

Financials
Oracle/PeopleSoft 9.0

Voucher Entry

Learning Objectives



- When to Use a Direct Purchase and a Travel Voucher
- How to Get to the Voucher Screen
- Overview of Business Units
- How to Add a Direct Purchase Voucher
- How to Add a Travel Voucher

Oracle 9.0 View a Voucher




ORACLE®
PEOPLESOFT ENTERPRISE


<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
English	Español																						
Dansk	Deutsch																						
Français	Français du Canada																						
Italiano	Magyar																						
Nederlands	Norsk																						
Polski	Português																						
Suomi	Svenska																						
Čeština	日本語																						
한국어	Русский																						
ไทย	简体中文																						
繁體中文	العربية																						
<p>To set trace flags, click here</p>																							

Login to Oracle Financials

ORACLE

Personalize [Content](#) | [Layout](#)

Menu   

Search: 

- ▷ My Favorites
- ▷ CU CUSTOM
- ▷ Vendors
- ▷ Purchasing
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [Budget Journals](#)
- [Journals](#)
- [Process Monitor](#)
- [Project Information](#)
- [Purchase Orders](#)
- [Vouchers](#)
- [Query](#)

Select the Vouchers Link from the menu

Clemson University Business Units

Voucher

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

Business Unit: CU  

Voucher ID: NEXT

Voucher Style: Regular Voucher

Look Up Business Unit

Business Unit: begins with

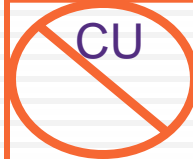
Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-12 of 12 Last

Business Unit	Description
CU	Clemson University
CUF	Clemson University Foundation
CUFP	CUF Employee
CURF	Clemson Univ Research Foundat
CURFP	CURF Employee
EMPLY	Employee Reimbursement
FCECC	Continuing Edu Conference Comp
FCREF	Clemson Univ Real Estate Fdn
FCRFC	Clemson Research Facilities Co
FMREC	AMREC LLC
HR	HR/Payroll Vendor Pymts
STDNT	Student Payments

BU	Description
	Used for Vendor Invoices, Vouchers paid from Funds 10-17, 19-23
EMPLY	Used for Payments to Clemson Employees, Vouchers paid from Funds 10-17, 19-23
STDNT	Used for Student Payments, Vouchers paid from Funds 10-17, 19-23
CUF	Used for Clemson Foundation Vendor Invoices, Vouchers paid from Funds 50-71
CUFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 50-71
CURF	Used for Payments to Clemson Research Foundation Vendor Invoices, Vouchers paid from Funds 80-81
CURFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 80-81

Choose the appropriate Business Unit based on what type of funds the expense is posted to. Click the magnify icon to search. Click on the appropriate Business Unit to populate the business unit field.

Voucher

[Find an Existing Value](#)

Add a New Value

Business Unit:	<input type="text" value="CUF"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text"/>
Vendor ID:	<input type="text"/>
Vendor Location:	<input type="text"/>
Address Sequence Number:	<input type="text" value="0"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>
Gross Invoice Amount:	<input type="text" value="0.000"/>
Freight Amount:	<input type="text" value="0.000"/>
Sales Tax Amount:	<input type="text" value="0.000"/>
Misc Charge Amount:	<input type="text" value="0.000"/>
Tax Exempt Flag	<input type="checkbox"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

Add

[Find an Existing Value](#) | [Add a New Value](#)


← Leave Voucher ID as NEXT

← Leave Voucher Style as Regular


Voucher


[Find an Existing Value](#)


[Add a New Value](#)


Business Unit: CUF 


Voucher ID: NEXT

Voucher Style: Regular Voucher 


Short Vendor Name: Office P 

Vendor ID: 

Vendor Location: 

Address Sequence Number: 0 

Invoice Number:

Invoice Date: 

Gross Invoice Amount: 0.000

Freight Amount: 0.000

Sales Tax Amount: 0.000

Misc Charge Amount: 0.000

Tax Exempt Flag


Estimated No. of Invoice Lines: 1


Add


[Find an Existing Value](#) | [Add a New Value](#)



Look Up Short Vendor Name



SetID: CUF

Short Vendor Name: begins with  OFFICE P

Name 1: begins with 

Vendor ID: begins with 

Classification: =  

Persistence: =  

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View All First  1 of 1  Last

Short Vendor Name	Name 1	Vendor ID	Classification	Persistence
OFFICE PAN-001	Office Panel Systems	0000003854	Supplier	Regular

To select a Vendor Name, type in part of the vendor name then click on the magnify icon. The search results will appear. Click on the appropriate vendor, where the 'name 1' column in the search results matches the remit vendor name on the invoice.

Voucher

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit:	<input type="text" value="CUF"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text" value="OFFICE PAN-001"/>
Vendor ID:	<input type="text" value="0000003854"/>
Vendor Location:	<input type="text" value="000001"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text" value="31"/>
Gross Invoice Amount:	<input type="text" value="0.000"/>
Freight Amount:	<input type="text" value="0.000"/>
Sales Tax Amount:	<input type="text" value="0.000"/>
Misc Charge Amount:	<input type="text" value="0.000"/>
Tax Exempt Flag	<input type="checkbox"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

Vendor ID defaults when Vendor Name is selected on Search screen

Location always defaults to 000001

Click magnify icon to select correct Remit Address. The remit address that is selected must match the remit address on the vendor invoice.

Add

[Find an Existing Value](#) | [Add a New Value](#)

Look Up Address Sequence Number

SetID: CUF
Vendor ID: 0000003854
Address Sequence Number: =
Address Type: =

[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	INV/REMIT/ORDER	1406 Elrod Road	Piedmont	(blank)	SC	USA
2	Business	Remit	206 New Neely Ferry Road	Mauldin	(blank)	SC	USA

This screen shows the results of searching by the address sequence number. Click on the appropriate Remit To address.

Voucher

[Find an Existing Value](#)

Add a New Value

Business Unit:	CUF
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	OFFICE PAN-001
Vendor ID:	0000003854
Vendor Location:	000001
Address Sequence Number:	2
Invoice Number:	4021
Invoice Date:	11/23/2010
Gross Invoice Amount:	250.00
Freight Amount:	0.000
Sales Tax Amount:	0.000
Misc Charge Amount:	0.000
Tax Exempt Flag	<input type="checkbox"/>
Estimated No. of Invoice Lines:	1

Notice the selected address number will appear

Enter invoice information, such as Invoice Number (exactly as it appears on the vendor's invoice), Invoice Date, and Gross Invoice Amount (total amount to be paid to vendor, including tax and/or freight)

Add

Once invoice information is entered, click Add

[Find an Existing Value](#) | [Add a New Value](#)

Invoice Information

Payments

Voucher Attributes

Business Unit: CUF
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number: 4021
Invoice Date: 11/23/2010
Action:

The Business Unit through Invoice Date fields default in based on the information entered on the previous screen

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000003854
Name: OFFICE PAN-001
Location: 000001
*Address: 2

*Pay Terms: NET30 N30
Accounting Date: 12/02/2010

Basis Dt Type Inv Date

Comments(0)

Non Merchandise Summary

Sales/Use Tax Summary

Session Defaults

Withholding

Office Panel Systems
206 New Neely Ferry Road
Mauldin, SC 29662

Total: 250.000 Calculate

Packing Slip:

Gross amount to pay including freight & tax

Invoice Lines

Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						250.000

Ship To: TAXDEFAL
SpeedChart:

Use One Asset ID

Calculate

Sales/Use Tax

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

GL Chart

Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
1	250.000							

Business Unit: CUF
Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines: 0.000
Misc Charge Amount:
Freight Amount: 25.00
Sales Tax Amount: 15.00

Leave Blank

Enter amount from vendor invoice

Click to add or delete an Invoice Line

Scroll down using down arrow to see line and distribution section

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						250.000

Ship To: TAXDEFAL SpeedChart: Use One Asset ID **Calculate**

[Sales/Use Tax](#)

Distribution Lines Customize | Find | View All First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	250.000							

Enter an item Description, Quantity, Unit of Measure (UOM), Unit Price, and Extended Amount. Description and Quantity are optional fields but are helpful information. Unit Price is the cost of each item. Extended Amount is the total number of Items multiplied by the Unit Price. (i.e. you purchased two computer monitors at \$100.00 each, the Extended Amount would be \$200.00).

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						210.00

Ship To: TAXDEFAULT SpeedChart:

[Sales/Use Tax](#) Use One Asset ID

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1 250.000							

Click on the Sales/Use Tax link

If you are paying invoices for multiple counties with different tax rates, you need to change the Tax Code suitable to the county the goods were delivered in.

Invoice Line Tax Information

Voucher Line: 1 Ship To Location: TAXDEFAULT

▼ Sales and Use Tax

Sales/Use Tax Destination: TAXDEFAULT

Sales/Use Tax Applicability: Sales Tax

Ultimate Use Code:

Tax Code SUT: PICKENS

Include Misc Charges
 Include Discount
 Include Freight
 Include VAT

Sales/Use Tax Calculations
 Sales Tax Pct: 7.0000
 Calculated Sales Tax Amount:
 Allocated Sales Tax Amount:
 Use Tax Amount:

The Sales/Use Tax Destination defaults. Select Sales/Use Tax Applicability. Select the appropriate Tax Code SUT for each line item (the county goods are delivered to).

Click OK to return to the voucher entry page

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						210.000

Ship To: TAXDEFAL SpeedChart:

Use One Asset ID

[Sales/Use Tax](#)

Distribution Lines Customize | Find | View All | First 1 of 1 Last

GL Chart

	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
1	210.000		7202	15	5365	101	130	1500000

Click to add or delete a Distribution Line & the box below will pop up

Explorer User Prompt ✕

Script Prompt:

Enter number of rows to add:

Enter appropriate amount, acct #, fund, dept #, program, class, and project #. These distribution fields make up the General Ledger Chartfields. The Amount is the line amt charged to the Distribution #. Quantity can be left blank. Account is the acct # for the item or service being procured. Fund is the # associated with the source of funds. Department is the Organization/Dept ID #. Program is the source of Program Funds and Project Number is the **project the voucher is billed to**. Please note: the Fund and Project ID must agree in prefix. (i.e. If the Fund is 15, then the Project must begin with 15xxxxx).

Invoice Lines

Find | View All First 1-2 of 2 Last



Line *Distribute by Item Description Quantity UOM Unit Price Extended Amount
1 Amount Table 0.000

Line 1

Ship To: TAXDEFAL
SpeedChart

Use One Asset ID

Calculate

[Sales/Use Tax](#)

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	200.000		7218	15	5365	101	130	1500000



Line *Distribute by Item Description Quantity UOM Unit Price Extended Amount
2 Amount Installation 0.000

Line 2

Ship To: TAXDEFAL
SpeedChart

Use One Asset ID

Calculate

[Sales/Use Tax](#)

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	10.000		7032	15	5365	101	130	1500000

This shows an additional line has been added. The arrows on the Invoice Lines section are used to move to the next or previous line item. The arrows on the Distribution Line Header Row are used to move to the next or previous distribution for the shown line item. In this example, there is only one distribution.

TAXDEFAL

Use One Asset ID

Calculate

[Sales/Use Tax](#)

▼ Distribution Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

GL Chart

	Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
+ -	<input type="checkbox"/>	10.000		7032	15	5365	101	130	1500000

Business Unit: CUF

Voucher ID: NEXT

[Print Invoice](#)

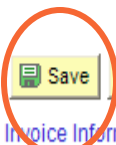
Balancing

Invoice Lines	0.000	
Misc Charge Amount		
Freight Amount	25.000	
Sales Tax Amount	15.000	
<hr/>		
(minus) Total	250.000	Calculate
<hr/>		
(equals)		
Non Merchandise Summary		
Sales/Use Tax Summary		
<input type="checkbox"/> Tax Exempt Flag		
Use Tax	0.000	

Use scroll bar to Save Voucher



Click Save to save the voucher



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

[Add](#) [Update/Display](#)

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

Summary

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: CUF
Voucher ID: 00031946
Voucher Style: Regular

Invoice Number: 4021
Invoice Date: 11/23/2010
Action: [Dropdown] [Run] [Print Invoice]

Copy from a Source Document

PO Unit: [Input] Purchase Order: [Input] [Copy PO] Worksheet Copy Option: None [Dropdown]

Vendor: 0000003854
Name: OFFICE PAN-001
Location: 000001
*Address: 2 [Advanced Vendor Search]

*Pay Terms: NET30 N30

Accounting Date: 11/30/2010

Total: 250.000 [Calculate]

Difference: 0.000

Packing Slip: [Input]

Accounting Date is the current date at time of entry. If voucher is not approved during the accounting period it was entered, the accounting date will be brought forward to the next month.

Difference must equal 0 or voucher will not be saved

Invoice Lines

Find | View All | First 2 of 2 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Amount	[Input]	Installation	[Input]	[Input]	[Input]	10.000

Ship To: TAXDEFAL SpeedChart [Input]
[Use One Asset ID] [Calculate]

Sales/Use Tax

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
[+/-]	1 10.000	[Input]	7032	70	5365	101	130	1500000

Business Unit: CUF
Voucher ID: 00031946

Balancing	
Invoice Lines	210.000

Summary

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: CUF

Voucher ID: 00031946

Voucher Style: Regular

Invoice Number:

4021

Invoice Date:

11/23/2010

Action:

Run

Print Invoice

Total:

250.000

Vendor:

Office Panel Systems

*Pay Terms:

NET30

N30

Schedule Payments

206 New Neely Ferry Road

Mauldin, SC 29662

Payment Information

Find | View All First 1 of 1 Last

Scheduled Payment: 1

*Remit to:

0000003854

Gross Amount:

250.000

USD

Location:

000001

Discount:

0.000

USD

Discount Denied

*Address:

1

Scheduled Due:

12/02/2010

Net Due:

11/23/2010

Discount Due:

Accounting Date:

Office Panel Systems

1406 Elrod Road

Attn: Charles Durham

Piedmont, SC 29673-9443

Payment Method

*Bank:

BBT

Pay Group:

*Account:

CUF

*Handling:

RG

Verify that the address to remit the payment to is the same address that appears on this page. If the address is different, click the Magnify Icon to view the address listings for this Vendor.

Look Up Address

Remit Vendor: 0000003854

Remitting Address: =

[Look Up](#)

[Clear](#)

[Cancel](#)

[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Remitting Address	Description	Address Line 1	City	County	State	Country
1	INV/REMIT/ORDER	1406 Elrod Road	Piedmont	(blank)	SC	USA
2	Remit	206 New Neely Ferry Road	Mauldin	(blank)	SC	USA

This screen shows the results of searching by the address sequence number. Click on the appropriate Remit To address.

Payment Information		Find View All		First	1 of 1	Last
Scheduled Payment:	1					
*Remit to:	0000003854	Gross Amount:	250.000	USD		
Location:	000001	Discount:	0.000	USD	<input type="checkbox"/> Discount Denied	
*Address:	2	Scheduled Due:	12/02/2010			
	Office Panel Systems	Net Due:	11/23/2010			
	206 New Neely Ferry Road	Discount Due:				
	Mauldin, SC 29662	Accounting Date:				

This panel appears after the correct remit address is selected.

Payment Information Section:

Scheduled Payment: This will in most cases always be 1. When a voucher is Void/Reissue, then the number will increase by 1 each time.

Remit To: The vendor number from the Invoice Information Page.

Location: The default value is 000001. Do not change.

Address: The address that matches the remit address listed on the vendor invoice.

Gross Amount: The total amount of the voucher that will be paid to the vendor.

Discount: The amount of the discount that was applied. This value is populated once the voucher has been selected for pymt.

Scheduled Due: The date the payment is due determined by the invoice date, the vendor payment terms, and the voucher entry date.

Net Due: Described in the example above.

Discount Due: If the vendor payment terms include a discount, then the amount is displayed.

Accounting Date: The date the payment is posted. It is usually the same date as the date the payment was issued.

200 New Neely Ferry Road

Mauldin, SC 29662

Net Due: 11/23/2010

Discount Due:

Accounting Date:

Payment Method

*Bank: BBT

Pay Group:

*Account: CUF

*Handling: RG

*Method: CHK Check

*Netting: N

Message: [Messages](#)

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule

Payment Date:

Pay:

Reference:

Payment Options

Hold Payment

Separate Payment

Hold Reason:

Letter of Credit:

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)

Payment Method Section:

- Bank:** Will be grey or disabled. The CU Vendor Bank account defaults.
- Account:** Will be grey or disabled. The CU Vendor Bank account defaults.
- Method:** Will be either CHK (Check), WIR (Wire Transfer), EFT (Electronic Funds Transfer), or ACH (Automated Clearing House)
- Message:** This is the message that will print on the advice. This is a required field for CES and PSA Staff. The field length is 20 characters.
- Pay Group:** CU and related entities do not use.
- Handling:** If you need to select AT for Attachments or HP for Hold-For-Pickup. (HP Policy changes).
- Netting:** Ignore

Schedule Payment		Payment Options	
*Action: <input type="button" value="Schedule"/>	Payment Date: <input type="text"/>	Hold Payment <input type="checkbox"/>	Separate Payment <input type="checkbox"/>
Pay: <input type="button"/>	Reference: <input type="text"/>	Hold Reason: <input type="text"/>	Letter of Credit: <input type="text"/>

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)

Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

- Action:** Will be grey or disabled.
- Pay:** Will be grey or disabled.
- Payment Date:** The date the payment was issued.
- Reference:** Check number, Wire number, or ACH number.
- Hold Payment:** Will be grey or disabled.
- Hold Reason:** Will be grey or disabled.
- Letter of Credit:** Will be grey or disabled.
- Separate Payment:** Check box if a separate check is required. Use only for Checks. Use only if the vendor insists on separate payment.
- Payment Inquiry:** Use hyperlinks to view additional information.
- Payment Note:** Any note you wish to insert before the payment is issued.

Scroll to the bottom of the page and click Save or the Voucher will not be updated with the correct info.

Summary

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: CUF
Voucher ID: 00031946
Voucher Style: Regular

Invoice Number: 4021
Invoice Date: 11/23/2010
Action:

Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000003854
Name: OFFICE PAN-001
Location: 000001
*Address: 2

[Advanced Vendor Search](#)

Office Panel Systems
206 New Neely Ferry Road
Mauldin, SC 29662

*Pay Terms: NET30 N30

Basis Dt Type Inv Date

[Comments\(0\)](#)

Accounting Date: 11/30/2010

Total: 250.000
Difference: 0.000

Calculate

Packing Slip:

To add comments to the Voucher, click on the Invoice Information tab, then click the hyperlink for Comments.

Invoice Lines

Find | View All First 2 of 2 Last

Line *Distribute by Item Description Quantity UOM Unit Price Extended Amount
2 Amount Installation 10.000

Ship To: TAXDEFAL
SpeedChart

Use One Asset ID

Calculate

[Sales/Use Tax](#)

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
1	10.000		7032	70	5365	101	130	1500000

Business Unit: CUF

Balancing

Summary Invoice Information **Voucher Attributes** Error Summary

Business Unit: CUF Invoice Number: 4021
Voucher ID: 00031946 Invoice Date: 11/23/2010
Voucher Style: Regular Action: Run Print Invoice

Total: 250.000

Voucher Processing

Post Voucher Close Voucher
 Revalue Voucher Delete Voucher

Accounting Instructions

*Accounting Template: STANDARD Account At: Gross

Match Action

*Status: No Match Match Due Date:
 Pay UnMatched Voucher

Transaction Currency

*Source: Tables *Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

Voucher Approval

*Approval: Pre-Approved Business Process:
Approval Rule Set:

Click on the Voucher Attributes Tab.

The only fields that you may need to use:

Delete Voucher: You may select this field and Save. The voucher will be deleted when processing runs. (A word of caution: Change the invoice number to DELETE/xx -- your Initials --) This will allow for you to re-enter another voucher with the invoice number provided by the vendor without receiving the Duplicate Voucher error.

The Delete Option will be grayed out if the voucher has been processed. At that time, you will need to complete the Delete/Close Voucher Form.

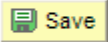
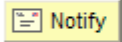
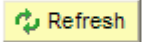
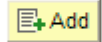
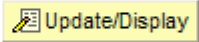
<http://www.clemson.edu/cubs/Secure/Forms/finance.htm>

Approval: To determine if the voucher is approved if applicable.

Summary Invoice Information Payments **Error Summary**

Business Unit:	CUF	Invoice Number:	4021
Voucher ID:	00031946	Invoice Date:	11/23/2010
Style:	Regular	Total:	250.000 USD

This Voucher does not have any errors.

 Save  Notify  Refresh  Add  Update/Display

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

The Error Summary Tab shows if there are errors with the Voucher. If errors exist, you should have a hyperlink to view the Commitment Control Error.

Summary

[Invoice Information](#)

[Payments](#)

[Voucher Attributes](#)

[Error Summary](#)

Business Unit:	CUF	Invoice Date:	11/23/2010
Voucher ID:	00031946	Invoice No:	4021
Voucher Style:	Regular	Invoice Total:	250.000 USD
Contract ID:			
Vendor Name:	Office Panel Systems 206 New Neely Ferry Road Mauldin, SC 29662	Pay Terms:	N30
		Voucher Source:	Online
Entry Status:	Postable	Origin:	K
Match Status:	No Match	Created:	12/02/2010
Approval Status:	Approved	Created By:	GKM
Post Status:	Unposted	Modified:	12/02/2010
		Modified By:	GKM
Document Tolerance Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid		

[*View Related](#)

Payment Inquiry



[Go](#)

[Print Voucher](#)

The Summary screen shows all of the Summary information for the Voucher you have just entered. Click the Print Voucher hyperlink to print the voucher. *Pop-Up Blockers must be turned off for the Voucher to appear.

AP Business Unit	Prepared By:
Voucher ID #	Prepared Date:
Invoice #	Purchase Order#
Invoice Date	Exemption #
Voucher Total	Contract #
Sales Tax	Scheduled Pay Date
Use Tax	Payment Due Date
Freight	Payment Code
Vendor #	Payment Method
Vendor Information	Payment Message

“Printable” version of the voucher

Expense Justification:

No voucher HEADER found. Close this window, RESAVE page, and try again.

Line Summary:



Distribution Summary:

Authorized Signature _____ Date _____

I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the budgeted account(s) listed above. I also certify that these expenses are in compliance with established policies and procedures of Clemson University or its related foundations and that they have not been (nor will not be) reimbursed in duplicate. I certify price is fair and reasonable.

For problems regarding this web page, please e-mail ithelp@clermson.edu.