



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

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 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.</p> <p>Hint: For more information on invoice conventions, please see the Job Aid on Invoice Conventions.</p>
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Business Unit

Voucher ID


Invoice No

Accounting Date

*Pay Terms NET 45

Invoice Date




- 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.

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Look Up ShortName

[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

[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.

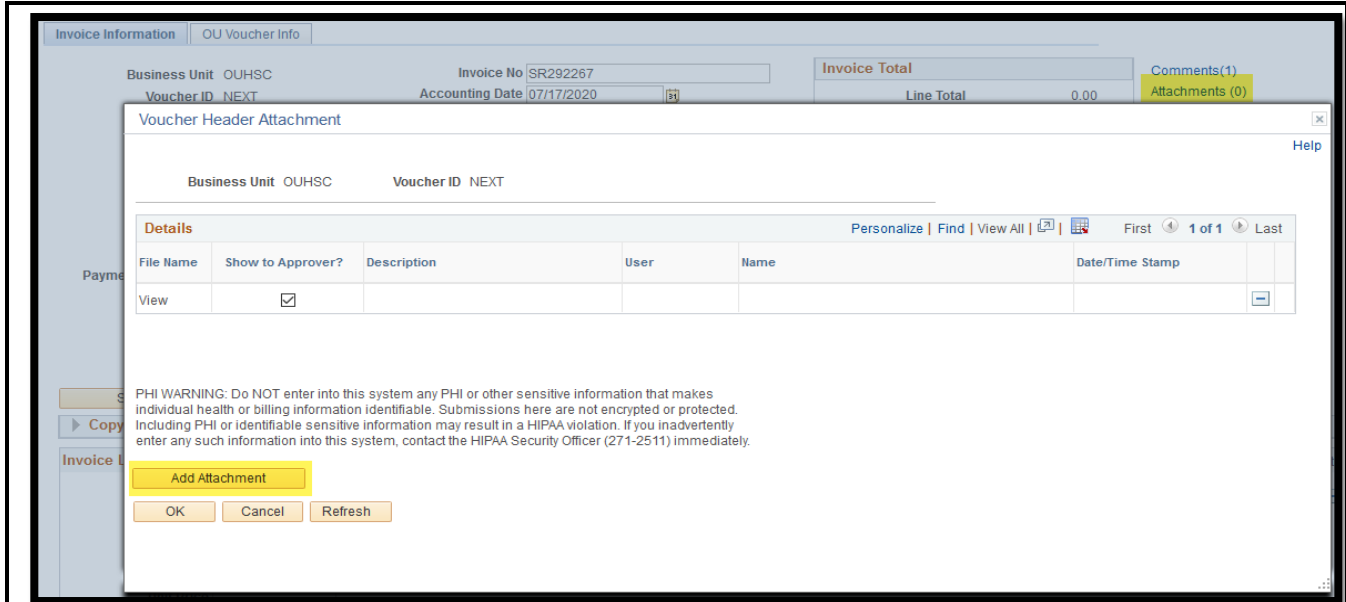
8 Enter in the total **amount** to pay from the invoice in the **Total** field.

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

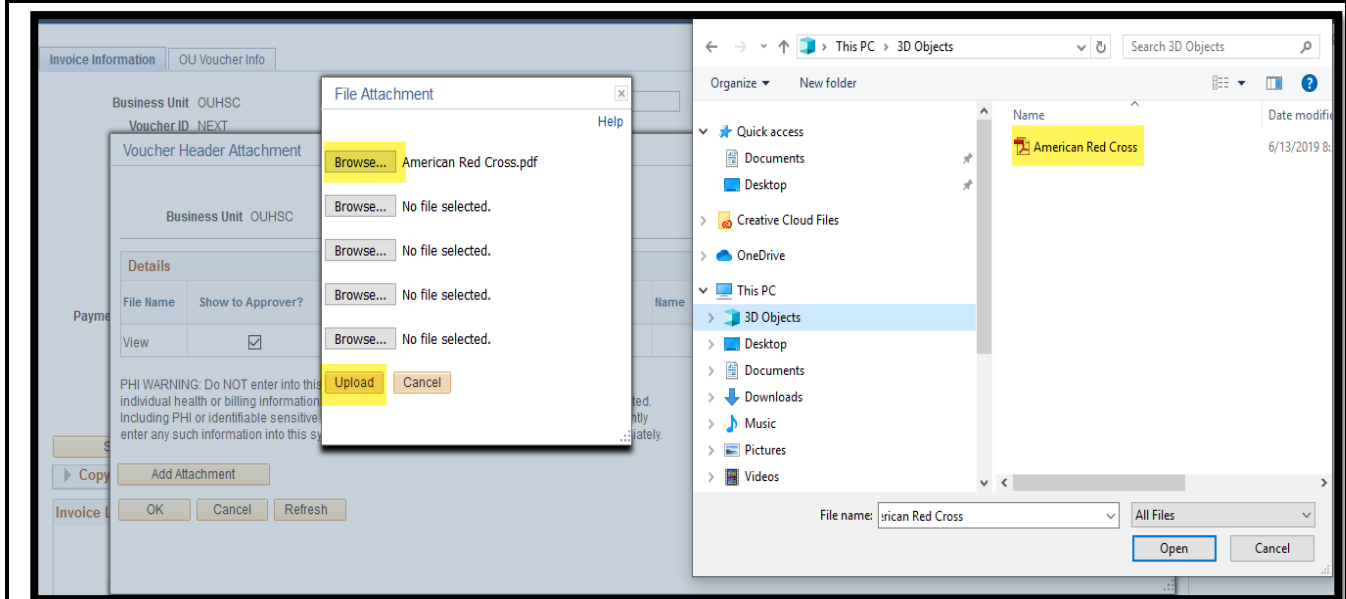
Hint: These comments will appear for your approvers.

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**.

Hint: File names should be no more than 30 characters long and should not contain special characters. Characters like spaces, slashes, dashes, etc. may cause an attachment failure.



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

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.

Buttons: 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 *Currency USD

Voucher Style Regular Voucher Basis Date Type Inv Date

Invoice Date 05/01/2020 Supplier ID 9100008122 Control Group

Invoice Received ShortName AMERICAN R-008 Location IL-HEALTH *Address 7

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

Buttons: Save, Save For Later, Run, Calculate, Print

Copy From Source Document

Invoice Lines

Line	*Distribute by	Item	Quantity	UOM	SpeedChart	Ship To	Description	Packing Slip
1	Amount					SCB00000		

Buttons: Copy Down, 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
OU Voucher Information			
*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"/>			
OU Payment Information			
Claim Number:		Payment Type:	
Payment Number:		Warrant Date:	
Redeemed Date:		Cancelled Date:	
<input type="button" value="Save"/>		<input type="button" value="Save For Later"/>	
<input type="button" value="Notify"/>		<input type="button" value="Refresh"/>	
Invoice Information OU Voucher Info			

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.



Summary	Invoice Information	OU Voucher Info
Business Unit OUHSC		Invoice No SR292667
Voucher ID 10000549		Invoice Date 05/01/2020
OU Voucher Information		
*Priority Processing Normal Processing	Rush Justification Handling Instructions: 254 characters remaining	
Approver:	Approval Date:	
OU Payment Information		
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 Regular Entry from the Home Screen 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 .



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

Search | Clear | Basic Search | Save

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.

OK

Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Invoice Information | OU Voucher Info



Voucher Exceptions | Line Exceptions

Business Unit: NORMN | Voucher ID: 50000138 | Actions

*Exception Type: Error | Override Transaction | More Budgets Exist

Maximum Rows: 100 | [Advanced Budget Criteria](#)

Budgets with Exceptions

1-1 of 1 | View All

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

Voucher Exceptions | [Line Exceptions](#)

27	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.
28	If the voucher is denied, the enterer will receive a one-time email noting the voucher that was denied.
29	To investigate why the voucher was denied, click on Regular Entry from the Home Screen or navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Vouchers .
30	Click the Find an Existing Value tab and enter the Voucher ID in the Voucher ID field and click Search .
31	Click the Approval History hyperlink and expand the View/Hide Comments section to see the denial comments . Hint: 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 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.



Summary	Invoice Information	OU Voucher Info
Business Unit OUHSC Voucher ID 10000549		Invoice No SR292667 Invoice Date 05/01/2020
OU Voucher Information		
Priority Processing Normal Processing	Rush Justification Handling Instructions: <input type="text"/> 254 characters remaining	
Approver:	Approval Date:	
OU Payment Information		
Claim Number: J201938156	Payment Type: Warrant	
Payment Number: 108414928	Warrant Date: 05/04/2020	
Redeemed Date: 05/13/2020	Cancelled Date:	
<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"/>		
Summary Invoice Information OU Voucher Info		