



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

The screenshot shows the 'Accounts Payable' interface. On the left is a navigation menu with 'Regular Entry', 'OnDemand Check Entry', and 'Supplier'. The main area is titled 'Voucher' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active and highlighted in yellow. Below the tabs are several input fields: 'Business Unit' (set to NORMN), 'Supplier Name', 'Supplier ID', 'Supplier Location', 'Invoice Number', 'Invoice Date' (with a calendar icon), 'Gross Invoice Amount' (set to 0.00), 'PO Business Unit', 'PO Number', and 'Estimated No. of Invoice Lines' (set to 1). At the bottom of the form, there is a green 'Add' button highlighted in yellow, and two links: 'Find an Existing Value' and 'Add a New Value'.

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

← OU Homepage Accounts Payable

Invoice Information OU Voucher Info

Business Unit NORMN Invoice No 7784915

Voucher ID NEXT Accounting Date 02/15/2022

*Pay Terms NET45 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 NORMN Invoice No 7784915

Voucher ID NEXT Accounting Date 02/15/2022

*Pay Terms NET45 NET 45

Invoice Date 02/15/2022

Supplier ID

ShortName

Location

Payment Information

Save Save For Lat

Calendar ✕

February 2022

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					

Current 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.

Look Up ShortName

SetID: SOONR

Short Supplier Name:

Name 1:

Supplier ID:

Default Location:

[Basic Lookup](#)

Search Results

View 100 1-1 of 1

Short Supplier Name	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.



Invoice Information
OU Voucher Info

Business Unit NORMN

Voucher ID NEXT

Invoice Date

AMERICAN RED CROSS

Supplier ID

ShortName

Location

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

▶ Copy From Source Document

Invoice No

Look Up Location

Help

SetID SOONR

Supplier ID 9100008122

Supplier Location

Basic Lookup

Search Results

View 100 1-4 of 4

Supplier Location	Description
1099	1099
EFT	EFT-DO NOT USE
IL-HEALTH	IL-HEALTH & SAFETY SERVICES-NE
IL-NETWORK	IL-NETWORK PL

7	<p>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.</p>
8	<p>Enter in the total amount to pay from the invoice in the Total field.</p>

4/22/2022

Page 4 of 15



Invoice Information | OU Voucher Info

Business Unit: NORMN | Invoice No: 7784915 | Invoice Total: Line Total 0.00, Total 41.90, Difference 0.00

Voucher ID: NEXT | Accounting Date: 02/15/2022 | *Pay Terms: NET45

Invoice Date: 02/15/2022

Supplier ID: 9100008122 | ShortName: AMERICAN R-008 | Location: IL-HEALTH

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

Buttons: Save, Save For Later, Calculate

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.

Invoice No: 7784915 | Accounting Date: 02/15/2022 | Invoice Total: 41.90

Voucher Comments (Maximum number of characters allowed for comments is 254)

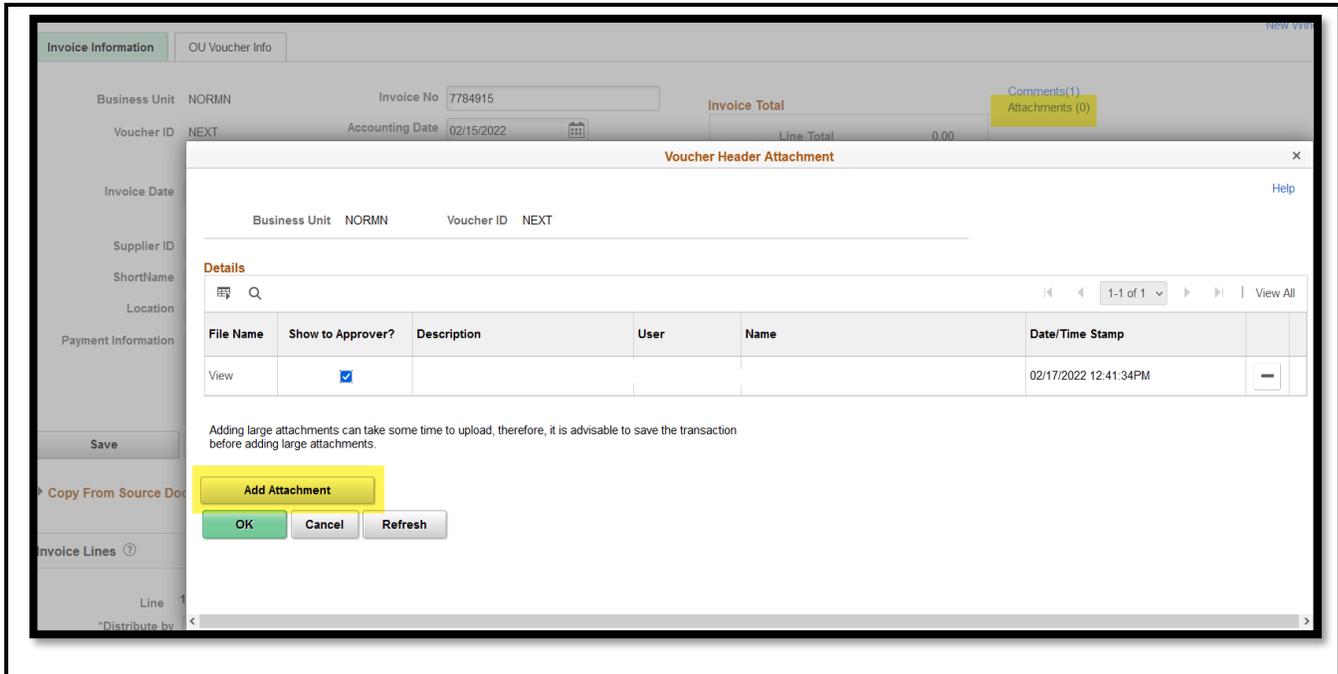
Comments: Materials for class.

234 characters remaining

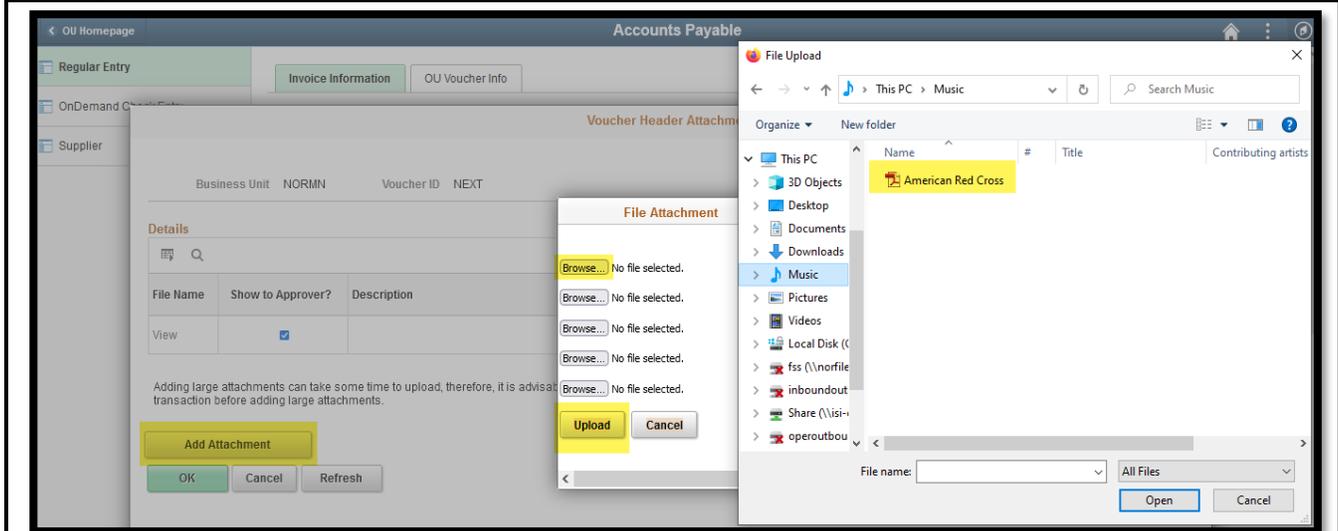
Buttons: OK, Cancel

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.

Voucher Header Attachment x

[Help](#)

Business Unit NORMN Voucher ID NEXT

Details

🔍 1-1 of 1 | View All

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
American_Red_Cross.pdf	<input checked="" type="checkbox"/>				02/15/2022 3:25:03PM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

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

Invoice Information OU Voucher Info

Business Unit NORMN Invoice No 7784915 [Comments\(1\)](#)
[Attachments \(1\)](#)

Voucher ID NEXT Accounting Date 02/15/2022

*Pay Terms NET45 NET 45

Invoice Date 02/15/2022

Supplier ID AMERICAN RED CROSS 9100008122

ShortName AMERICAN R-008

Location IL-NETWORK

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

Save Save For Later Calculate

Copy From Source Document

Invoice Lines 🔍

Line 1 Copy Down SpeedChart

*Distribute by Amount Ship To EH_0303

Item Description

Quantity Packing Slip

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 ?

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 41.90

SpeedChart:

Ship To: EH_0303

Description:

Packing Slip:

Calculate

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	
<input checked="" type="checkbox"/>	1	41.90		NORMN	608100	EDGEI	CAS0100	00014	00000				

Save Save For Later

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**.

Invoice Lines ?

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 41.90

SpeedChart:

Ship To: EH_0303

Description:

Packing Slip:

Calculate

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	
<input checked="" type="checkbox"/>	1	41.90		NORMN	608100	EDGEI	CAS0100	00014	00000				

fsuat.ou.edu

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit
<input checked="" type="checkbox"/>	1	28.95		NORMN	608100	EDGEI	CAS0100	00014	00000			
<input type="checkbox"/>	2	12.95			920550	EDGEI	CAS0100	00014	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 NORMN Invoice No 7784915
 Voucher ID NEXT Invoice Date 02/15/2022

OU Voucher Information

*Priority Processing
 Normal Processing (dropdown menu)
 Normal Processing
 Rush
 Special Handling

Rush Justification Handling Instructions:
 [Text Area]
 254 characters remaining
 Approval Date:

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 NORMN
Voucher ID 50115187



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

OnDemand Check Entry

Supplier

Voucher

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

Find an Existing Value
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

Name 1 begins with

Entry Status =

Budget Checking Header Status =

Incomplete Voucher =

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

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	10/25/2021		
Voucher ID	50100936	Invoice No	7701053683		
		Invoice Total	95.00		
Supplier Name	UNIV OF OKLAHOMA HEALTH SCIENCES CENTER AUX/SERVICE UNIT ACCOUNTING PO BOX 26901 URP OKLAHOMA CITY, OK 73126-0901				
		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		
		Modified By	477512		
Budget Status	Exceptions				
Budget Misc Status	Valid				
		WF Last Update			
		Last Updated			
Return to Search		Previous in List		Next in List	
Notify		Refresh		Add	
Summary Invoice Information OU Voucher Info					



Voucher Exceptions | Line Exceptions

Business Unit: NORMN Voucher ID: 50100936 Actions: [i] [m] [p]

*Exception Type: Error Override Transaction

Maximum Rows: 100 More Budgets Exist

[Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions

1-2 of 2 | View All

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	NORMN	OU_PC	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2	NORMN	OU_PP	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...

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

[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 | Find the voucher, click the **Find an Existing Value** tab and enter the **Voucher ID** in the **Voucher ID** field and click **Search**.
- 30 | 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.



Approval History

Business Unit OUHSC Total 113.00
 Voucher ID 10000538
 Approval Status Denied

Department Approvers

BUSINESS_UNIT=OUHSC, VOUCHER_ID=10000538:Denied

Department Approvers

Approved

Lay, Kimberly F.
 WF Voucher Department Approver
 05/15/20 - 12:58 PM

AP Approval

BUSINESS_UNIT=OUHSC, VOUCHER_ID=10000538:Denied View/Hide Comments

AP Approval

Denied

Stefanie Dawn Kirk
 OU AP Approver
 05/18/20 - 1:13 PM

Comments

Stefanie Dawn Kirk at 05/18/20 - 1:13 PM
 Please update GL code to 600300 - Uniforms.

Return

31	Note that denials may come from the department financial approver, IT, Grants, Accounts Payable or other voucher approvers.
32	Resolve the issue with the voucher and click Save again to resubmit the voucher for approval.
33	To view the payment information on a voucher, navigate to Regular Entry , click the Find an Existing Value tab, enter the Voucher ID in the Voucher ID field and click Search .
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.



Summary	Invoice Information	OU Voucher Info
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Business Unit	NORMN	Invoice No	C25783
Voucher ID	50107284	Invoice Date	12/01/2021

OU Voucher Information

Priority Processing	Rush Justification Handling Instructions:		
Normal Processing	<input type="text"/>		
	254 characters remaining		
Approver:	431048	Approval Date:	12/07/2021

OU Payment Information

Claim Number:	N221126631	Payment Type:	Warrant
Payment Number:	108700214	Warrant Date:	12/08/2021
Redeemed Date:	12/15/2021	Cancelled Date:	
		OMES Voucher ID:	02643722

Save

Return to Search Previous in List Next in List Notify Refresh

[Summary](#) | [Invoice Information](#) | [OU Voucher Info](#)