

AP.020.010 – ENTERING REGULAR VOUCHERS

Purpose	To create a regular Voucher to pay an invoice for a Supplier or Employee.
Description	<p>PeopleSoft Accounts Payable enables users to enter and view invoice information, such as invoice header information, non-merchandise charges, and voucher line and distribution information.</p> <p>In addition, users can view and override various accounting options for a voucher. It also enables users to change the payment schedule, schedule multiple payments, schedule direct payment to an alternate supplier or a supplier location, record a manual payment, and create an express payment.</p> <p>When vouchers are saved, Duplicate Invoice Checking is performed to reject a voucher if another already exists for the Business Unit with the same Supplier ID and Invoice Number.</p>
Security Role	<p>BOR_AP_VOUCHER_ENTRY</p> <p>User preferences are required to define the user’s authority for entry of each voucher style.</p> <p>Note: AP Users must have the following roles to take the listed actions:</p> <ul style="list-style-type: none"> • <i>KK Security Rule BUDG_DT_AP to update the Voucher Budget Date.</i> • <i>Security Rule OVRD_AP to allow Budget Override for AP budget check errors.</i> <p><i>For more information, see KK.010.013 – Defining Budget Security – Associating Rules to User.</i></p>

Dependencies/ Constraints	<p>All PeopleSoft delivered voucher styles appear in the list, but GeorgiaFIRST Financials supports only the following delivered Voucher Styles:</p> <ol style="list-style-type: none"> 1. Regular Voucher 2. Adjustment Voucher 3. Single Payment Voucher 4. Template Voucher
Additional Information	<ul style="list-style-type: none"> • Many of the fields on a voucher are pre-populated based on established defaults. • Most default fields can be overridden with the proper user preferences.

Procedure

Below are step by step instructions on how to enter regular vouchers.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Regular Entry link. The system navigates to the Voucher search page.
7.	<p>Click on the Add a New Value tab.</p> <p>Note: Users can populate <i>Supplier ID, Invoice Number, Invoice Date, Gross Amount, Freight/Misc. Amounts, and the number of lines on the Add a New Value page or can enter the information after creating the voucher.</i></p>

Step	Action
8.	<p>Enter the Business Unit.</p> <p><i>Note: If users need to enter a voucher for a Supplier or Employee in the “B” SetID, select the Business Unit that ends with a “B” from the Business Unit look up field, for instance, “XXXXB” where “XXXX” is the first four digits of the Business Unit.</i></p> <p><i>Note: The “B” Business unit is used to enter vouchers for employees of institutions not using the Travel and Expenses Module and payments that are ineligible to be included in payroll. Student reimbursements can also be made using the “B” Business Unit if they do not qualify as payments eligible through Banner.</i></p> <p><i>Note: To access the “B” SetID the user will need the BOR_BU_xx00B security role. Contact the institution’s local Security Administrator if “B” SetID access is needed.</i></p>
9.	Enter the Voucher ID . ITS recommends using the “NEXT” value for Voucher ID so that the system will generate the Voucher ID number.
10.	Enter the Voucher Style = “Regular Voucher”
11.	Enter or search for the Supplier ID .
12.	Enter the Invoice Number .
13.	Enter the Invoice Date .
14.	Enter the Gross Invoice Amount .
15.	<p>Freight Amounts and/or Misc. Charge Amounts may be entered and prorated for each voucher line/distribution.</p> <p><i>Note: If users do not wish for these amounts to be prorated and want them charged to a specific account, enter voucher lines for these amounts using the appropriate account number.</i></p>
16.	<p>If known, enter the estimated number of Invoice Lines.</p> <p><i>Note: Users can also add additional invoice lines on the Voucher page.</i></p>
17.	Click the Add button.
18.	<p>Enter the Pay Terms.</p> <p><i>Note: The default Payment Terms will appear, but these may be changed.</i></p>

Step	Action
19.	Depending on user preferences, a Control Group may default onto the page. For more information, see AP.020.200 – Creating and Using Control Groups .
20.	To enter multiple invoice lines: Add new rows by clicking the plus (+) button. A prompt box will appear (location depends on the browser being used). Enter the number of rows to add and click OK.
21.	On the invoice line, select the Distribute By dropdown and choose Amount or Quantity. If Distribute By is "Quantity" then enter the appropriate information in the Quantity and UOM fields.
22.	Enter the number of items in the Quantity field.
23.	Enter or select the Unit of Measure by clicking the magnifying glass icon in the UOM field.
24.	Enter the unit price in the Unit Price field.
25.	Enter Line Amount if no Quantity or Unit Price is entered.
26.	If available, enter a SpeedChart to automatically complete the Chartstring.
27.	Change the Ship To field or leave the default location.
28.	Enter a description of the items in the Description field.
29.	In the Distribution line, enter the Merchandise Amount and Quantity .
30.	Enter the Account number on the Distribution Line.
31.	Enter all other required ChartFields, not already populated by using Step 26, such as OpenItem, Fund, Department, Program, Class, Budget Reference, or Project.
32.	To enter multiple distribution lines: Add new rows by clicking the plus (+) button. A prompt box will appear (location depends on the browser being used). Enter the number of rows to add and click OK.
33.	Complete each distribution line added using Steps 29 – 32. <i>Note: ChartField values are copied from Line 1.</i>
34.	Complete each invoice line using Steps 20 – 32.
35.	Enter Asset Information. If required, select the Assets Tab under the Distribution Lines section. Select checkbox "Asset". Enter Business Unit, Enter Profile ID. Asset ID will default to NEXT. <i>Note: Once this Voucher is posted, it will be ready to be picked up by the "AP Push to AM" process.</i>

Step	Action
36.	Verify that the Total is correct in the Invoice Total box. <i>Note: If voucher line changes have been made, click the Calculate button to reflect changes and update the total.</i>
37.	Click the Payments tab to go to the Payments page to review and/or edit the payment schedule, schedule multiple payments, schedule direct payment to an alternate supplier and supplier location, record a manual payment, or create an express payment. Users may override defaults in the Payment Information section if needed. <i>Note: PeopleSoft Payables schedules payments for a voucher when users save the voucher. At that time, the system processes the voucher fields against the Payment Terms table to determine the net due, discount due, and scheduled due dates for the payment.</i> <i>Note: Remember that if the vendor is on hold, the system does not select the voucher for payment until users remove the payment hold status for the vendor.</i> <i>Note: If a payment has been reconciled, the fields on this page are unavailable.</i>
38.	Modify the Pay Terms if needed. <i>Note: The default Payment Terms will appear, but these may be changed.</i>
39.	Remit to, Location, and Address <i>Note: This Displays the appropriate remit to vendor for the payment based on the remit to vendor that is established for the vendor on the Invoice Information page. Whereas in most cases institutions remit directly to the vendor that sent the invoice, the system enables users to override the default choices for remit to vendor, location, and address.</i>
40.	Review the Remit To supplier. If users need to change the Remit to Supplier, click on the magnifying glass and select the correct supplier.
41.	If needed, click the Alternate Names Icon beside the Supplier ID to enter alternate names for the remit-to vendor.
42.	Verify that the remit Location is correct. If not, use the magnifying glass to select the correct Remit Location.

Step	Action
43.	Verify the Address is correct. If not, use the magnifying glass to select the correct Remit Address. <i>Note: Please make sure that remit to Address appears correctly as this is the address that is going to print in check. If the address is not correct here, please correct the address.</i>
44.	Gross Amount field: Enter the payment amount for the scheduled payment if users do not take a discount. If users have multiple payments scheduled for the voucher, the sum of the gross amounts for each of these payments must equal the gross amount of the voucher on the Invoice Information page.
45.	Discount field: Enter the amount of the discount that can be taken on the scheduled payment. If users have multiple payments scheduled for the voucher, the sum of all the discount amounts must equal the total discount amount that is available for the voucher. If users miss the discount due date and elect not always to take the discount, users cannot take advantage of this discount amount unless they reschedule the payment with new dates.
46.	Scheduled Due field: Determines when to pay the scheduled payment. During the payment selection step of the Pay Cycle process, the system compares the pay through date (entered as part of the payment selection criteria) to the scheduled pay date. If the scheduled pay date is less than or equal to the pay through date, the scheduled payment is a candidate for payment. When PeopleSoft Payables automatically schedules payments, the scheduled due date is set to one of these values: <ul style="list-style-type: none"> • Discount due date: When a discount is available and the discount due date is later than the current date. • Net due date: When no discount is available or the discount due date has passed. • Current date: If the net due date has passed. <i>Note: Users who are authorized to schedule payments manually can manipulate these dates and amounts to tailor the voucher's scheduled payments to meet the organization's cash flow requirements.</i>
47.	Net Due field: Displays the net due date. When PeopleSoft Payables automatically schedules payments, the system calculates the net due date by applying the appropriate net payment terms timing calculation for the payment terms on the Invoice Information page.

Step	Action
48.	Discount Due field: The system calculates the discount due date by applying the appropriate discount payment terms timing calculation for the payment terms on the Invoice Information page.
49.	Accounting Date field: The accounting date is based on the settings that are defined in the PeopleSoft Payables default hierarchy.
50.	In the Payment Options field, users can select Bank, Account, and Payment Method associated with the Supplier. It is recommended to accept the defaults for Bank and Account.
51.	Select a Payment Method: <ul style="list-style-type: none"> • ACH – Automated Clearing House payment • CHK – Check payment • EFT – Electronic Funds Transfer • MAN – Manual Payment
52.	If users need to put a payment on Hold, select the Hold Payment check box. Then select a Hold Reason Code to explain the payment hold, such as ACH not prenoted. <i>Note: When a voucher is On Hold, the system stores the scheduled payment, but the Pay Cycle process does not pay it. When users are ready to take the payment off hold, deselect the check box.</i>
53.	Separate Payment: Select this check box if users do not want this payment to be grouped with other payments for the remit to vendor.
54.	Messages field: Enter a payment message of up to 70 characters to appear on the remittance advice (check stub).
55.	Supplier Bank Link: Select the bank and bank account from which the payment is issued. Although suppliers should have one bank account per location, users may find that some suppliers may have two and the user will need to select the correct bank account to issue ACH/EFT payments to.
56.	Layout Link: If paying ACH/EFT, users can change reporting formats (PPD, CTX, CCD+, etc.) It is recommended to accept the default, as this was defined in the institution’s bank setup.
57.	In the Schedule Payment section, users can select the payment Action, schedule a payment, or record a payment.

Step	Action
58.	<p>Action. Select the appropriate action for voucher payment.</p> <p>Values are:</p> <ul style="list-style-type: none"> • Schedule: This is the default value for scheduled payments. • Cancelled: Indicates that this payment has been canceled. This value is display-only; users cannot select it. • Escheated: Indicates that this payment has been escheated. This value is display-only; users cannot select it. • Prepaid: Indicates that this payment schedule was paid by a prepayment. This value is display-only; users cannot select it. • Record: Select to record a manual payment.
59.	<p>Pay Field: This field is enabled only if users have set the payment action to Record. This field enables users to indicate that either the Full amount or the Discounted amount is being paid.</p>
60.	<p>Payment Date: Today's date is populated in the Payment Date field. Users can change it to reflect the date of the manual payment.</p>
61.	<p>Reference Field: Enter a reference number when recording a manual payment. This field will populate automatically with payment ID after paying vendor with Check, ACH, and EFT.</p>
62.	<p>Express Payment Link: PeopleSoft Payables express payments enable users to create payments quickly outside of the institution's regular payment cycles. Vouchers must be entered into the system and be approved for payment before users can create an express payment. Users can pay a single voucher or can search other vouchers for that vendor and select only those that need to be paid. If there are multiple payment schedules within a voucher, users can select all or just the payment schedule numbers that need to be paid.</p>
63.	<p>Holiday/Currency Link: Override the default bank holiday processing options and currency options for the payment. Currently not used by GeorgiaFirst institutions.</p>
64.	<p>Actions drop down: View Letter of Credit Doc, view Letter of Credit Details. Currently not used by GeorgiaFirst institutions.</p>
65.	<p>Payment Note Link: Enter notes about the payment, if needed.</p>

Step	Action
66.	<p>Click the Voucher Attributes tab to go to the Voucher Attributes Page to view voucher processing options.</p> <p><i>Note: Use the Voucher Attributes tab to view and, if applicable, override the default transaction currency processing, the match status, the voucher approval setting, voucher processing options, tax group, and accounting instructions.</i></p> <p>It is recommended not to make changes to the defaults.</p>
67.	<p>Click the Save button.</p> <p>Notice that the Voucher ID changes from NEXT to a number generated by the system when users save information. Three new tabs (Summary, Related Documents and Error Summary) also appear after saving. These tabs display additional information related to the voucher.</p>