Voucher Entry

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation:</strong> Accounts Payable – Vouchers – Add/Update – Regular Vouchers</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>To enter a voucher, click on the <strong>Accounts Payable</strong> tile on the <strong>Home Screen</strong> and select <strong>Voucher and OnDemand &gt; Regular Entry</strong> on the left side menu or use the <strong>NavBar</strong> and select <strong>Navigator &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Vouchers.</strong></td>
</tr>
<tr>
<td>2</td>
<td>On the <strong>Add a New Value</strong> tab, click the <strong>Add</strong> button</td>
</tr>
</tbody>
</table>
| 3 | Enter in the **invoice number** in the **Invoice Number** field. Be cautious not to use any spaces, dashes or special characters, even if they exist on the invoice.  

**Hint:** For more information on invoice conventions, please see the Job Aid on Invoice Conventions.
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.

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

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**.

Note the PHI message regarding attachments. Click **OK** to close the pop-up window.
15 Under the **Invoice Lines** section, a **Description** for the voucher is optional.

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.
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.

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

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.
21 When all voucher information has been entered, click **Save**.

22 The **Voucher ID number** 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.
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.

To investigate the budget error on a voucher, go to Regular Entry from the Home Screen or navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Vouchers.

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.
The **Budget Status** will show an Exception. Click on the **Exception** hyperlink and a page detailing the error will appear.
<table>
<thead>
<tr>
<th></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>If the voucher is denied, the enterer will receive a one-time email noting the voucher that was denied.</td>
</tr>
<tr>
<td>29</td>
<td>To investigate why the voucher was denied, click on <strong>Regular Entry</strong> from the <strong>Home Screen</strong> or navigate to <strong>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Vouchers</strong>.</td>
</tr>
<tr>
<td>30</td>
<td>Click the <strong>Find an Existing Value</strong> tab and enter the <strong>Voucher ID</strong> in the <strong>Voucher ID</strong> field and click <strong>Search</strong>.</td>
</tr>
<tr>
<td>31</td>
<td>Click the <strong>Approval History</strong> hyperlink and expand the <strong>View/Hide Comments</strong> section to see the denial comments. <strong>Hint:</strong> This hyperlink will also show on a regular voucher where it is at in the approval process.</td>
</tr>
</tbody>
</table>
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 **Save** again to resubmit the voucher for approval.

34. To view the payment information on a voucher, click on **Regular Entry** from the **Home Screen** or navigate to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Vouchers**.

35. Click the **Find an Existing Value** tab and enter the **Voucher ID** in the **Voucher ID** field and click **Search**.

36. Click on the **OU Voucher Info** tab and review the **OU Payment Information** section.

37. This section will detail payment and redemption status of the voucher.
**OU Voucher Information**

**Business Unit** OUHSC  
**VoucherID** 10000549  
**Invoice No** SR292667  
**Invoice Date** 05/01/2020

**Priority Processing**  
**Normal Processing**

**Rush Justification Handling Instructions:**

254 characters remaining

**Approver:**

**Approval Date:**

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**OU Payment Information**

**Claim Number:** J201938156  
**Payment Number:** 108414928  
**Payment Type:** Warrant

**Warrant Date:** 05/04/2020  
**Cancelled Date:**

**Redeemed Date:** 05/13/2020

**Save**

[Return to Search]  [Previous in List]  [Next in List]  [Notify]  [Refresh]