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
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.

<table>
<thead>
<tr>
<th>BU</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU</td>
<td>Used for Vendor Invoices, Vouchers paid from Funds 10-17, 19-23</td>
</tr>
<tr>
<td>EMPLY</td>
<td>Used for Payments to Clemson Employees, Vouchers paid from Funds 10-17, 19-23</td>
</tr>
<tr>
<td>STDNT</td>
<td>Used for Student Payments, Vouchers paid from Funds 10-17, 19-23</td>
</tr>
<tr>
<td>CUF</td>
<td>Used for Clemson Foundation Vendor Invoices, Vouchers paid from Funds 50-71</td>
</tr>
<tr>
<td>CUFP</td>
<td>Used for Payments to Clemson Employees, Vouchers paid from Funds 50-71</td>
</tr>
<tr>
<td>CURF</td>
<td>Used for Payments to Clemson Research Foundation Vendor Invoices, Vouchers paid from Funds 80-81</td>
</tr>
<tr>
<td>CURFP</td>
<td>Used for Payments to Clemson Employees, Vouchers paid from Funds 80-81</td>
</tr>
</tbody>
</table>
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.
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.
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.

Gross amount to pay including freight & tax

Enter amount from vendor invoice

Leave Blank
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 on the Sales/Use Tax link

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
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.
Click Save to save the voucher

Use scroll bar to Save Voucher
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.
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.
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).
Neting: 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.
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

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.