Financials
Oracle/PeopleSoft 9.0

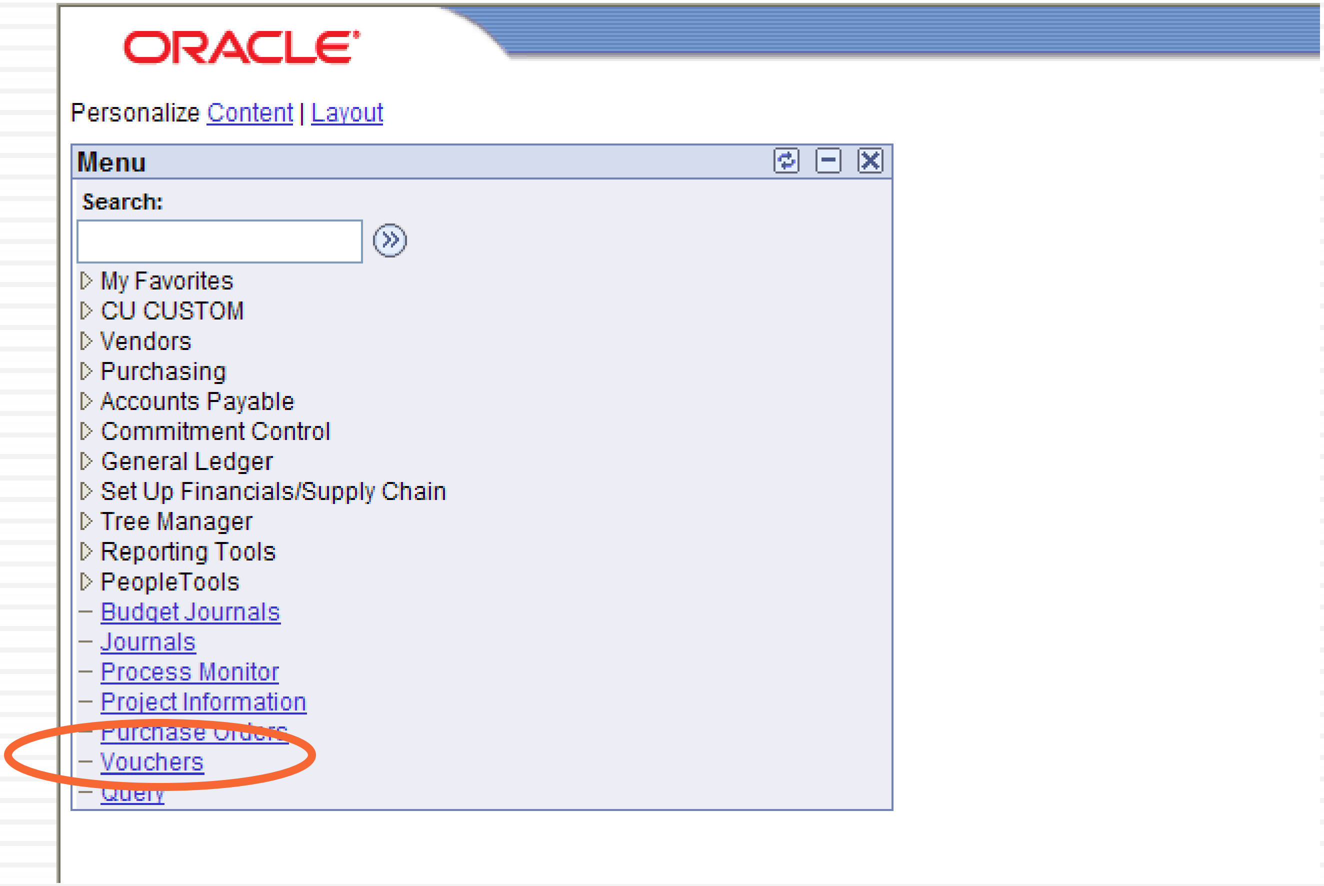
Voucher Entry

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

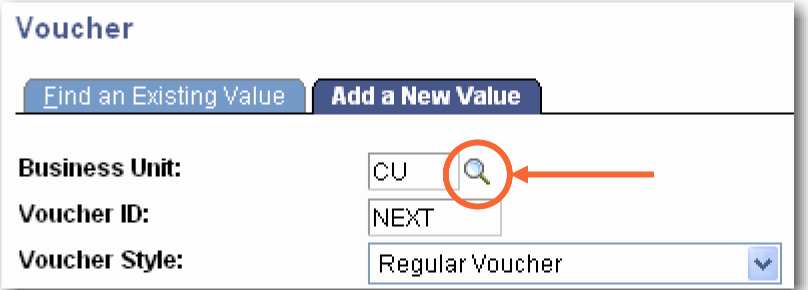
Oracle 9.0 View a Voucher

Login to Oracle Financials



Select the Vouchers Link from the menu

Clemson University Business Units



BU	Description
CU	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**

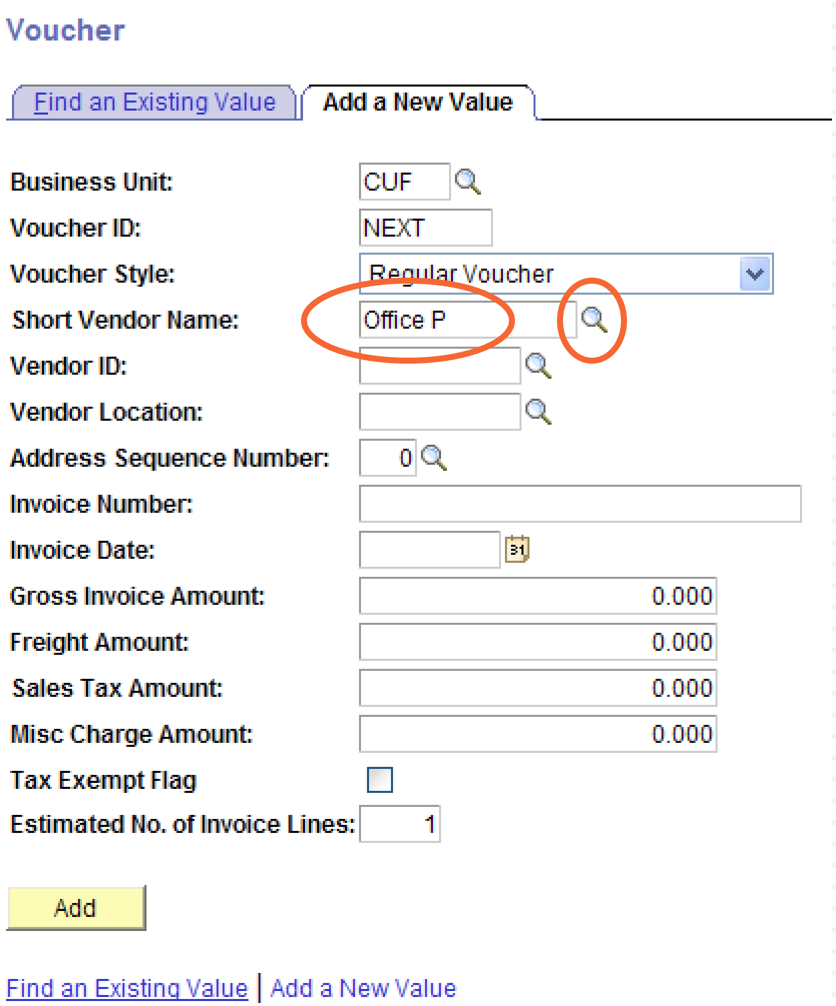
Business Unit:	CUF
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.000
Freight Amount:	0.000
Sales Tax Amount:	0.000
Misc Charge Amount:	0.000
Tax Exempt Flag	☐
Estimated No. of Invoice Lines:	1

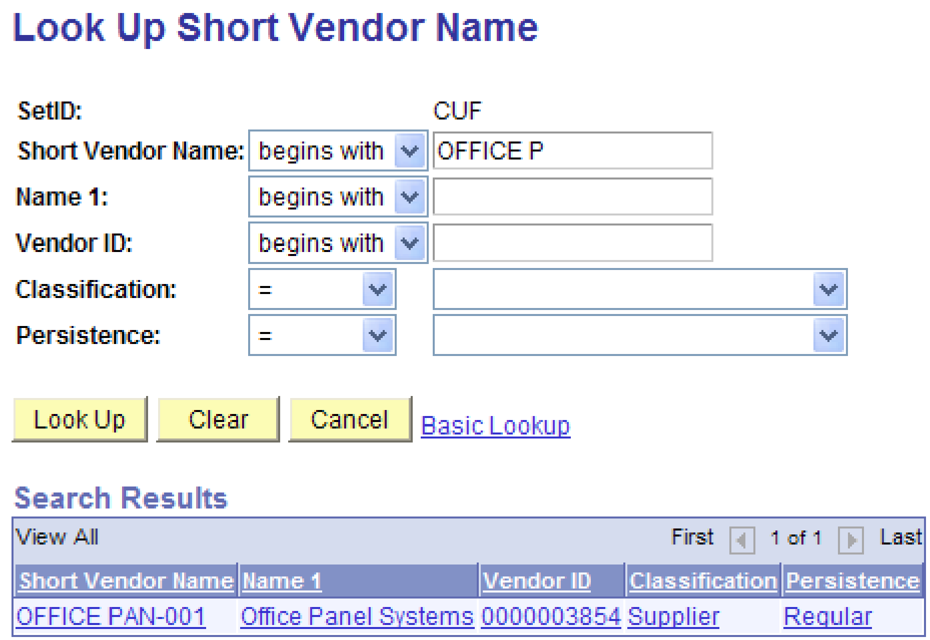
Add

Find an Existing Value | Add a New Value

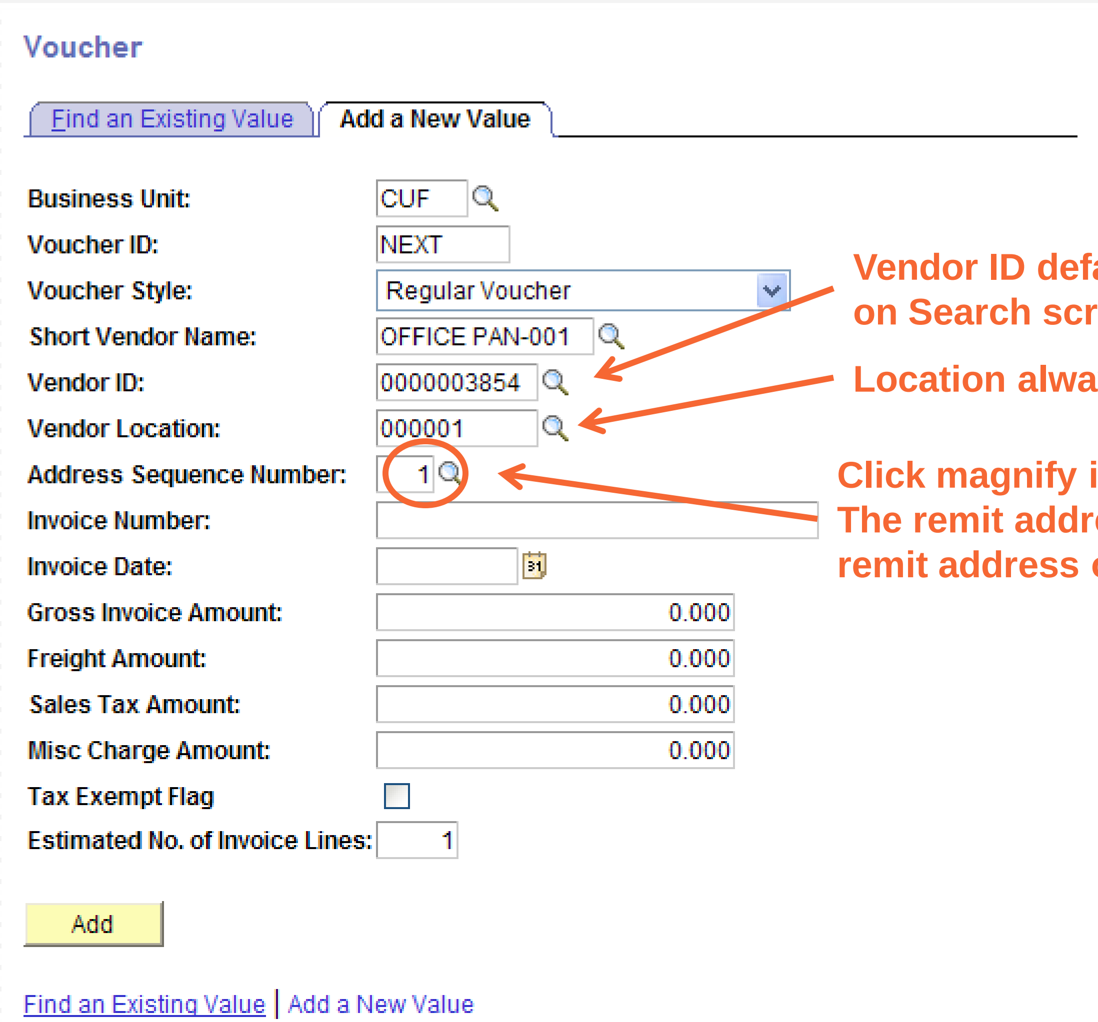
Leave Voucher ID as NEXT

Leave Voucher Style as 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:	CUF
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	OFFICE PAN-001
Vendor ID:	0000003854
Vendor Location:	000001
Address Sequence Number:	1
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

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.

Look Up Address Sequence Number

SetID: CUF

Vendor ID: 0000003854

Address Sequence Number: =

Address Type: =

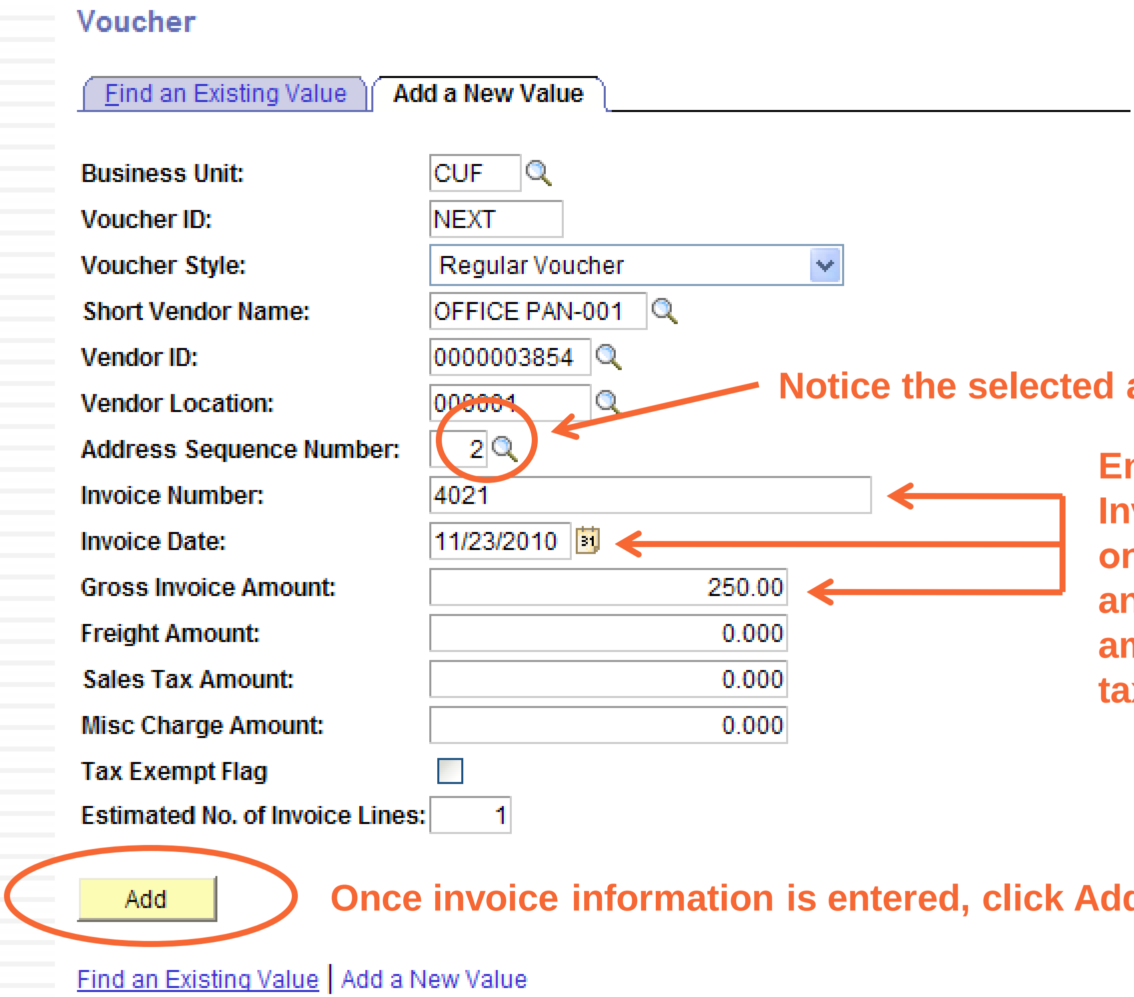
Look Up | Clear | Cancel | Basic Lookup

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.



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

Once invoice information is entered, click Add

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

Invoice Information | Payments | Voucher Attributes

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

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

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: 12/02/2010

Non Merchandise Summary

Total: 250.000 Calculate

Sales/Use Tax Summary
Session Defaults
Withholding

Gross amount to pay including freight & tax

Packing Slip:

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: TAXDEFAU 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
			1	250.000							

Business Unit: CUF
Voucher ID: NEXT
Print Invoice

Balancing

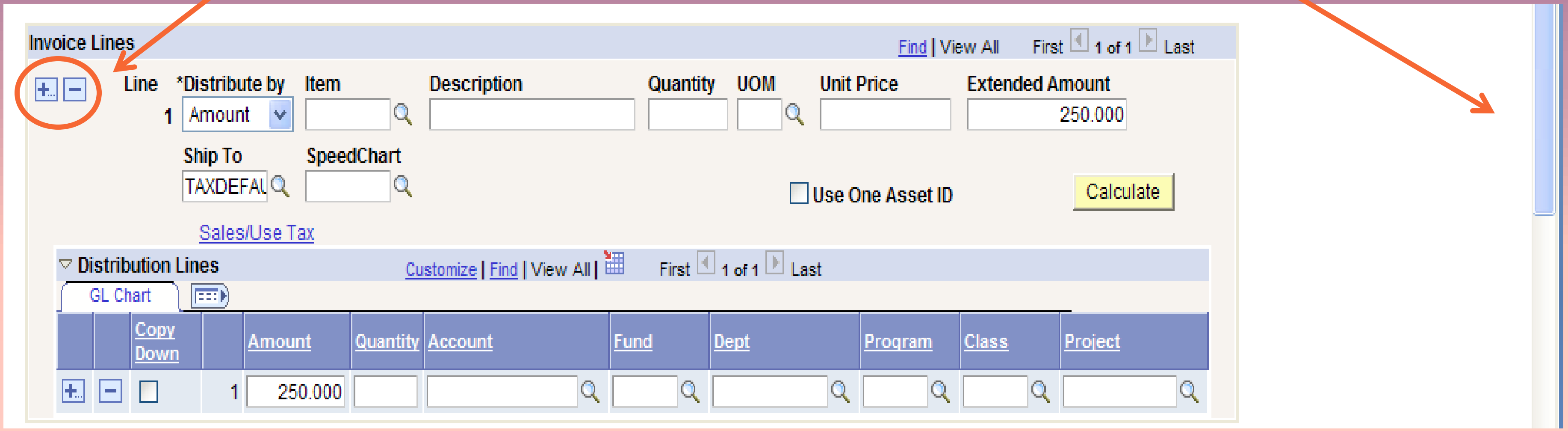
Invoice Lines	0.000
Misc Charge Amount	
Freight Amount	25.00
Sales Tax Amount	15.00

Leave Blank

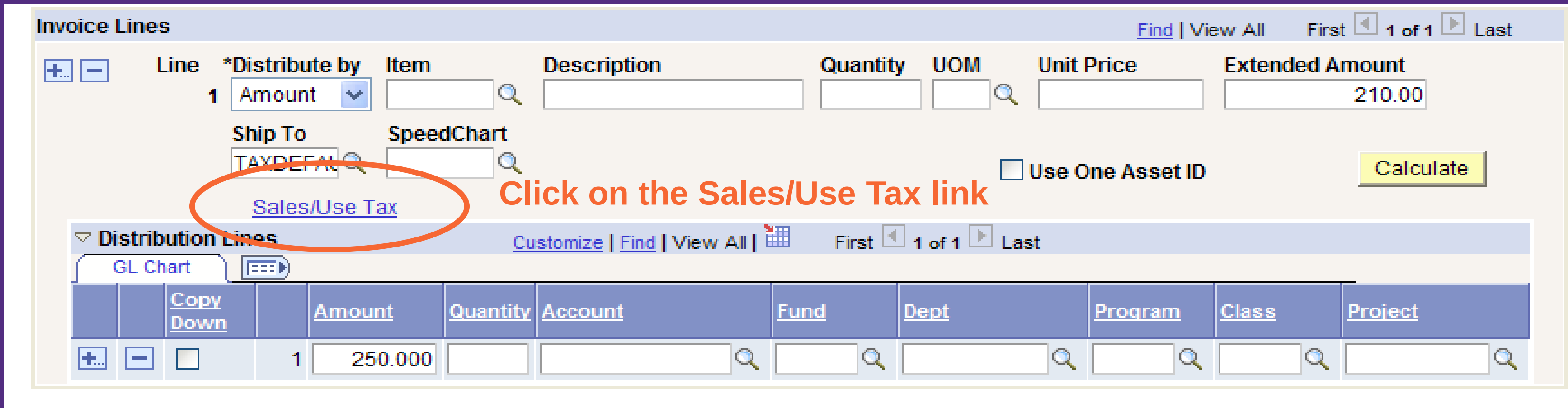
Enter amount from vendor invoice

Click to add or delete an Invoice Line

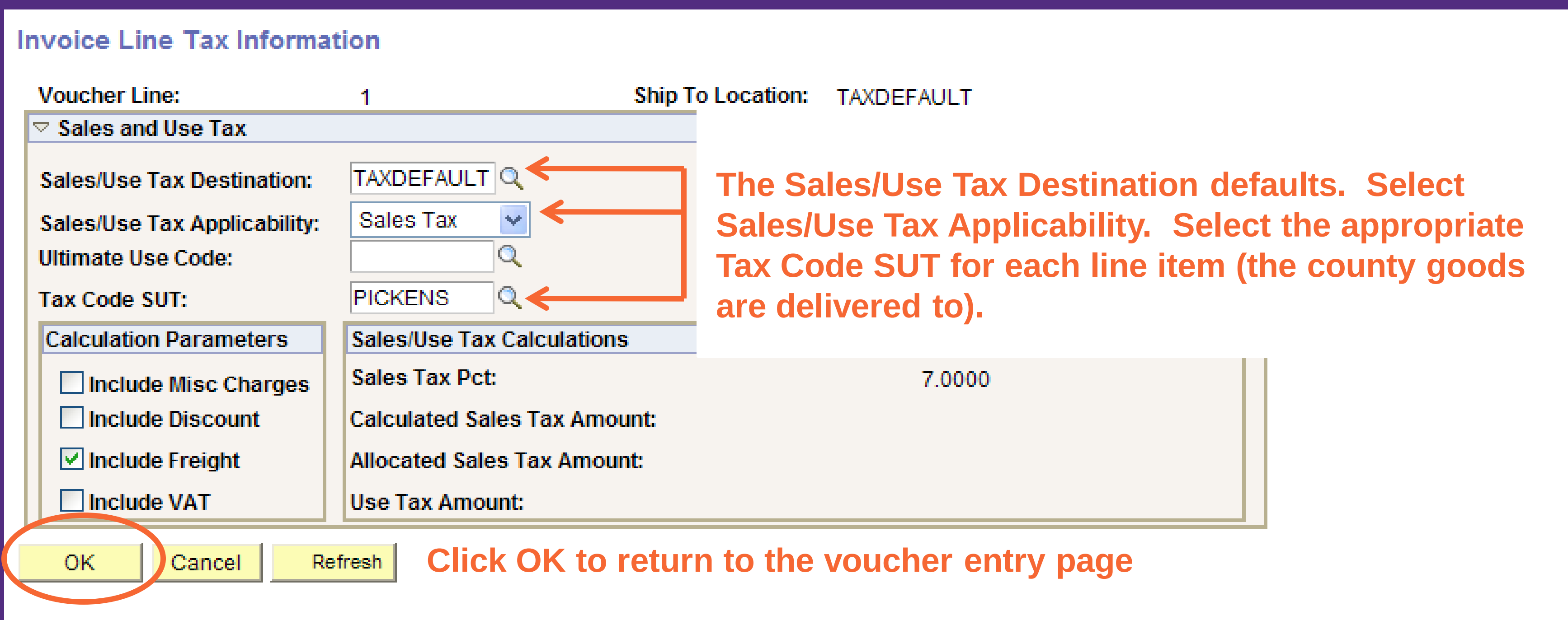
Scroll down using down arrow to see line and distribution section

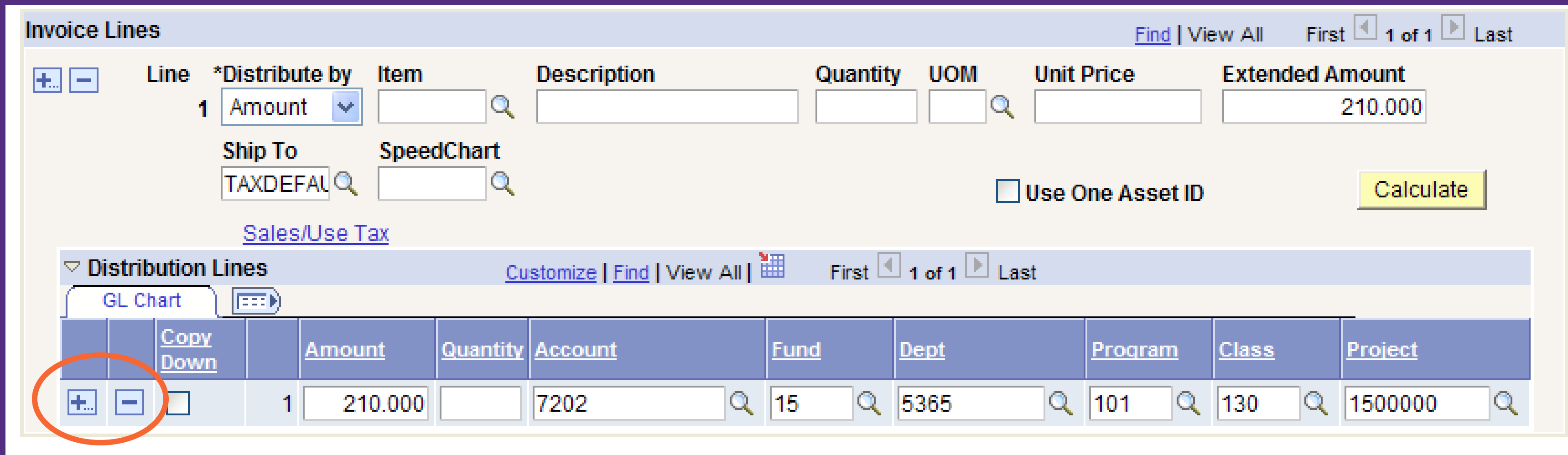


Enter an item Description, Quantity, Unit of Measure (UOM), Unit Price, and Extended Amount. Description and Quantity are optional fields but are helpful information. Unit Price is the cost of each item. Extended Amount is the total number of Items multiplied by the Unit Price. (i.e. you purchased two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

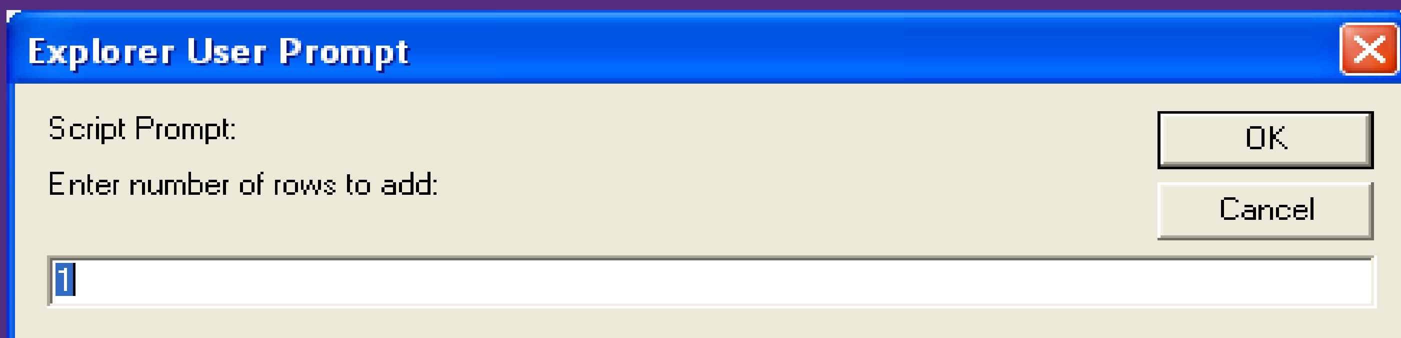


If you are paying invoices for multiple counties with different tax rates, you need to change the Tax Code suitable to the county the goods were delivered in.

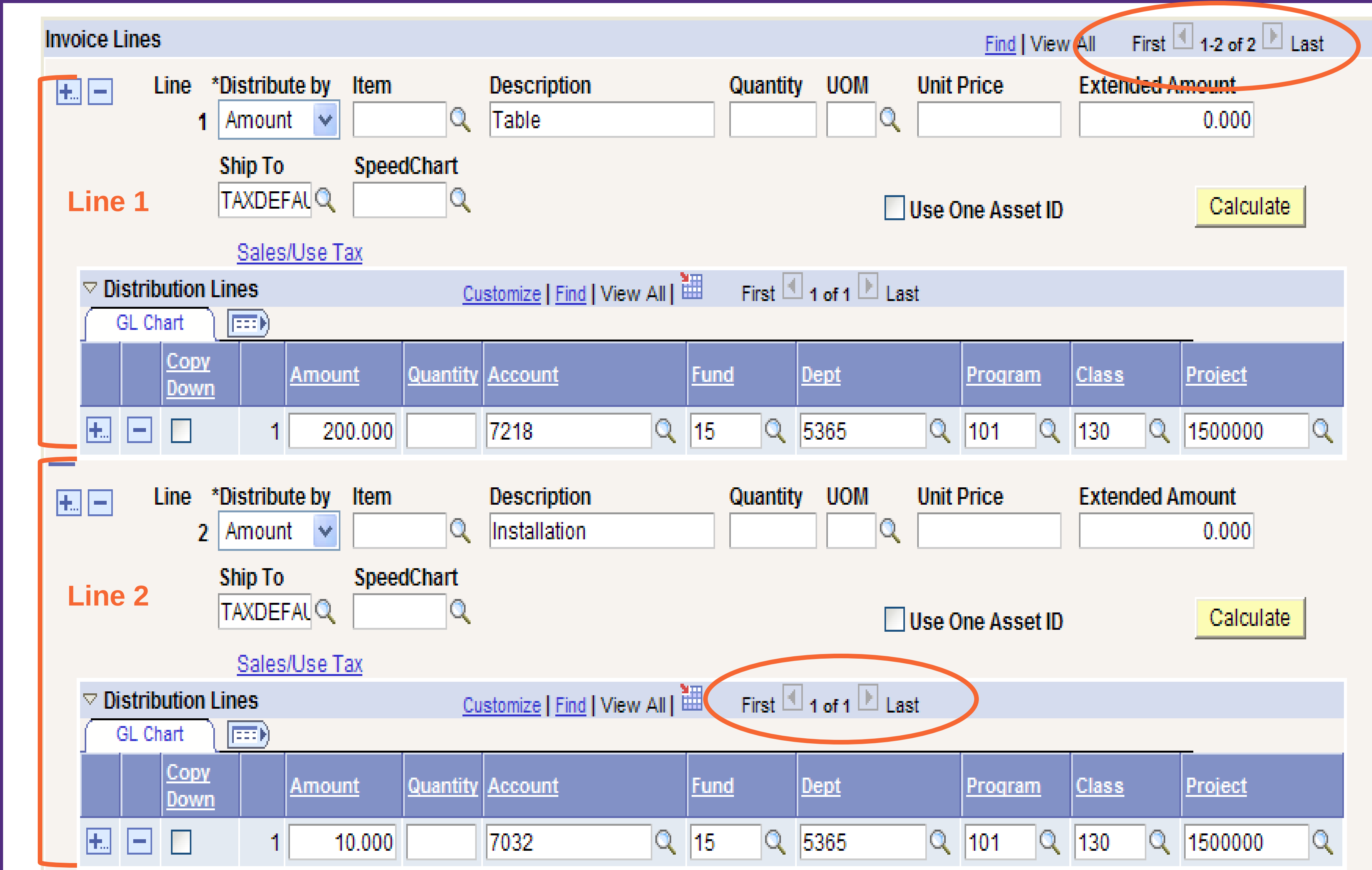




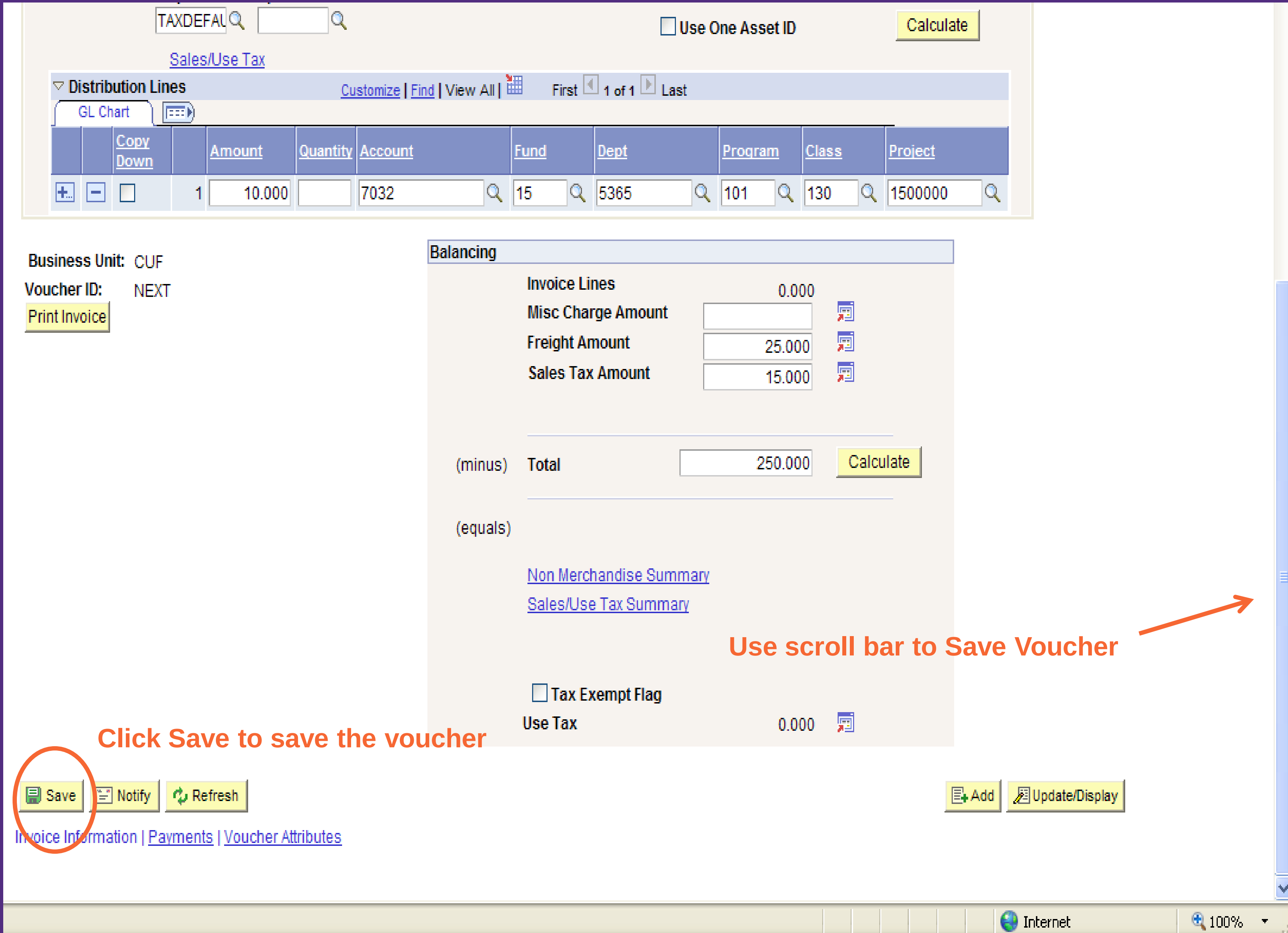
Click to add or delete a Distribution Line & the box below will pop up



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).



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.



Use scroll bar to Save Voucher

Click Save to save the voucher

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

Accounting Date: 11/30/2010

Total: 250.000 [Calculate]
Difference 0.000

Packing Slip:

Difference must equal 0 or voucher will not be saved

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.

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: TAXDEFAU **SpeedChart:**

Use One Asset ID [Calculate]

Sales/Use Tax

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

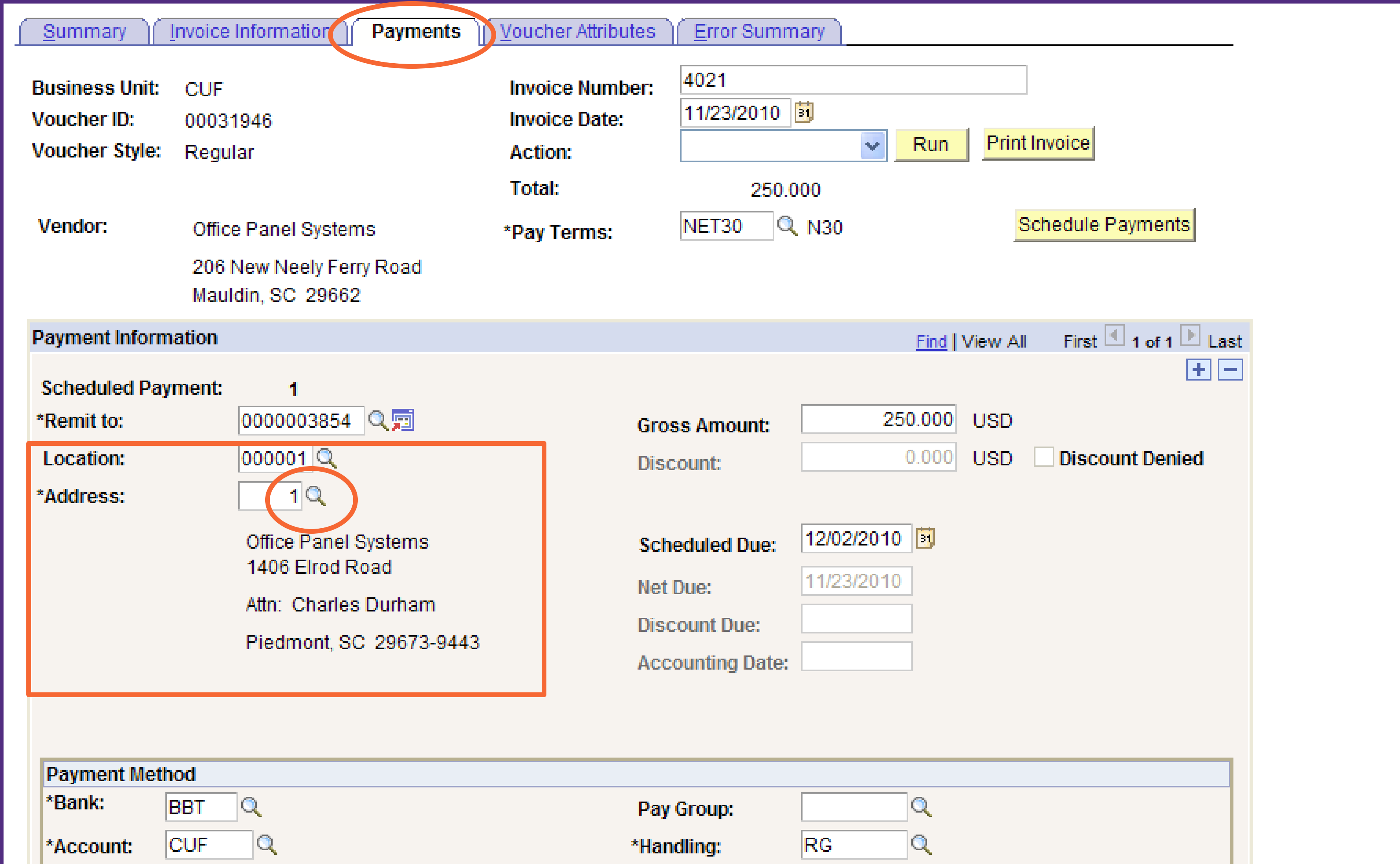
GL Chart

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

Business Unit: CUF
Voucher ID: 00031946

Balancing

Invoice Lines 210.000



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: =

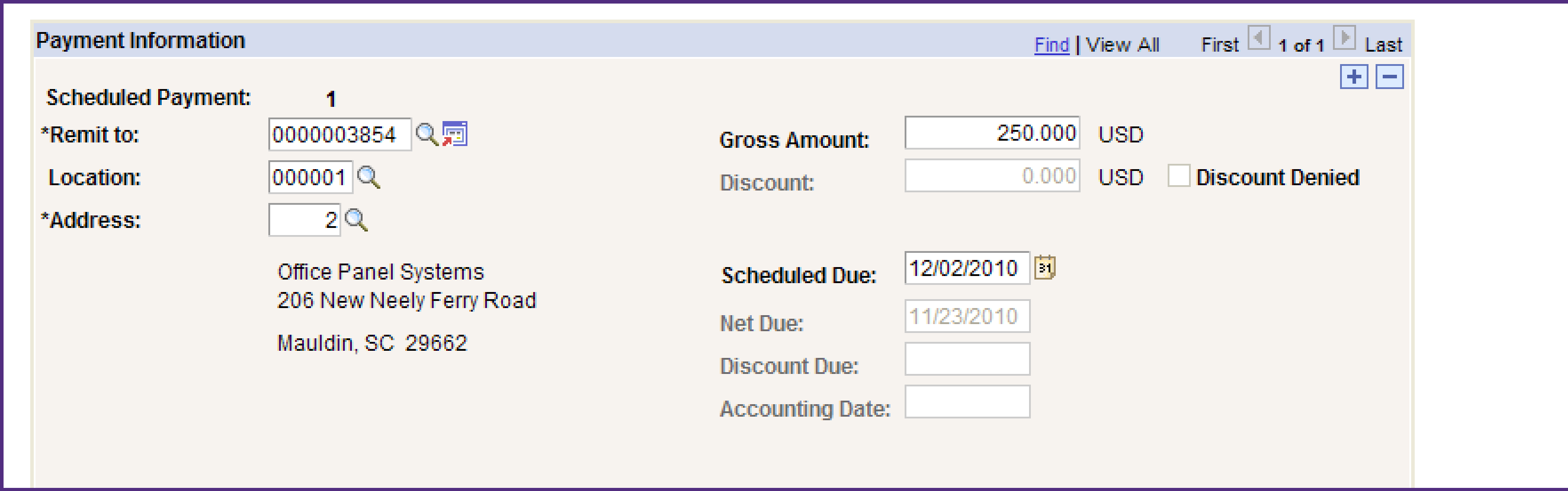
Look Up | Clear | Cancel | Basic Lookup

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

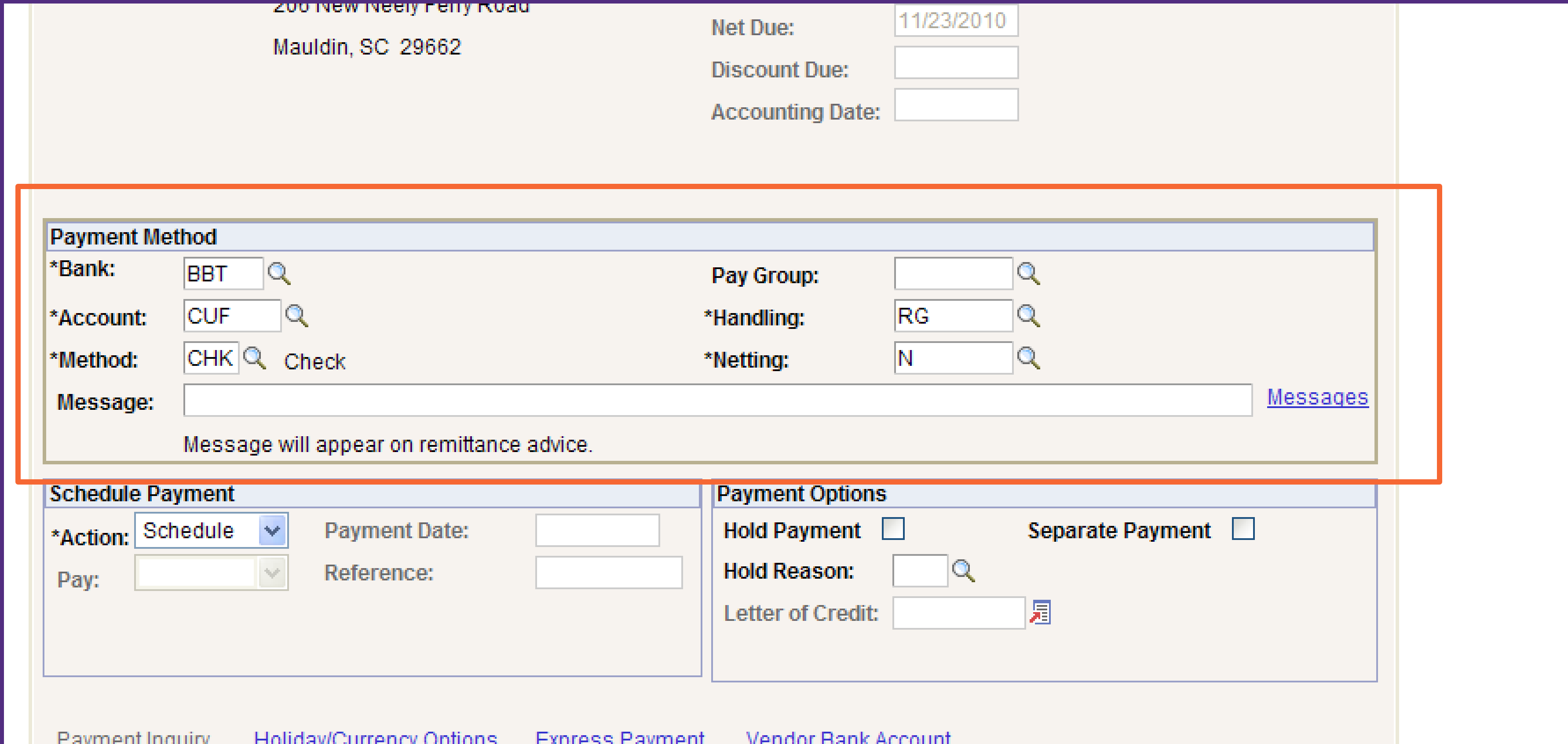
This screen shows the results of searching by the address sequence number. Click on the appropriate Remit To address.



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.



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.

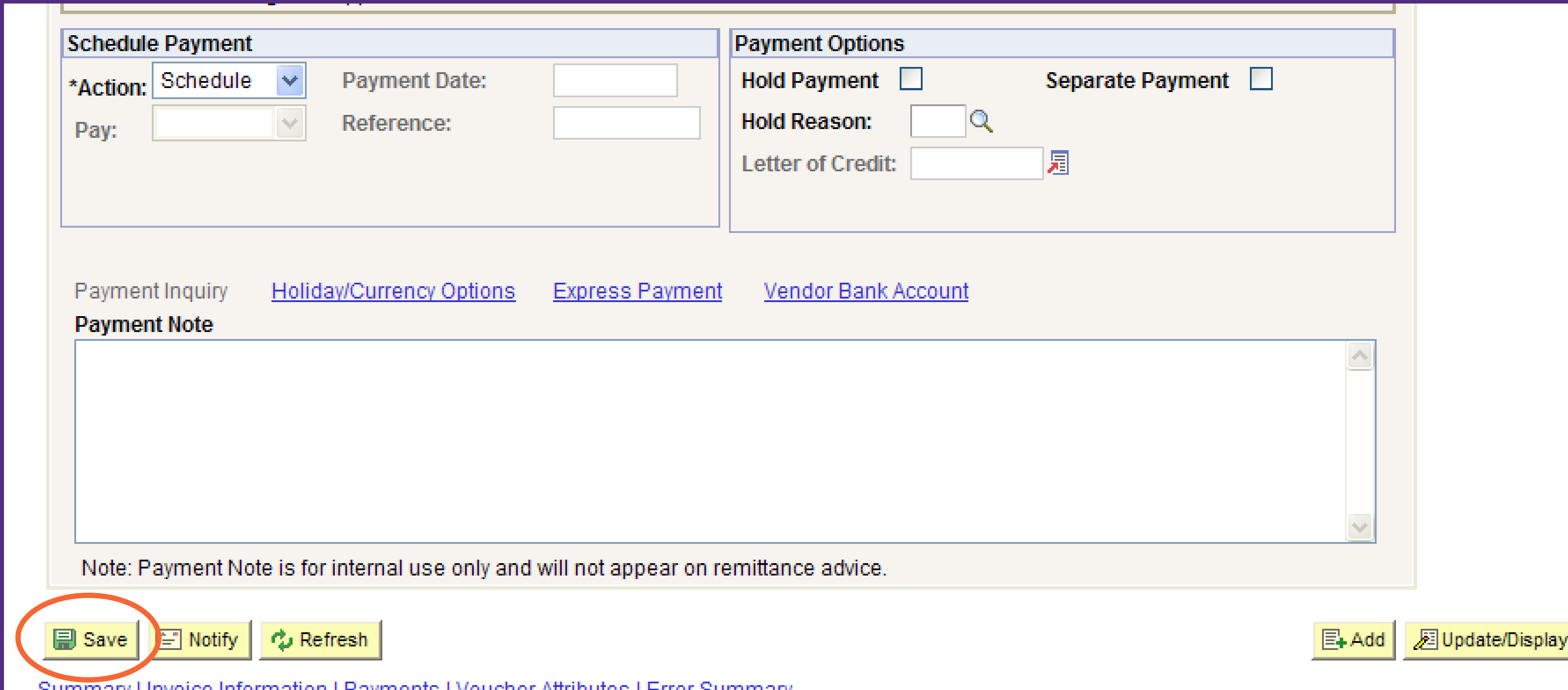
Method: Will be either CHK (Check), WIR (Wire Transfer), EFT (Electronic Funds Transfer), or ACH (Automated Clearing House)

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.

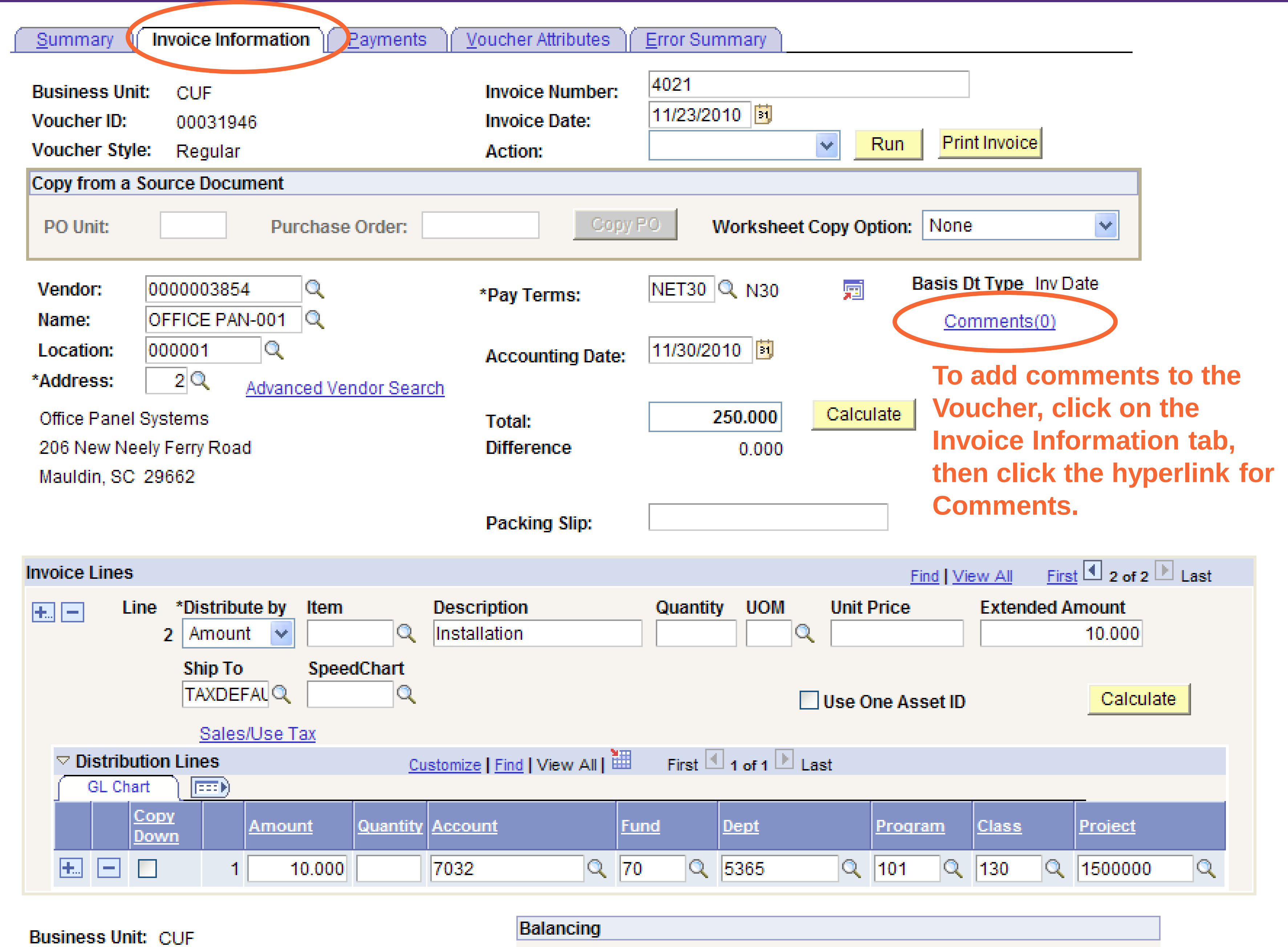
Handling: If you need to select AT for Attachments or HP for Hold-For-Pickup. (HP Policy changes).

Netting: Ignore

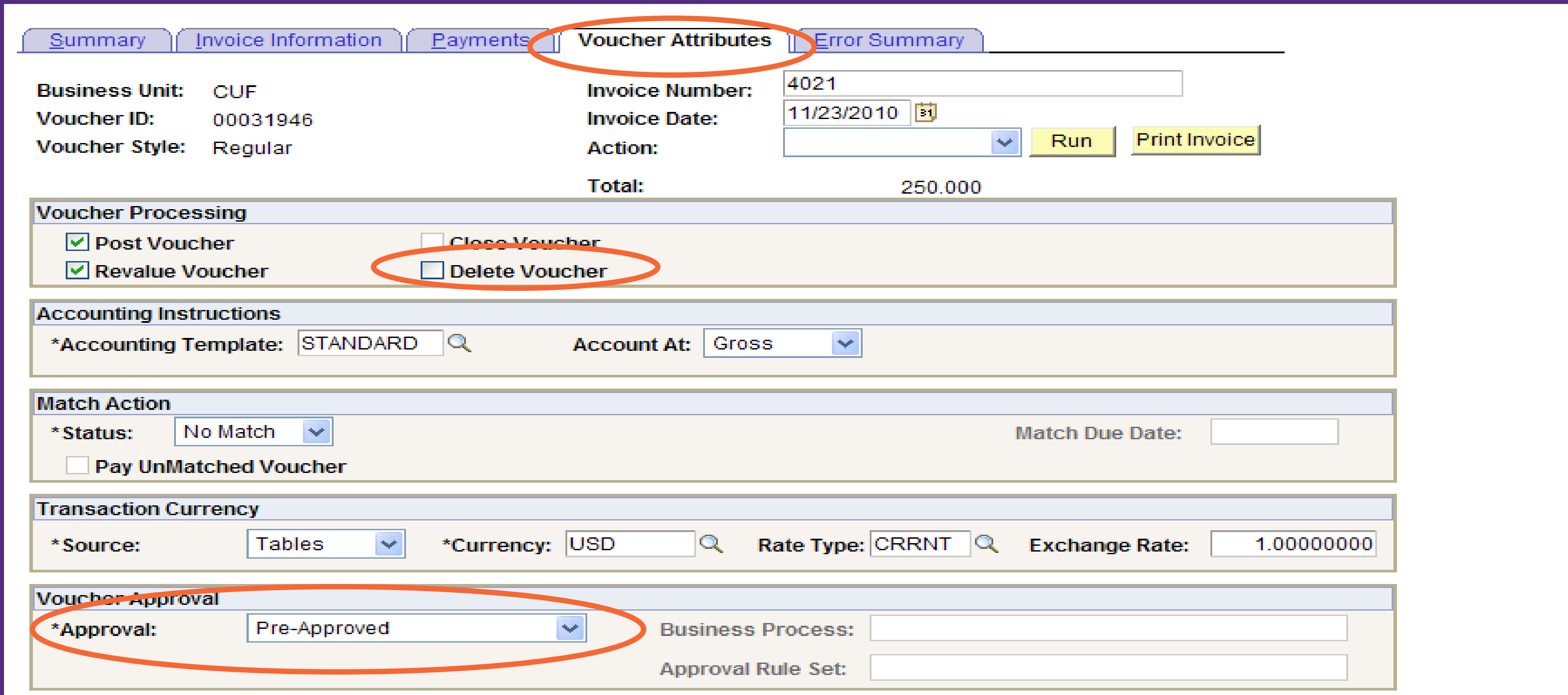


Action:	Will be grey or disabled.
Pay:	Will be grey or disabled.
Payment Date:	The date the payment was issued.
Reference:	Check number, Wire number, or ACH number.
Hold Payment:	Will be grey or disabled.
Hold Reason:	Will be grey or disabled.
Letter of Credit:	Will be grey or disabled.
Separate Payment:	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.



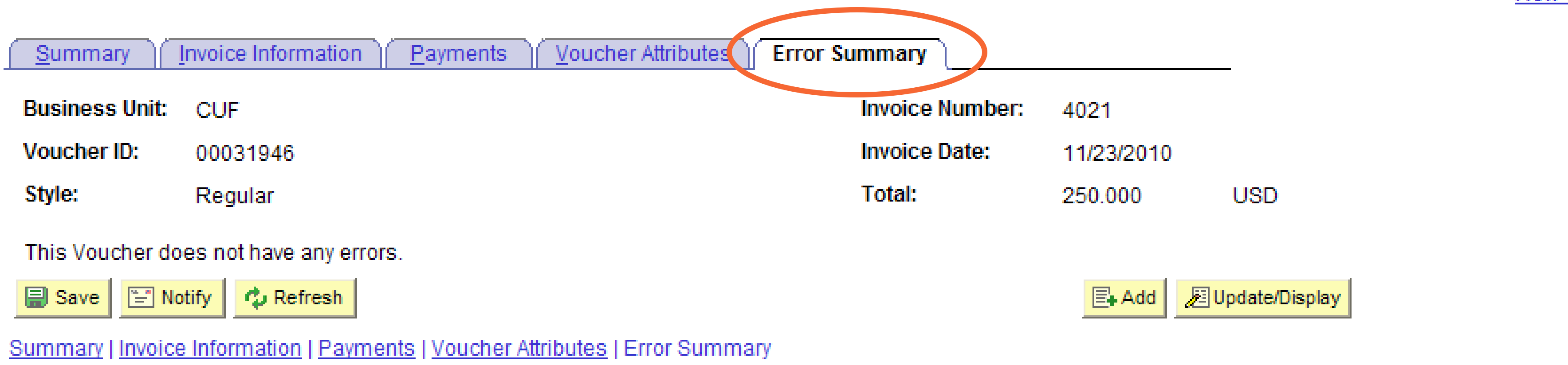
To add comments to the Voucher, click on the Invoice Information tab, then click the hyperlink for Comments.



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.



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	Pay Terms:	N30
	206 New Neely Ferry Road Mauldin, SC 29662	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.

Clemson University or Related Organizations

Disbursement Voucher 00031946 Detail

"Printable" version of the voucher

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	

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@clemson.edu.

Done