Voucher Quick Reference

NAVIGATION: Accounts Payable – Vouchers – Add/Update – Regular Entry.

Step 1: Go to the Voucher "Add a New Value" page and click Add.

Step 2: The Voucher data entry pages are displayed. Click the Vendor Lookup button in the Vendor ID field.

Step 3: Click on the Payment tab. Under Payment Options, check the Method of Payment. If the Method of Payment is **ACH**, it is a direct deposit vendor and the Payment Address is not to be changed. You can return to the Invoice page.

If the Method of Payment is **CHK**, it is a vendor that is paid by check and the Payment Address must be checked.

Under the Payment Information section, click the **Address** magnifying glass to make sure the Remittance Address has been selected. The Remittance Address is the address preceded with "R". This address is where the check will be mailed.

Step 4: Click on the Invoice Information tab and enter the Invoice Number from the Invoice

Click the "**Calc Basis Date**" hyperlink.

Step 5: The Date Calculation page is displayed. Enter all four dates.

All four of these dates are required. There are instances where all four dates could be the same such as an employee reimbursement for a business meal.

- Invoice Receipt Date. This date is when the university received the invoice. It is important to date stamp the invoice when it comes into your office.
- Invoice Date. The invoice date is the date printed on the invoice.
- Goods Receipt Date. The Goods Receipt Date is the date the items were received.
- Acceptance Date. This date must be the same as the Goods Receipt Date.

Click Calculate and Back to Invoice. When "Calculate" is clicked, the system will calculate 30 days from the Invoice Receipt Date and start charging late interest to the cost center on this voucher if this voucher is not paid by that date. This is required by a state law called the Prompt Payment Law.

Step 6: Enter the total amount of the invoice.

Step 7: Enter the Speed Type in the SpeedChart field of the first cost center to pay for this invoice in the Invoice Lines section

Enter the Line Amount to be paid from this cost center.

Enter a brief item description.

NOTE: If the voucher *is being paid from State Funds* and the Vendor's Method of Payment is CHK (Check) and there is an enclosure to be sent with the check or special handling of the check, enter "ENC" or "SH/RET CK UHCL" in front of the description. If there is an enclosure or Special Handling and the voucher *is not being paid from State Funds*, use the Handling Value on the Payment Tab and enter the specific instructions in the Voucher Comments field.

Step 8: Enter the Amount and Account for this Invoice Line on Distribution Line 1.

Step 9: optional: Click to add another distribution line.

Step 10: Scroll up and click the Comments hyperlink to enter the Purpose or Justification for the expense. **This is required.**

Enter the Purpose of Justification for the expenditure. **This needs to include the WHO, WHAT, WHEN, WHERE, WHY and the benefit to UHCL or the business purpose.**

Click OK to return to the Invoice Information page.

Step 11: Scroll down and click Save

Step 12: Click on the Payment tab. Under the Payment Options Section, change the Bank to **STATE** and the Account to **TREA** ***if the voucher is paid from state funds***

Step 13: Optional: Under the Payment Options section, select click on the magnifying glass next to **Handling,** then select the choice for special handling of the payment.

Step 14: Under the Payment Information section, click the Late Charge hyperlink to check that the vendor setup is correct. Employee Reimbursements **only** should be set up to refuse late interest charges.

Step 15: Select "Budget Checking" from the drop down arrow in the Action Box. Budget checking takes the funds from the cost center. Click the Run button.

Step 16: Click the Summary tab. The Budget Status must be "Valid" before the voucher can be entered into workflow. If the Budget Status is "Error", contact your Business Coordinator for resolution.

Step 17: Click the Documents tab. Click the Add New Document button.

Step 18: Click on the Approval Log tab. Click the Link To Approval Page link.

Step 19: Select the **Approval Route.**

Step 20: Change the Source **ONLY IF** the voucher is being redirected for approval of a different College/Division approver.

Step 21: Select the Approval Action and click Apply.

Step 22: The voucher now is in workflow. The Comment History and Approval Log sections show your name/user ID indicating the voucher was submitted into workflow by you.