Step	Action	
Navig	ation: Accounts Payable	– Vouchers – Add/Update – Regular Vouchers
1	Regular Entry on the le Payable > Vouchers >	<pre>c on the Accounts Payable tile on the Home Screen and select ft side menu or use the NavBar and select Navigator > Accounts Add/Update > Regular Vouchers. le tab, click the Add button</pre>
< 0	U Homepage	Accounts Payable
📄 Re	egular Entry	Voucher
	Demand Check Entry	Eind an Existing Value
🔚 Su	ıpplier	Business Unit NORMN Q
		Supplier Name
		Supplier ID Q Supplier Location Q
		Invoice Number
		II Invoice Date
		Gross Invoice Amount 0.00
		PO Business Unit
		Estimated No. of Invoice Lines 1
		Add
		Find an Existing Value Add a New Value
3	Enter in the invoice nur	nber in the Invoice Number field. Be cautious not to use any
	spaces, dashes or speci	al characters, even if they exist on the invoice.



	Hint: For more info	ormation on invoi	ce c	onve	entio	ns, p	olea	ses	see the	9 Job	Aid c	on Inv	oice	
	OU Homepage										Acc	oun	ts P	ayable
	Invoice Information	OU Voucher Info												
	Business Uni	t NORMN				Inv	oice	No	7784915					
	Voucher II) NEXT			Acco	ountii	ng Da	ate	02/15/20)22				
						*Pay	y Ter	ms	NET45			Q	<u>pi</u>	NET 45
4	Enter in the invoi						oic	e D	ate fiel	d. Fo	or eas	sy en	try,	click on
	the calendar icon	to select the	cori	rect	date	•								
	Invoice Information	OU Voucher Info												
	Business Unit	NORMN				Invo	oice	No	778491	5			_	
	Voucher ID	NEXT			Acco	untir	ng Da	ate	02/15/2	022				
						*Pay	/ Ter	ms	NET45			Q		NET 45
	Invoice Date	02/15/2022												
						end			×					
	Supplier ID		F	ebru	ary	~	20	22	*					
	ShortName		S	М	Т	w	Т	F	S					
	Location			-	1	2	3	4	5					
	Payment Information		6	7	8	9	10	11						
			13 20	14 21	15 22	16 23	17 24	18 25	19 26					
				21	22	23	24	20	20					
	Save	Save For Lat												
			۲		Curre	nt Da	ate		۲					
				_		_	_	_	1		_		_	



5	For the Supplier information, either type in the Supplier ID if it is known or click on the magnifying glass next to the Short Name field. In the Supplier Name field, type in the beginning of the supplier's name and click on the correct supplier's name in the search results.
	Look Up ShortName
	SetD SOONR Short Supplier Name begins with ~ Name 1 begins with ~ Supplier ID begins with ~ Default Location begins with ~ Default Location begins with ~ Search Clear Clear Cancel Basic Lookup
	Short Supplier Name 1 Supplier ID Default Location
	AMERICAN R-008 AMERICAN RED CROSS 9100008122 IL-NETWORK
6	Review the supplier's address that loads into the Payment Information field. This address should match the remit to location on the supplier's invoice. If the correct address did not load in automatically, click on the magnifying glass next to the Location field to select the correct remit to address.

Γ	In	voice Information	OU Voucher Info					
		Business Unit	NORMN		Invoice No 77			
		Voucher ID	NEXT			Look Up Loca	tion	×
		Invoice Date	02/15/2022		SetID Supplier ID		SOONR 9100008122	Help
			AMERICAN RED		Supplier Location	begins with v		
		Supplier ID	9100008122	Q			_	- 1
		ShortName	AMERICAN R-008	Q	Search Cle	ar Cancel	Basic Lookup	- 1
		Location	IL-NETWORK	Q	Search Results			- 1
		Payment Information	AMERICAN RED C 25688 NETWORK CHICAGO, IL 6067	PL	View 100		4 of 4 🗸 🕨 🕨	
				5-1250	Supplier Location	Description		
					1099	1099		
		Save	Save For La	ter	EFT	EFT-DO NOT US	E	
					IL-HEALTH	IL-HEALTH & SA	FETY SERVICES-NE	
	• 0	Copy From Source Do	cument		IL-NETWORK	IL-NETWORK PI	_	
7	,	Note that when re			P coloct the 10	00 location	This is used for	tox
'		purposes only. If	Ū					
		This means the s						
		more quickly than	•••••••••••••••••••••••••••••••••••••••				•	
		EFT location says						
		to receive EFT pa		,				, ····F
8	;	Enter in the total	•	from the	invoice in the To	otal field.		



Invoice	e Information	OU Voucher Info					
	Business Unit	NORMN	Invoice	e No 7784915		Invoice Total	Comments(0) Attachments (0)
	Voucher ID	NEXT	Accounting I	Date 02/15/2022		Line Total	0.00
			*Pay Te	rms NET45	Q NET 45		
	Invoice Date	02/15/2022				Total	41.90
		AMERICAN RED C	ROSS			Difference	0.00
	Supplier ID		Q				
	ShortName		Q				
		IL-HEALTH	Q				
Pay	ment Information	AMERICAN RED C 25688 NETWORK I CHICAGO, IL 6067	2				
	Save	Save For La	ter	1112		Calcu	late
						Cultur	
9	Comme	ents can b	e entered by	clicking on t	the Comme	nt hyperlink. Ent	er the comment and
	then clic	k <mark>OK</mark> .					
	.						
	<mark>Hint</mark> : Th	ese comm	ients will app	pear for your	approvers.		
	-						
	Invoic	e No 7784915					Comments(0)
					Invoice Total		Attachments (0)
		Date 02/15/20				T-+-!	0.00
	Voucher Co	mments (Max	imum number of	f characters allow	wed for comme	nts is 254) ×	1
						Help	44.00
Co	mments:						41.90 0.00
Ma	aterials for clas	S.					0.00
224	l obaractoro ro	maining					
234	characters re	_					
234	characters re	maining Cancel					
234		_					
234		_				, *	
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< <u>234</u> <<10	ок Click on	Cancel			he scanned	I invoice. Note the	at the invoice is
<	ок Click on required	Cancel the Attac	ached in this				at the invoice is



		OUVersteelete	1						New Willie
		OU Voucher Info	lesse l	- No manager				Comments(1)	_
	Business Unit			Date 02/15/2022		Invoice Total	tal 0.00	Attachments (0)	_
	Toucher 15	next.				/oucher Header Attachme			×
	Invoice Date								Help
	Supplier ID	Busin	ess Unit NORMN	Voucher ID NEX	XT				
	ShortName	Details							
	Location	■ Q							View All
Payme	ent Information	File Name	Show to Approver?	Description	User	Name		Date/Time Stamp	
		View						02/17/2022 12:41:34PM	-
				ne time to upload, therefore	e, it is advisable to save th	ne transaction			
Si	ave	before adding la	arge attachments.						
Copy Fro	om Source Doc	Add Atta	achment						
Invoice Lir	200	ок	Cancel Refre	esh					
IIIVOICE LII									
	Line 1	<							>
_									
12	Anoth	er pop-	up box wi	ll appear.	Click the	Browse but	ton. locate v	our attachment and	then
			-		•		,		
	CIICK	Upload.							
< OU Hon	nepage				Accoun	ts Payable		*	: Ø
📄 Regular	r Entry					😁 Ele Usland			
			Invoice Information	OLL Voucher Info		🐸 File Upload			X
🔚 OnDem	hand Charles Total		Invoice Information	OU Voucher Info	Venskerling	← → • •	↑ 👌 → This PC → Music	✓ Č Search Music	
📄 OnDem			Invoice Information	OU Voucher Info	Voucher Head	← → • • Ier Attachme Organize ▼		₩ •	×
		Business Unit		OU Voucher Info	Voucher Head	← → • •	↑ → This PC → Music New folder Name	# Title Contrib	×
	ir				_	← → • • Ier Attachm Organize ▼ ■ This PC > ③ 30 Obj achment	↑ ♪ This PC → Music New folder Name P	# Title Contrib	-
					File Att	ler Attachm organize ▼ ■ This PC > ③ 30 Obj > ■ Deskto > Docum > ➡ Docum	↑ ♪ This PC → Music New folder Name Exets Penents	# Title Contrib	-
	or Details	Q	NORMN Vouci	her ID NEXT	_	ed. ← → • • • • • • • • • • • • • • • • • •	↑ Dis PC → Music New folder Name Particular American Red (p) nents	# Title Contrib	-
	r Details	Q	NORMN Vouci pprover? Description	her ID NEXT	File Att	ed. → ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	This PC > Music New folder Name American Red (p) Prents adds	# Title Contrib	-
	r Details छि File Nar View	Q me Show to Aj	NORMN Vouci pprover? Description	her ID NEXT	File Att Browse No file selec Browse No file selec Browse No file selec Browse No file selec	ler Attachm Organize ▼ achment > □ Deskto achment > □ Deskto ed. > □ Music ed. > □ Videos achment > □ Peskto achment > □ Deskto achment > □ Picture achment □ Picture <th>↑ This PC → Music New folder Name Particular American Red Graphents Disk (Coordinate Disk (Coordinate</th> <th># Title Contrib</th> <th>-</th>	↑ This PC → Music New folder Name Particular American Red Graphents Disk (Coordinate Disk (Coordinate	# Title Contrib	-
	r Details III File Nau View Adding	Q me Show to Aj	NORMN Vouci pprover? Description a can take some time to u	her ID NEXT	File Att Browse No file select Browse No file select Browse No file select Browse No file select Browse No file select	ler Attachm Organize ▼ achment > □ Deskto ach > □ Deskto ed. > □ Deskto > □ Deskto □ Deskto	↑ This PC → Music New folder Name iects Penents additional	# Title Contrib	-
	r Details Tie Nar View Adding	Q me Show to Aj	NORMN Vouci pprover? Description a can take some time to u	her ID NEXT	File Att Browse No file selec Browse No file selec Browse No file selec Browse No file selec	ler Attachm Organize ▼ achment > □ Deskto ach > □ Deskto ed. > □ Deskto > □ Deskto □ Deskto	This PC > Music New folder Name American Red (American Red (Phents S S S S S S S S S S S S S S S S S S S	# Title Contrib	-
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	r Details III File Nar View Adding transac	Q Show to Ap	NORMN Vouci pprover? Description a can take some time to u large attachments.	her ID NEXT	File Att Browse No file selec Browse No file selec Browse No file selec Browse No file selec Browse No file selec Upload Can	Ier Attachm Organize ▼ achment > □ Deskto ach □ Deskto	This PC > Music New folder Name American Red G prents as bisk (c bisk (c bisk) bisk (c bisk (c bisk) bisk (c bisk) bisk (c bisk (c bisk) bisk (c bisk) bisk (c bisk (c bisk (c bisk) bisk (c	# Title Contril # Title Contril Cross	-
E Supplie	r Details File Nar View Adding transac	Q Show to Aj	NORMN Vouci pprover? Description a a a a a a a a a a a a a a a a a a a	her ID NEXT	File Att Browse No file select Browse No file select Browse No file select Browse No file select Browse No file select Upload Can	ler Attachm Organize ▼ achment > □ Deskto ach > □ Peskto ach □ Peskto ach □	This PC > Music New folder Name American Red G Same File name File name	# Title Contril Cross All Files Open Ca	ancel
	r Details File Nar View Adding transac	Q Show to Aj	NORMN Vouci pprover? Description a a a a a a a a a a a a a a a a a a a	her ID NEXT	File Att Browse No file select Browse No file select Browse No file select Browse No file select Browse No file select Upload Can	ler Attachm Organize ▼ achment > □ Deskto ach > □ Peskto ach □ Peskto ach □	This PC > Music New folder Name American Red G Same File name File name	# Title Contril # Title Contril All Files	ancel
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E Supplie	The a	Q me Show to A large attachments clon before adding Add Attachment K Cancel	NORMN Vouci pprover? Description can take some time to u can take so	her ID NEXT	File Att Browse No file selec Browse No file selec Browse No file selec Browse No file selec Browse No file selec Upload Can Can Can Can Can Can Can Can Can Can	ler Attachm Organize ▼ achment > □ Desko ach > □ Pesko ach > □ Picture ach > □ Share (ach > □ operout ach > □ Share (ach > □ operout	This PC > Music New folder New folder American Red This PC > Music Name American Red This PC > Music File name addd another	# Title Contril Cross All Files Open Ca	e Add
E Supplie	The a	Q me Show to A large attachments large attachments Add Attachment K Cancel	NORMN Vouci pprover? Description can take some time to u can take so	her ID NEXT	File Att Browse No file selec Browse No file selec Browse No file selec Browse No file selec Browse No file selec Upload Can Can Can Can Can Can Can Can Can Can	ler Attachm Organize ▼ achment > □ Desko ach > □ Pesko ach > □ Picture ach > □ Share (ach > □ operout ach > □ Share (ach > □ operout	This PC > Music New folder New folder American Red This PC > Music Name American Red This PC > Music File name addd another	# Title Contril	e Add
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E Supplie	The a Attac attach	Restance of the second	NORIMN Vouch	her ID NEXT	File Att Browsen No file select Browsen No file select Upload Can c	er Attachn achment ed. ed. ed. ed. ed. ed. ed. ed.	This PC > Music New folder Name American Red (Particular (<pparticular (<="" p=""> Particular (Particular (Particul</pparticular>	# Title Contril Cross All Files Open Ca r attachment, click the ons. When the appro	e Add
E Supplie	The a Attac attach	Restance of the second	NORMN Vouci pprover? Description a Description a Can take some time to u large attachments. Refresh I invoice w button aga have been have been	her ID NEXT	File Att Browsen No file select Browsen No file select Browsen No file select Browsen No file select Browsen No file select Upload Can Can Can Can Can Can Can Can Can Can	er Attachn achment ed. ed. ed. ed. ed. ed. ed. ed.	This PC > Music New folder New folder American Red American Red File name: addd another bus instruction a long and sh	# Title Contril	e Add opriate



14	Note the	e PHI mes	ssage reg	arding attacl	hments. (Click <mark>OK</mark> t	o close the p	op-up win	dow.
				Vouch	ner Header Attachm	ent			×
									Help
	Business Unit	NORMN	oucher ID NEXT						
Details	S								
	Q		Show to					1-1 of 1 ∨	View All
File Na	ame		Approver?	Description	User	Name		Date/Time Stamp	
Americ	can_Red_Cross.pd	f						02/15/2022 3:25:03	зрм —
	g large attachments action before adding		e to upload, therefor	e, it is advisable to save th	e				
	Add Attachment								
	K Cancel	Refresh							
15	Under tl	ne Invoic	e Lines s	ection, a De	scription	or the vo	ucher is option	onal.	
			1		•		•		_
Invoice	e Information	OU Voucher Info							
	Business Unit	NORMN	I	nvoice No 7784915		Invoi	ce Total		Comments(1) Attachments (1)
	Voucher ID	NEXT		nting Date 02/15/2022	**		Line Total	0.00	
	Invoice Date	02/15/2022	*P	NET45		ET 45		41.90	
		AMERICAN RED C					Total Difference	0.00	
	Supplier ID		Q						
	ShortName Location	AMERICAN R-008	Q						
Рауг	ment Information	AMERICAN RED O	CROSS						
		25688 NETWORK CHICAGO, IL 606							
				11.					
	Save	Save For La	ter				Calculat	e	
▶ Сору	From Source Do	ocument							
Invoice	Lines ⑦								Q
	Line	1 🗌 Copy Dov	'n	SpeedChart	Q				
	*Distribute by	Amount ~		Ship To EH_C	0303 Q				
	Item		۹	Description					
	Quantity			Packing Slip					
16					the full at a	unt field an	rood abauld	ho ontors	4
16						-	oread should		
17				-		ity and de	epending on	the Fund u	ised,
	Source	and Purp	oose may	also be requ	uired.				

Voucher Entry



Invoice	Lines ③								Q H	▲ 1 of 1 ~	
	Line 1 Copy Down *Distribute by Amount Quantity UOM Unit Price Line Amount 41.90	SpeedChart Ship To EH_ Description Packing Slip	0303	Q Q						Calculate	t
	ibution Lines Q								∢ ∢ [1-1 of 1 🗸 🕨	▶ View
GL	Chart Exchange Rate Statistics Assets	▶									
	Copy Down Line Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit
+	■ 1 41.90		NORMN Q	608100 Q	EDGEI Q	CAS01001Q	00014 Q	00000 Q		م	Q
	Save Save For Later										
_											
18	It is very important that goods/services on the										, click
	the plus (+) button to number of rows. Type	create ad	ditiona	al distr	ibutio	n lines	. A pop-	•	appea	to add	the
Invoice	the plus (+) button to	create ad	ditiona	al distr	ibutio	n lines	. A pop-	•	appeai <mark><</mark> .	to add	_
	the plus (+) button to number of rows. Type	create ad e in the co SpeedChart Ship To EH_C Description Packing Slip	ditionation	al distr number	ibutio	n lines	. A pop-	•	appeai < .		_
► Dista	the plus (+) button to number of rows. Type	create ad e in the co SpeedChart	orrect n	al distr number	ibutio	n lines	. A pop-	•	appear K.	1 of 1 ~) I
← Dista	the plus (+) button to number of rows. Type	create ad e in the co SpeedChart	orrect n	al distr number	ibutio	n lines ws to a	. A pop-	•	appear K.	Calculate) I
► Dista	the plus (+) button to number of rows. Type	create ad e in the co SpeedChart Ship To EH_C Description Packing Slip Packing Slip	aditional prrect n 0303 uat.ou.edu number of rows t	al distr number	ibutio of rov	n lines ws to a Cancel	Eunction	Entity	appear <. Q I I I Source Q	Calculate	I view PC Bus Q



- Di	stribution	Lines													
E Di	Q	Lines										14	< 1-2 of	2 ~	▶ View
G	L Chart	Exchange Copy		Statistics Asse		+01 11-34		Fund	0	Function	F-44	C	D		PC Bus
+		Down	Line	Merchandise An		*GL Unit	Account 608100		Org	Function	Entity 00000	Source	Q	irpose Q	Unit
+		-		2 12.9					CAS01001Q	00014 Q			٩	Q	
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20	0	n the	OU	Vouche	Info tak	at the to	p of th	ne scree	en, vou	chers ca	n be ı	updat	ed fro	m no	ormal
	р	roces	sing	to Rush	or Spec	ial Hand	ling l	Rush vo	ouchers	s will req	uire a	dditic	nal ju	stific	ation
	fo	or rush	nina t	the pavm	nents in t	he Rush	Justi	ication	Handl	ina sect	ion. ۱	√oucł	ners n	oted	as
			•			should ha				-					
		ection						, ob cou			i i i i ai	allig	ontor		
	30	Collon	•												
<u>I</u> r	voice	Informa	tion	OU Vou	cher Info										
		Bus	iness	Unit NOR	MN				Invoice	No 77849	15				
			/ouche		-				Invoice Da	ite 02/15/	2022				
		```	/oucne	er ID NEX	I					02/10/					
ou	Voud	cher Inf	forma	tion											- 1
		*Pri	ority		Rus	sh Justificati	ion Hand	ling Instru	ctions:						- 1
1	Norma	Proces al Proce		~								4			- 1
	Norma	al Proce	ssing		254	characters r	emainin	a				///.			- 1
	Rush					oroval Date:		2							- 1
	Specia	al Handl	ing												- 1
_	_	_	_									-	-	_	
21	W	Vhen a	all vo	oucher in	formatior	n has bee	en ente	ered, cli	ck Save	9.					
22						l be reco					nd will	bea	vailat	ole fo	r
						assing th									
						utes (7:3		-			-	033.	NOIC	inai	
	p	IUCES	STUI	is every		iules (7.3		- 4.30 1			uay.				
				Summ	arv	nvoice Info	rmation		U Vouch	er Info		٦.			
				<u> </u>					o vouch						
					Busine	ss Unit N	IORMN								
							011518					L			



23	If there is a budget error on the voucher, an email will be sent to the enterer to notify them of the error. The budget checking process runs every half hour. Only one email will be sent per budget error each day. The following day, an email will be sent listing all vouchers with budget errors.
24	To investigate the budget error on a voucher, from the home page go to Accounts Payable > Regular Entry or navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Vouchers.
25	Click the Find an Existing Value tab and enter the Voucher ID in the Voucher ID field and click Search. You can also change the Budget Checking Header Status to Error in Budget Check to return all of your vouchers with a budget error. Click Search.

🛅 Regular Entry	Voucher			
CnDemand Check Entry	Enter any information you have and o	click Search. Lea	ve fields blank for a list of a	ll values.
E Supplier	Find an Existing Value	ld a New Value		
	Search Criteria			
	Business Unit	= ~	NORMN	Q
	Voucher ID	begins with $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		]
	Dept	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		Q
	Invoice Number	begins with $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		]
	Invoice Date	= ~		<b></b>
	Short Supplier Name	begins with $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		]
	Supplier ID	begins with $\ \ \backsim$		Q
	Name 1	begins with $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		]
	Entry Status	= ~		~
	Budget Checking Header Status	= ~	Error in Budget Check	~
		= ~		~
	□Case Sensitive			
	Search Clear Basic Sea	arch 🖉 Save Se	earch Criteria	
26 The Budget Status will s detailing the error will ap	show an Exception. Click on bear.	n the <mark>Except</mark>	<b>ion</b> hyperlink and a	page



Summary <u>I</u> r	voice Information	OU Voucher Info		
Business Unit	NORMN		Invoice Date	
Voucher ID	50100936		Invoice No	7701053683
			Invoice Total	95.00
Supplier Name	AUX/SERVICE PO BOX 26901	IOMA HEALTH SCIENCES UNIT ACCOUNTING URP Y, OK 73126-0901	CENTER	
			Pay Terms	NET 45
Match Status	No Match			
Approval Status	Pending			
Post Status	Unposted		Created On	11/10/2021 9:16AM
			Created By	477512
			Last Update	11/10/2021 9:26AM
Budget Status	Exceptions		Modified By	477512
Budget Misc Status	Valid			
			WF Last Update	
			Last Updated	
Deferm to Council	Deviews in	Neutin Liet	Netter Defeet	
Return to Search	Previous in	List Next in List	Notify Refresh	Add
Summary   Invoice I	nformation   OU	Voucher Info		



Vouc	cher Exceptions	Line Exceptions						
	Business Unit NORMN Voucher ID 50100936 Vactions							
	*Exception Type Error							
	Maximum Rows 100 More Budgets Exist							
S	Search Advanced Budget Criteria							
	s with Exception	S						
	IT Q							f2 View All
Bud	get Override	Budget <u>C</u> hartfields	IIÞ				0	
	Details	Business Unit	Ledger Group	Exception		More Detail	Override Budget	Transfer
1	⊕ <b>_</b>	NORMN	OU_PC	Budget Date out of Bounds		More Detail	0	Go To 🧖
2	⊕ <b>_</b>	NORMN	OU_PP	Budget Date out of Bounds		More Detail		Go To 🔊
Save	Save Return to Search Notify							
Voucher E	Voucher Exceptions   Line Exceptions							
27	Make the	Make the necessary changes to the voucher or budget and once the budget error has						t error has
	cleared,	cleared, the voucher will be available to the department financial approver.						
28	If the vou	If the voucher is denied, the enterer will receive a one-time email noting the voucher that was						voucher that was
	denied.							
29	Find the							her ID in the
23		Find the voucher, click the <b>Find an Existing Value</b> tab and enter the <b>Voucher ID</b> in the						
		Voucher ID field and click Search.						
30	Click the	Click the Approval History hyperlink and expand the View/Hide Comments section to see						
	the <b>denia</b>	the <b>denial comments</b> .						
	Hint: This hyperlink will also show on a regular voucher where it is at in the approval process.							

Favorite	s▼ Main Menu▼ > My Homepage > Reg	Approval History		×			
				Help			
Summa	ary Invoice Information OU Voucher Info	Business Unit OUHSC	Total 113.00				
		Voucher ID 10000538					
E	Business Unit OUHSC	Approval Status Denied					
	Voucher ID 10000538 Department Approvers						
St	upplier Name AMERISOURCEBERGEN DRUG CORPORA	BUSINESS_UNIT=OUHSC, VOUCHER_ID=10000538:Denied					
	PO BOX 978740	Department Approvers					
	DALLAS, TX 75397-8740	Approved Lay, Kimberly F.					
	Match Status Approval History	WF Voucher Department Approver 05/15/20 - 12:58 PM					
	Match Status No Match Approval History						
	Post Status Unposted	AP Approval					
		_	C, VOUCHER_ID=10000538:Denied	Diew/Hide Comments			
AP Approval							
	Budget Status Valid	Denied Stefanie Dawn Kirk					
Budget Misc Status Valid O UL AP Approver OU AP Approver							
		Comments					
💽 Ret	turn to Search 📔 Notify 📿 Refresh	Stefanie Dawn Kirk at 05/18	/20 - 1:13 PM				
Summar	ry   Invoice Information   OU Voucher Info	Please update GL code to 60	)300 - Uniforms.				
		Return					
_							
				-			
31	Note that denials may come	from the department finar	cial approver, IT, Grants,	Accounts			
	Payable or other voucher approvers.						
32	Resolve the issue with the voucher and click <b>Save</b> again to resubmit the voucher for						
	approval.						
33	To view the payment information on a voucher, navigate to <b>Regular Entry</b> , click the <b>Find an</b>						
	Eviating Value tab. autor th	o Voucher ID in the Vouc	her ID field and alist: Cas	rek			
	Existing Value tab, enter th	e voucher ID in the vouc	ner ID field and click Sea	rcn.			
0.4				- ('			
34	Click on the OU Voucher Info tab and review the OU Payment Information section.						
35	This section will detail payment and redemption status of the voucher.						
33	This section will detail payment and redemption status of the volutiler.						



<u>S</u> ummary	Invoice Inf	ormation	OU Voucher Info						
Bu	Business Unit NORMN			Invoice No	C25783				
	Voucher ID	50107284		Invoice Date	12/01/2021				
OU Voucher	OU Voucher Information								
Priority Pro	Priority Processing Rush Justification Handling Instructions:								
Normal Pro	Normal Processing			11.					
				254 characters remaining					
Approver:	431	048	Approval Date:	12/07/2021					
OU Paymen		n 21126631	Paymen	t Type: Warrant					
	Number: 108		Warran						
Redeeme		15/2021	Cancelleo						
	12/		OMES Vouc						
Sav	re								
Return to Se	arch Pr	revious in List	Next in List	Notify Refresh					
Summary   Inv	Summary   Invoice Information   OU Voucher Info								