

Business Process	Navigation
<ol style="list-style-type: none"> To enter vouchers for invoices not associated with a Purchase Order (PO). (Invoices matched to Purchase Orders should be sent to the Business Office for entry.) To add Asset information to a non-PO voucher. 	<ol style="list-style-type: none"> Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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.

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

- From the **Add a New Value** tab, enter a **Business Unit** = 62500 (should default from your user preferences).
- Leave **Voucher ID** = NEXT. (When you complete the voucher and save the transaction, the system will assign the next available voucher id number.)
- Leave the **Voucher Style** = Regular Voucher.
- 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).
- 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.
- 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.

Voucher

Find an Existing Value | Add a New Value

Business Unit: 62500
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Control Group ID: 000000022
 Short Vendor Name: MINNEAPOLI-023
 Vendor ID: 000025243
 Vendor Location: DEFAULT
 Address Sequence Number: 1
 Invoice Number: Test123
 Invoice Date: 05/15/2013
 Gross Invoice Amount: 1000.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

9. Click the **Add** button.

Invoice Information | Payments | Voucher Attributes

Business Unit: 62500 | Invoice No: Test123 | Action: Run
 Voucher ID: NEXT | Invoice Date: 05/15/2013
 Voucher Style: Regular Voucher | Accounting Date: 05/20/2013

Vendor ID: 000025243 | MINNEAPOLIS REGIONAL CHAMBER OF COMMERCE
 ShortName: MINNEAPOLI-023 | 81 S 9TH ST STE 200
 Location: DEFAULT | MINNEAPOLIS, MN 55402-3223
 *Address: 1

*Pay Terms: 00 0 Days
 Basis Date Type: User Date
 Total: 1,000.00

Copy From Source Document
 PO Unit: | PO Number: | Copy From: None

Invoice Lines

Line: 1 | Item: | UOM: |
 *Distribute by: Amount | Unit Price: | Quantity: |
 Ship To: 200121 | Line Amount: 1,000.00
 SpeedChart: | Description: | One Asset


Distribution Lines

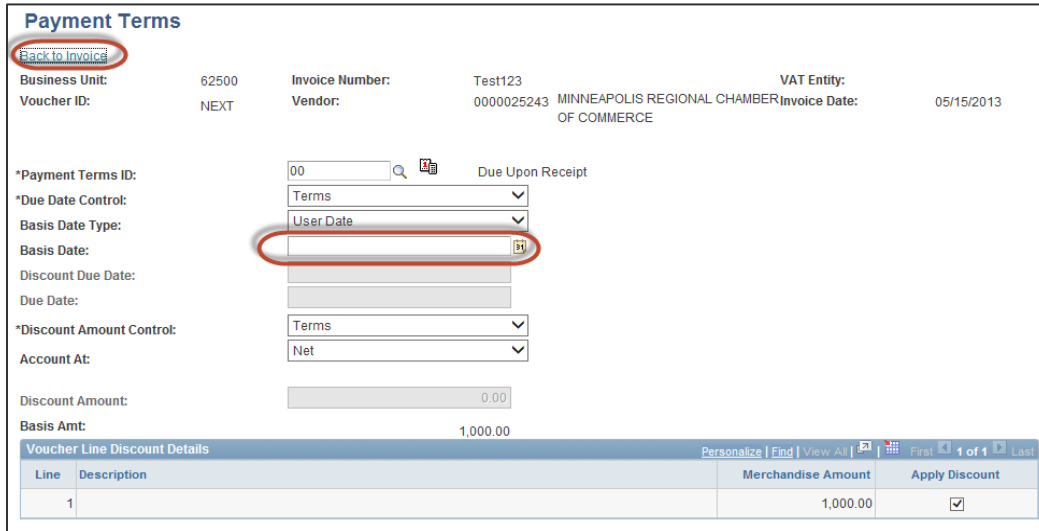
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
<input type="checkbox"/>	1	1,000.00		62500						

Save | Notify | Refresh | Add | Update/Display

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

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.


- 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.



Payment Terms

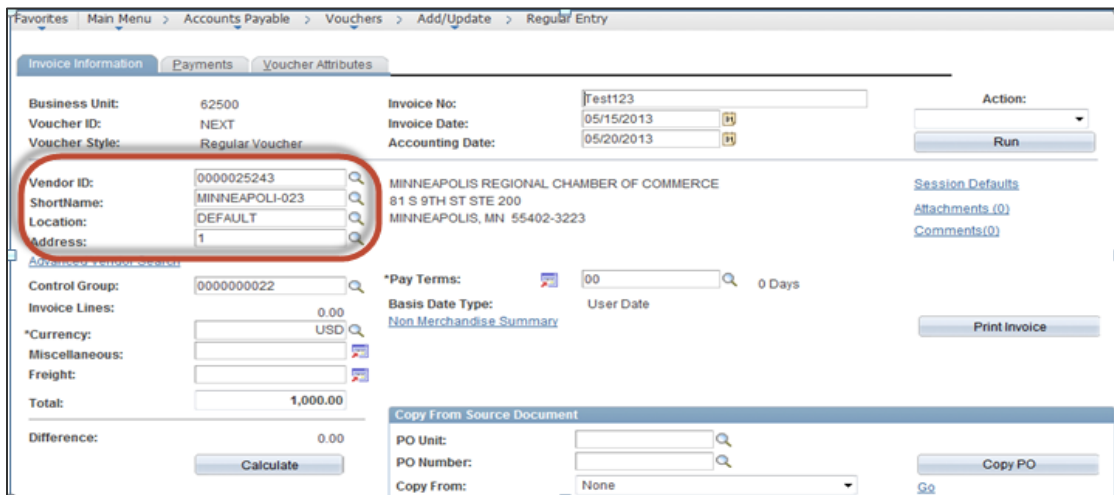
[Back to Invoice](#)

Business Unit: 62500 Invoice Number: Test123 VAT Entity: MINNEAPOLIS REGIONAL CHAMBER OF COMMERCE
 Voucher ID: NEXT Vendor: 0000025243 Invoice Date: 05/15/2013

*Payment Terms ID: 00 Due Upon Receipt
 *Due Date Control: Terms
 Basis Date Type: User Date
 Basis Date: 
 Discount Due Date:
 Due Date:
 *Discount Amount Control: Terms
 Account At: Net
 Discount Amount: 0.00
 Basis Amt: 1,000.00



Line	Description	Merchandise Amount	Apply Discount
1		1,000.00	<input checked="" type="checkbox"/>

- Enter the date the invoice was received in the **Basis Date** field.
- Click on **Back to Invoice** hyperlink to return to Invoice Information page.



Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information Payments Voucher Attributes

Business Unit: 62500 Invoice No: Test123 Action:
 Voucher ID: NEXT Invoice Date: 05/15/2013 
 Voucher Style: Regular Voucher Accounting Date: 05/20/2013 
 Vendor ID: 0000025243 MINNEAPOLIS REGIONAL CHAMBER OF COMMERCE
 Short Name: MINNEAPOLI-023 81 S 9TH ST STE 200
 Location: DEFAULT MINNEAPOLIS, MN 55402-3223
 Address: 1
 Control Group: 0000000022 *Pay Terms: 00 0 Days
 Invoice Lines: 0.00 Basis Date Type: User Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous:
 Freight:
 Total: 1,000.00
 Difference: 0.00
 Calculate Print Invoice

Copy From: Source Document
 PO Unit:
 PO Number:
 Copy From: None Copy PO

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

- c. Update the **Handling** code if you need a check to be held for pickup/hand delivery. You need to add a justification as to why the check requires special handling in the voucher **Comments** hyperlink on the **Invoice Information** tab as well as the name and phone number of the person who will be picking up the check.

The screenshot shows the 'Add/Update' voucher entry screen. The 'Invoice Information' tab is active. The form contains the following fields and annotations:

- Business Unit:** 62500
- Voucher ID:** 00001545
- Voucher Style:** Regular Voucher
- Total Amount:** 1,000.00
- Vendor Name:** MINNEAPOLIS REGIONAL CHAMBER OF COMMERCE
- Invoice No.:** Test123
- Invoice Date:** 05/15/2013
- *Pay Terms:** 00 0 Days
- Payment Information:**
 - Payment:** 1
 - *Remit to:** 0000025243
 - Location:** DEFAULT
 - *Address:** 1 (Annotated with a red box: "The address associated with this address number prints on the check. This address number should always match the address number on the Invoice Information page.")
 - Gross Amount:** 1,000.00 USD
 - Discount:** 0.00 USD
 - Scheduled Due:** 05/14/2013
 - Net Due:** 05/06/2013
 - Discount Due:**
 - Accounting Date:**
- Payment Options:**
 - *Bank:** USBNK
 - *Account:** APCK
 - *Method:** CHK (Check)
 - L/C ID:**
 - Message:** (Annotated with a red box: "Enter a message for the vendor. Up to 60 characters long.")
 - Pay Group:** Standard
 - *Handling:** RE (Annotated with a red box: "Update the Handling code to HP if you need the check held for special handling.")
 - *Netting:** Not Applicable
 - Hold Reason:**

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.

The screenshot shows the 'Invoice Lines' window. The 'Distribution Lines' section is expanded, showing a table with one line. The 'Copy Down' checkbox is unchecked. The table columns are: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Dept, Program, Product, Account, and Class.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
<input type="checkbox"/>	1	250		62500	29	005	422	425	6368	1012

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.

The dialog box has a title bar 'spps.org needs some information'. It contains a 'Script Prompt:' label, an 'Enter number of rows to add:' label, and a text input field with the number '1' entered. There are 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Distribution Lines' section with two lines. The 'Copy Down' checkbox for Line 1 is checked. The table columns are: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Dept, Program, Product, Account, and Class.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
<input checked="" type="checkbox"/>	1	250.00		62500	29	005	422	425	6368	1012
<input type="checkbox"/>	2	350.00		62500	29	005	422	425	6368	1012

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.

The screenshot shows the 'Distribution Lines' section with two lines. The 'Copy Down' checkbox for Line 1 is checked. The Fund code for Line 2 is updated to '01'. The table columns are: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Dept, Program, Product, Account, and Class.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
<input checked="" type="checkbox"/>	1	250.00		62500	29	005	422	425	6368	1012
<input type="checkbox"/>	2	350.00		62500	01	005	422	425	6368	1012

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.

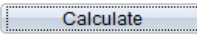
The screenshot shows the 'Invoice Lines' form with two lines. Line 1 is selected, and its details are shown below. Line 2 is also visible in the 'Distribution Lines' table below. The 'Calculate' button is highlighted with a red circle.

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
1	250.00		62500	29	005	422	425	6368	1012
2	350.00		62500	01	005	422	425	6368	1012

- 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.
- 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.

The screenshot shows the 'Invoice Lines' form with Line 2 selected. Its details are shown below. The 'Calculate' button is highlighted with a red circle.

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
1	400.00		62500	29	005	422	425	6368	1012

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

The screenshot shows the 'Invoice Information' form. The 'Calculate' button is highlighted with a red circle. The 'Difference' line is also highlighted with a red circle and shows 0.00.

Business Unit:	62500	Invoice No:	Test123	Action:	
Voucher ID:	NEXT	Invoice Date:	05/15/2013		
Voucher Style:	Regular Voucher	Accounting Date:	05/20/2013		Run
Vendor ID:	0000025243	MINNEAPOLIS REGIONAL CHAMBER OF COMMERCE		Session Defaults	
ShortName:	MINNEAPOLI-023	81 S 9TH ST STE 200		Attachments (0)	
Location:	DEFAULT	MINNEAPOLIS, MN 55402-3223		Comments(0)	
*Address:	1				
Control Group:	0000000022	*Pay Terms:	00	0 Days	
Invoice Lines:	-1000.00	Basis Date Type:	User Date		Print Invoice
*Currency:	USD	Non Merchandise Summary			
Miscellaneous:					
Freight:					
Total:	1,000.00				
Difference:	0.00				

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.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Header Attachment

Business Unit 62500 Voucher ID NEXT

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

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

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

File Attachment

Upload Cancel Browse...

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**.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Header Attachment

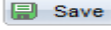
Business Unit 62500 Voucher ID NEXT

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Sample Invoice.docx	<input checked="" type="checkbox"/>	Vendor Invoice # TEST123			

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

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.

Invoice Lines

Line: 1 Item: UOM: Quantity: 1.0000

*Distribute by: Amount Unit Price: 10,000.00000

Ship To: 200121 Line Amount: 10,000.00

SpeedChart: Description: One Asset

Calculate

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

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Program	Product	Account	Class
<input type="checkbox"/>	2	10,000.00	1.0000	62500	26	005	680	498	6522	0000

5. Click on the Asset tab **Assets** 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

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input type="checkbox"/>	2	10,000.00	1.0000	<input checked="" type="checkbox"/>			NEXT		

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.

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input type="checkbox"/>	2	10,000.00	1.0000	<input checked="" type="checkbox"/>	62500	BLDGI25	NEXT		

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.