in green**.
4. Click the **Add** button save information.
5. The **Invoice Information** page will display all the information entered in step number 3.
6. Select the **Comments** link to add comments to Voucher.
7. Select the **Attachments** link to add attachments to the Voucher.

**Invoice Information** Payments **Add**

Business Unit UTEP1  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Invoice Date 04/21/2019  
Invoice Received  
**DELL CITY ISD**  
Supplier ID 0000038617  
ShortName DELL CITY-001  
Location SHARED  
\*Address 1  
Control Group  
Pay Schedule Manual  
Incomplete Voucher

Invoice No 1234  
Accounting Date 04/26/2019  
\*Pay Terms NET30 Net 30 Day  
Basis Date Type Inv Date

**Invoice Total**

Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
Total	500.00
Difference	0.00

Non Merchandise Summary  
Session Defaults  
**Comments(0)**  
**Attachments (0)**  
Basis Date Calculation  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Save Action Run Calculate Print

► Copy From Source Document

**Please Note:**  
You can find the mailing address for the vendor payment under the **Payments** tab.

# Create Non-PO Vouchers

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

**Basis Date Calculation**

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

### Date Calculation

**12** [Back to Invoice](#)

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date

**9** Invoice Receipt Date: 04/23/2019 Invoice Date: 04/21/2019

Goods/Services Receipt: 04/26/2019 Acceptance Date:

**11** [Calculate](#)

### Service Dates

**10** [Edit Project Service Dates](#)

Service Start Date: 04/26/2019

Service End Date: 04/26/2019

[Update ALL Voucher Lines](#)

Invoice Information
Payments
Voucher Attributes

### Invoice Lines

Line 1  Copy Down

\*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 500.00

**13** SpeedChart: 14021600

Ship To: PPB 1.180

**14** Description: Purchase of laptop

**16** [+](#) [-](#)

\*Service Start Date: 04/26/2019 End Date: 04/26/2019 Empl ID:

**15** **Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program
<input type="checkbox"/>	1	500.00		UTEP1	<input type="text"/>	2100	301500	

**17** [Save](#)

[Notify](#) [Refresh](#)

8. Select the **Basis Date Calculation** link to add Voucher document dates.

9. Enter dates:

- Invoice Report Date**—Date the invoice is received by Department
- Goods/Service Date**—Date goods received or service completed

10. **Enter Service Dates**

11. Click the **Calculate** button to calculate basis date.

12. Click the **Back to Invoice** link to return to Invoice Information page.

13. Scroll down to the **Invoice Lines** section and add a **SpeedChart** and press the tab or enter key.

14. Enter a **Description** for the line.

15. Scroll down to the **Distribution Lines** section and enter an **Account** using the magnifying glass to search.

16. Use the “+/-” buttons to add and delete lines and repeat steps 13-15.

17. Click **Save** button to save your information.

# Create Non-PO Vouchers

Action: Budget Checking  
Voucher Post

Run Calculate Print

Find | View All First

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes No

Invoice Total	
Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
Total	500.00
Difference	0.00

Non Merchandise Summary

- Session Defaults
- Comments(0)
- Attachments (0)
- Basis Date Calculation
- Template List
- Advanced Supplier Search
- Preview Approval
- Supplier Hierarchy
- Supplier 360

Run Calculate Print Submit Approval

Approval Comments

Business Unit: UTEP1  
Voucher ID: 00088179

Additional Details

254 characters remaining

OK Cancel Refresh

- From the **Action** dropdown, select **Budget Checking** to budget Check the Voucher .
- Click **Run** button to start the budget checking process.
- Click **Yes** on the pop-up message to continue.
- You can click the **Preview History** link to see a preview of workflow before submitting the document.
- The **Submit Approval** button will appear after a successful Budget check. Click **Submit Approval** to continue.
- The **Approval Comments** pop-up window will appear, click **OK** to confirm.