



Step	Action
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<b>Navigation: Accounts Payable – Vouchers – Add/Update – Regular Vouchers</b>	
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1	To enter a voucher, click on the <b>Accounts Payable</b> tile on the <b>Home Screen</b> and select <b>Voucher and OnDemand &gt; Regular Entry</b> on the left side menu or use the <b>NavBar</b> and select <b>Navigator &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Vouchers</b> .
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2	On the <b>Add a New Value</b> tab, click the <b>Add</b> button
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**Voucher**

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Business Unit

Supplier Name

Supplier ID

Supplier Location

Invoice Number

Invoice Date

Gross Invoice Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

3	<p>Enter in the <b>invoice number</b> in the <b>Invoice Number</b> field. Be cautious not to use any spaces, dashes or special characters, even if they exist on the invoice.</p> <p><b>Hint:</b> For more information on invoice conventions, please see the Job Aid on Invoice Conventions.</p>
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Business Unit

Voucher ID


Invoice Date

Invoice No

Accounting Date

\*Pay Terms  NET 45




- 4 Enter in the **invoice date** from the invoice in the **Invoice Date** field. For easy entry, click on the calendar icon  to select the correct date.

Invoice Information

OU Voucher Info

Business Unit OUHSC

Voucher ID NEXT

Invoice Date  


Supplier ID



ShortName

Location

Payment Information

Invoice No

Accounting Date  

\*Pay Terms    NET 45

Calendar

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

⏪ Current Date ⏩

Save

Save For Later

- 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 x

[Help](#)

SetID: SOONR

Short Supplier Name:

Supplier Name:

Supplier ID:

Default Location:

[Basic Lookup](#)

#### Search Results

View 100 First ◀ 1-3 of 3 ▶ Last

Short Supplier Name	Supplier Name	Supplier ID	Default Location
AMER RADIO-002	AMERICAN RADIOLABELED CHEMICALS INC	9100000122	MO-ARC DR
AMERICAN R-008	AMERICAN RED CROSS	9100008122	IL-NETWORK
ARS-001	AMERICAN RHINOLOGIC SOCIETY	9100012835	NJ-BOX 269

- 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.

Invoice Information
OU Voucher Info

Business Unit: OUHSC

Voucher ID: NEXT

Invoice Date: 05/01/2020

AMERICAN RED CROSS

Supplier ID: 9100008122

ShortName: AMERICAN R-008

Location: IL-NETWORK

**Payment Information**

AMERICAN RED CROSS  
25688 NETWORK PL  
CHICAGO, IL 60673-1256

[Copy From Source Document](#)

Invoice Lines

#### Look Up Location x

[Help](#)

SetID: SOONR

Supplier ID: 9100008122

Supplier Location:

[Basic Lookup](#)

#### Search Results

View 100 First ◀ 1-3 of 3 ▶ Last

Supplier Location	Description
1099	1099
IL-HEALTH	IL-HEALTH & SAFETY SERVICES-NE
IL-NETWORK	IL-NETWORK PL



**7** Note that when reviewing locations, NEVER select the 1099 location. This is used for tax purposes only. If an EFT location has the correct remit to address, use the EFT location. This means the supplier is setup to receive EFT payments. EFT payments are processed more quickly than a regular paper checks so this location should be used, if available. If the EFT location says DO NOT USE, do not use this location. The supplier is not currently setup to receive EFT payments.

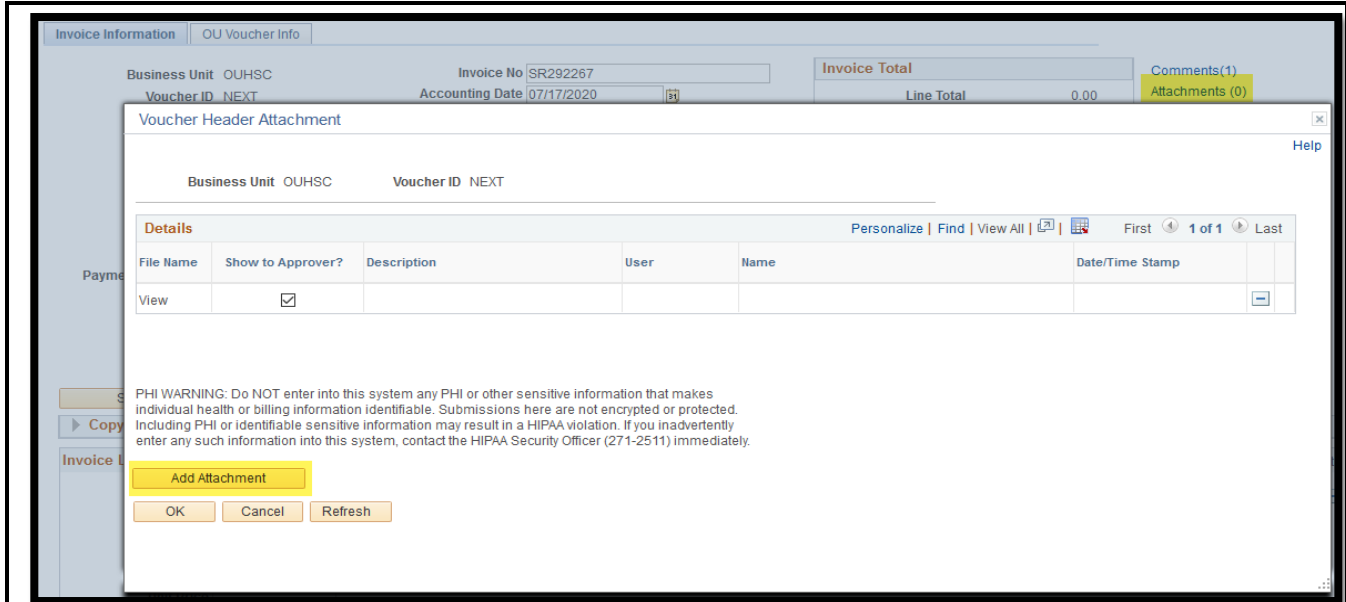
**8** Enter in the total **amount** to pay from the invoice in the **Total** field.

**9** **Comments** can be entered by clicking on the **Comment** hyperlink. Enter the comment and then click **OK**.

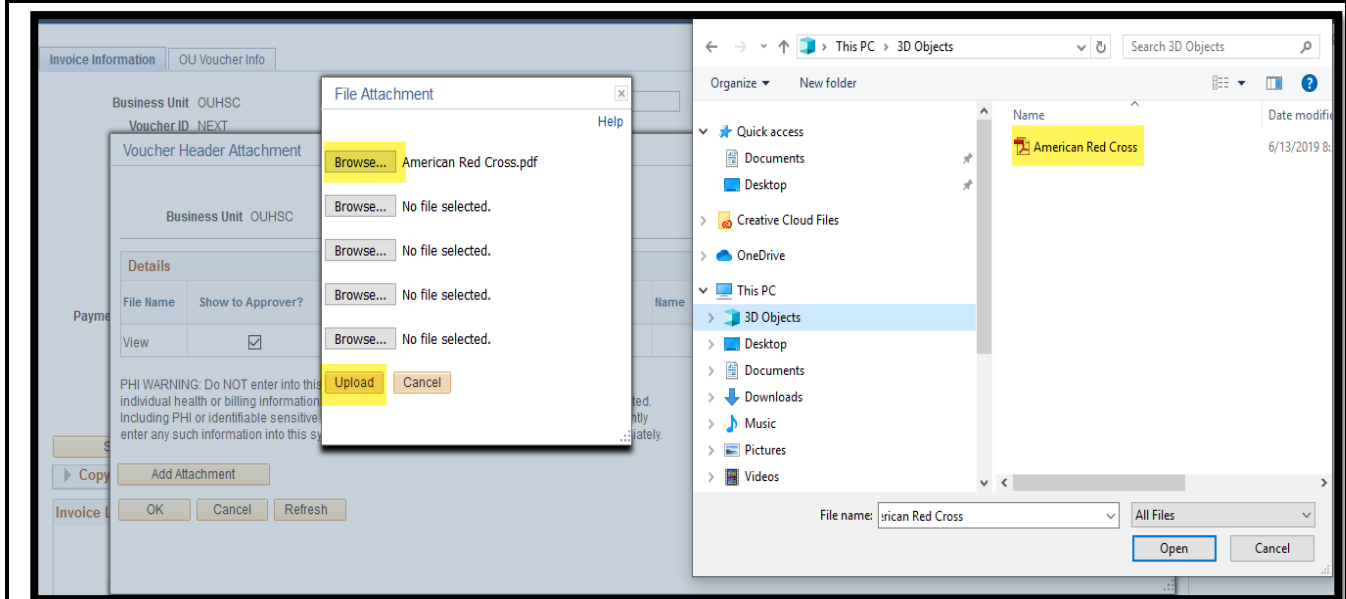
**Hint:** These comments will appear for your approvers.

**10** Click on the **Attachment** hyperlink to add the scanned invoice. Note that the invoice is required to be attached in this section.

**11** Click the **Add Attachment** button to add your invoice.



12 Another pop-up box will appear. Click the **Browse** button, locate your **attachment** and then click **Upload**.



13 The attached invoice will appear under **File Name**. To add another attachment, click the **Add Attachment** button again and proceed using the previous instructions. When the appropriate attachments have been added, click **OK**.

14 Note the PHI message regarding attachments. Click **OK** to close the pop-up window.



Invoice Information | OU Voucher Info

Business Unit OUHSC Invoice No SR292267 Invoice Total Line Total 0.00 Comments(1) Attachments (1)

Voucher ID NEXT Accounting Date 07/17/2020

Voucher Header Attachment

Business Unit OUHSC Voucher ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
American_Red_Cross.pdf	<input checked="" type="checkbox"/>		520767		

PHI WARNING: Do NOT enter into this system any PHI or other sensitive information that makes individual health or billing information identifiable. Submissions here are not encrypted or protected. Including PHI or identifiable sensitive information may result in a HIPAA violation. If you inadvertently enter any such information into this system, contact the HIPAA Security Officer (271-2511) immediately.

Add Attachment

OK Cancel Refresh

15 Under the **Invoice Lines** section, a **Description** for the voucher is optional.

Invoice Information | Payments | Voucher Attributes | OU Voucher Info

Business Unit OUHSC Invoice No SR292267 Invoice Total Line Total 0.00

Voucher ID NEXT Accounting Date 07/17/2020 \*Pay Terms NET45 NET 45

Voucher Style Regular Voucher Basis Date Type Inv Date

Invoice Date 05/01/2020 Invoice Received

Supplier ID 9100008122 Control Group

ShortName AMERICAN R-008

Location IL-HEALTH

\*Address 7

Payment Information AMERICAN RED CROSS HEALTH & SAFETY SERVICES 25688 NETWORK PL CHICAGO, IL 60673-1256

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1  Copy Down SpeedChart Ship To SCB00000

\*Distribute by Amount Description

Quantity Packing Slip

UOM

One Asset Calculate

16 Under the **Distribution Lines** section, the full chart field spread should be entered.

17 Enter in the **Account, Fund, Org, Function, Entity** and depending on the Fund used, **Source** and **Purpose** may also be required.



Invoice Lines ? Find | View All First 1 of 1 Last

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 41.90

SpeedChart  
 Ship To SCB00000  
 Description  
 Packing Slip

One Asset  
 Calculate

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Pr
<input type="checkbox"/>	1	41.90		OUHSC	608100	CLNOF	OUP00800	00124	00000				

18 It is very important that the voucher identifies the correct GL Codes(s) for the types of goods/services on the invoice. To split GL Codes or other lines of the chart field spread, click the **plus (+)** button to create **additional distribution lines**. A pop-up will appear to add the number of rows. Type in the correct **number of rows** to add and click **OK**.

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 41.90

SpeedChart  
 Ship To SCB00000  
 Description  
 Packing Slip

One Asset  
 Calculate

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Pr
<input type="checkbox"/>	1	41.90		OUHSC	608100	CLNOF	OUP00800	00124	00000				

Enter number of rows to add:  
 1  
 OK Cancel

19 If adding additional lines, the **chart field spread information** and **Merchandise Amounts** will also need to be updated.

▼ Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Pr
<input type="checkbox"/>	1	28.95		OUHSC	608100	CLNOF	OUP00800	00124	00000				
<input type="checkbox"/>	2	12.95		OUHSC	608400	CLNOF	OUP00800	00124	00000				

20 On the **OU Voucher Info** tab at the top of the screen, vouchers can be updated from normal processing to **Rush** or **Special Handling**. **Rush** vouchers will require additional justification for rushing the payments in the **Rush Justification Handling** section. Vouchers noted as requiring **Special Handling** should have the specific instructions on handling entered in this section.



Invoice Information		OU Voucher Info	
Business Unit	OUHSC	Invoice No	SR292667
Voucher ID	NEXT	Invoice Date	05/01/2020
<b>OU Voucher Information</b>			
*Priority Processing		Rush Justification Handling Instructions:	
<input type="text" value="Normal Processing"/>		<input type="text"/>	
<input type="text" value="Normal Processing"/>		254 characters remaining	
<input type="text" value="Rush"/>		Approval Date:	
<input type="text" value="Special Handling"/>			
<b>OU Payment Information</b>			
Claim Number:		Payment Type:	
Payment Number:		Warrant Date:	
Redeemed Date:		Cancelled Date:	
Save		Save For Later	
Notify		Refresh	
Invoice Information   OU Voucher Info			

21	When all voucher information has been entered, click <b>Save</b> .
22	The <b>Voucher ID number</b> will be recorded at the top of the page and will be available for approval after successfully passing the budget check and workflow process. Note that the process runs every thirty minutes (7:30 AM – 4:30 PM) each weekday.





<a href="#">Summary</a>	<a href="#">Invoice Information</a>	<a href="#">OU Voucher Info</a>
Business Unit OUHSC		Invoice No SR292667
Voucher ID 10000549		Invoice Date 05/01/2020
<b>OU Voucher Information</b>		
*Priority Processing Normal Processing	Rush Justification Handling Instructions: 254 characters remaining	
Approver:	Approval Date:	
<b>OU Payment Information</b>		
Claim Number:	Payment Type:	
Payment Number:	Warrant Date:	
Redeemed Date:	Cancelled Date:	
Save		
Notify Refresh		

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, go to <b>Regular Entry</b> from the <b>Home Screen</b> or navigate to <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Vouchers</b> .
25	Click the <b>Find an Existing Value</b> tab and enter the <b>Voucher ID</b> in the <b>Voucher ID</b> field and click <b>Search</b> . You can also change the <b>Budget Checking Header Status</b> to <b>Error in Budget Check</b> to return all of your vouchers with a budget error. Click <b>Search</b> .



**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

**Search Criteria**

Business Unit =

Voucher ID begins with

Dept begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Entry Status =

**Budget Checking Header Status** =

Incomplete Voucher =

Case Sensitive

Basic Search

Document In Processing  
**Error in Budget Check**  
 Not Budget Checked  
 Provisionally Valid  
 Valid

Find an Existing Value | Keyword Search | Add a New Value

26 The **Budget Status** will show an Exception. Click on the **Exception** hyperlink and a page detailing the error will appear.

Summary | Invoice Information | OU Voucher Info

Business Unit NORMN Invoice Date 05/01/2020  
 Voucher ID 50000138

Supplier Name AMERISOURCEBERGERE  
 PO BOX 978740  
 DALLAS, TX 75397-8740

Match Status No Match  
 Approval Status Pending  
 Post Status Unposted

**Budget Status Exceptions**

Budget Misc Status Valid

Created On 05/15/2020 2:24PM  
 Created By 427510  
 Last Update 05/15/2020 2:32PM  
 Modified By 535039

**Message**

**Budget Checking Errors Exist (18021,91)**

Budget checking errors were logged for this document. Please check the budget exception page to view them.

Summary | Invoice Information | OU Voucher Info



Voucher Exceptions
Line Exceptions

Business Unit NORMN
Voucher ID 50000138 [Actions](#)

\*Exception Type Error

Maximum Rows 100

[Search](#)

Override Transaction

More Budgets Exist

[Advanced Budget Criteria](#)

**Budgets with Exceptions**

🔍
1-1 of 1
View All

[Budget Override](#)
Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	<a href="#">🔍</a>	NORMN	OU_OP	No Budget Exists	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a>

[Save](#)
[Return to Search](#)
[Notify](#)

Voucher Exceptions | [Line Exceptions](#)

- |           |   |
|-----------|---|
| <b>27</b> | Make the necessary changes to the voucher or budget and once the budget error has cleared, the voucher will be available to the department financial approver.  |
| <b>28</b> | If the voucher is denied, the enterer will receive a one-time email noting the voucher that was denied.   |
| <b>29</b> | To investigate why the voucher was denied, click on <b>Regular Entry</b> from the <b>Home Screen</b> or navigate to <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Vouchers</b> .                                |
| <b>30</b> | Click the <b>Find an Existing Value</b> tab and enter the <b>Voucher ID</b> in the <b>Voucher ID</b> field and click <b>Search</b> .  |
| <b>31</b> | Click the <b>Approval History</b> hyperlink and expand the <b>View/Hide Comments</b> section to see the <b>denial comments</b> .<br><br><b>Hint:</b> This hyperlink will also show on a regular voucher where it is at in the approval process. |



32	Note that denials may come from the department financial approver, IT, Grants, Accounts Payable or other voucher approvers.
33	Resolve the issue with the voucher and click <b>Save</b> again to resubmit the voucher for approval.
34	To view the payment information on a voucher, click on <b>Regular Entry</b> from the <b>Home Screen</b> or navigate to <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Vouchers</b> .
35	Click the <b>Find an Existing Value</b> tab and enter the <b>Voucher ID</b> in the <b>Voucher ID</b> field and click <b>Search</b> .
36	Click on the <b>OU Voucher Info</b> tab and review the <b>OU Payment Information</b> section.
37	This section will detail payment and redemption status of the voucher.



Summary	Invoice Information	OU Voucher Info
<b>Business Unit</b> OUHSC <b>Voucher ID</b> 10000549		<b>Invoice No</b> SR292667 <b>Invoice Date</b> 05/01/2020
<b>OU Voucher Information</b>		
Priority Processing Normal Processing	<b>Rush Justification Handling Instructions:</b> <input type="text"/> 254 characters remaining	
<b>Approver:</b>	<b>Approval Date:</b>	
<b>OU Payment Information</b>		
<b>Claim Number:</b> J201938156	<b>Payment Type:</b> Warrant	
<b>Payment Number:</b> 108414928	<b>Warrant Date:</b> 05/04/2020	
<b>Redeemed Date:</b> 05/13/2020	<b>Cancelled Date:</b>	
<input type="button" value="Save"/>		
<input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		
<a href="#">Summary</a>   <a href="#">Invoice Information</a>   <a href="#">OU Voucher Info</a>		