

Create Non-PO Vouchers

1

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular 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 **Regular 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

Invoice No 1234

Accounting Date 04/26/2019

*Pay Terms NET30 Net 30 Day

Basis Date Type Inv Date

Control Group

Pay Schedule Manual

Incomplete Voucher

Save Action Run Calculate Print

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

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

Back to Invoice

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date

Invoice Receipt Date: 04/23/2019

Goods/Services Receipt: 04/26/2019

Invoice Date: 04/21/2019

Acceptance Date:

Calculate

Service Dates

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: SpeedChart 14021600

Quantity:

UOM:

Unit Price:

Line Amount: 500.00

Ship To: PPB 1.180

Description: Purchase of laptop

+ -

Distribution Lines

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

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 18 19

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)

20 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
- 21 Preview Approval
- Supplier Hierarchy
- Supplier 360

Run Calculate Print 22 Submit Approval

Approval Comments

Business Unit UTEP1

Voucher ID 00088179

Additional Details

254 characters remaining

23 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.