**Prerequisite: Create a Control Group**

**Process 1: Enter vouchers for invoices not associated with a PO**

Use the following navigation to enter a non-PO voucher.

1. From the Main Menu page, select **Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. From the **Add a New Value** tab, enter a **Business Unit** = 62500 (should default from your user preferences).

3. Leave **Voucher ID** = NEXT. (When you complete the voucher and save the transaction, the system will assign the next available voucher id number.)

4. Leave the **Voucher Style** = Regular Voucher.

5. Select a **Short Vendor Name** or **Vendor ID** from the search list. The remaining vendor fields will populate once you tab out of the Short Vendor Name or Vendor ID field (whichever one you searched from).

6. Enter the **Invoice Number**, **Invoice Date** and **Gross Invoice Amount** from your vendor invoice. Detailed instructions for entering an invoice number are in a separate training quick reference guide titled Accounts Payable Overview.

7. The **Control Group ID** field will display on this page and will be populated with the next control group ID assigned to you that is not a balanced ready to review or verified group. Verify the control group ID displayed is correct.
8. The page when the fields are completed will look similar to the example shown below.

9. Click the Add button.

10. You are now on the Voucher Invoice Information page. This page is divided into 3 sections. The top section which is untitled is the Header section. The middle section is titled Invoice Lines. The bottom section is titled Distribution Lines. The header
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section represents the fields common to the entire invoice – mainly those fields you entered on the previous page such as Vendor, Invoice #, Gross Invoice Amount. This section is primarily already filled in. The Invoice Lines section allows you to have multiple lines for one invoice. One of the reasons to have multiple lines is if you need a different description. The Distribution Lines section at the bottom is associated with each Invoice Line. For each invoice line you will have one or more distribution lines. Distribution lines identify the ChartField combinations which determine the budget codes charged for the invoice line. You can insert additional distribution lines to split one invoice line to multiple combinations of ChartFields and charge multiple budget codes.

11. To continue the completion of data entry of this voucher, click on the Transfer to Pay Terms Detail icon to the right of the Payment Terms text in the Header area.

12. Enter the date the invoice was received in the Basis Date field.

13. Click on Back to Invoice hyperlink to return to Invoice Information page.

14. Verify the vendor information that defaulted is correct. If you change the address on the Invoice Information tab then you need to also change the address on the Payments tab.

15. Click the Payments tab if applicable. Updating fields on the Payments tab is only required if you need to do one or more of the following:

   a. Update the vendor's address to ensure the correct address prints on the payment.

   b. Add a Payment Message that will print on the check's remittance advice that will help the vendor to identify what the payment is for. For example: when registering for a seminar you may want to enter the attendee's name in the message field.
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16. Click the Invoice Information tab to return to the voucher’s main page and finish your invoice entry if you navigated to the Payments tab.

17. Assuming this invoice only needs one Invoice Line and one Distribution Line, in the Invoice Lines section, enter a Description. Note the Line Amount = the header Total.

18. Now in the Distribution Lines section, enter the appropriate ChartFields for this invoice. Note the Merchandise Amt = the Line Amt = the header Total.

19. If the voucher is for an asset you will need to follow the steps in the Process 2: Add Asset information to a non-PO voucher section of this document. If the voucher is not an asset continue to the next step.

20. If this voucher needs either multiple Invoice Lines and/or multiple Distribution Lines you will need to perform some extra steps before saving the voucher. In this example we are creating a voucher with a total of $1000 with 2 Invoice Lines – one for $600 and one for $400. Additionally for the $600 Invoice Line we are going to have 2 Distribution Lines – one for $250 and one for $350.

21. Go back to the Invoice Line section and change the Line Amt field to equal the first line you need.

22. Then go to the Distribution Line section and change the Merchandise Amt field to equal the first Invoice Line if you only need one Distribution Line per Invoice Line. If you need multiple Distribution Lines per Invoice Line, then adjust the Merchandise Amt to the desired amount. Note in the page displayed below we still only have one invoice line and one distribution line.
23. After you have the first Invoice Line and the corresponding first Distribution Line, click on the plus icon in the Distribution Line section to insert an additional Distribution Line. Before inserting a new line, if the second distribution line will have similar ChartFields with only one or two being different you can click the Copy Down checkbox on Line 1 to activate and all the ChartFields entered will copy to Line 2. If however, all the ChartFields are different it will be easier to manually enter the new values so leave the checkbox unchecked.

24. When you click on the icon, an additional popup box appears. In this box if you only need to insert one line, leave the default as one. However, if you need to insert more than one line, adjust the number to be the appropriate number.

25. Click OK in the popup box to complete inserting the line(s).

26. If you clicked on the Copy Down button and only inserted one line in the Distribution Lines section, then the Line 2 ChartFields will look identical to the Line 1 ChartFields. Also, the system defaulted the Merchandise Amt for Line 2 to the remaining value left on the Line 1 Line Amt. If you inserted multiple lines the system would not know how to distribute the remaining amount.

27. Now update the appropriate ChartFields on Line 2 to charge a different budget combination. Shown below is a change to the Fund code on Line 2. Note there are now 2 lines showing. If more lines exist than can fit in the display you can use the scroll arrows to the left and right of the line count to move through the lines.

28. At this point you have completed Invoice Line 1 and the 2 associated Distribution Lines. Now you are ready to insert your second Invoice Line and the associated Distribution Line.

29. In the Invoice Lines section, click the plus icon to insert a new line.
30. Note that after inserting Invoice Line 2, it displays below the Distribution Lines section for Line 1. Now update the Line Amount and Description for Line 2.

31. Then below Line 2, in the Distribution Lines section for Line 2, enter the Merchandise Amt and the appropriate ChartFields. The completed Line 2 is shown below.

32. For this example we have completed entering Invoice Lines and Distribution Lines.

33. To verify, in the Header section click the Calculate button and the system will recalculate to ensure the lines still total the Total amount originally entered. If there is any difference it will be displayed on the Difference line.
34. You will need to attach a scanned copy of the invoice to the voucher. Click the Attachments hyperlink to access the Voucher Header Attachments page.

35. Make sure the Show to Approver? checkbox is selected and click the Add Attachment button.

36. Click Browse to search for the file to attach. Attachments can be .xls, .doc or .pdf.

37. Select the file you want to attach and click Upload.

38. Enter a Description of the attachment and click the OK button.
39. Click the **Save** button to complete the transaction.

40. After saving, the **Voucher ID** will change from **NEXT** to a valid number. Write the Voucher ID, your initials and the date on the vendor’s invoice.

41. This completes entering a regular non-PO voucher.

42. After you have entered all of the vouchers in your control group, proceed to **Verify A Control Group**.

**Process 2: Add Asset information to a non-PO voucher**

Use the following navigation to enter asset information to a non-PO voucher.

1. From the Main Menu page, select **Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. Follow the steps for creating a non-PO voucher outlined above in the **Process 1: Enter vouchers for invoices not associated with a PO** section of this document.

3. Enter the **Quantity** on the Invoice Line.
4. Enter the **Quantity** on the Distribution Line if it did not default from the Invoice Line.

5. Click on the Asset tab after you have entered the ChartField values (budget codes) on the distribution line. Click on the **Asset** checkbox to activate the fields to the right of the checkbox.

6. Enter **Business Unit** = 62500.

7. Select the appropriate **Profile ID**.

8. Leave **Asset ID** field with the default value of NEXT as the system will sequentially assign the next available asset number when processing is completed between AP and AM.

9. Complete the remaining steps for creating a non-PO voucher outlined above in the **Process 1: Enter vouchers for invoices not associated with a PO** section of this document. If you need to add additional Invoice Lines or Distribution Lines return to step 17 otherwise return to step 30.