

Create Non-PO Vouchers

Add a New Value

Menu > Financials > Accounts Payable > Vouchers 1

Add/Update

2 Regular Entry

3

*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 05/22/2023

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

4 Add

1. Navigate to **Accounts Payable Vouchers**.
2. **Regular Entry**.
3. Enter the voucher fields **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.

5 Invoice Information 6 Payments 7 Voucher Attributes

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

Basis Date Type Inv Date

Control Group

Pay Schedule Manual

Incomplete Voucher

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 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

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

11

Service Dates

10 [Edit Project Service Dates](#)

Service Start Date: 04/26/2019

Service End Date: 04/26/2019

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

14 Description: Purchase of laptop

16

15 Account:

17

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program
<input type="checkbox"/>	1	500.00		UTEF1	<input type="text"/>	2100	301500	

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.