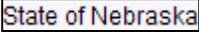
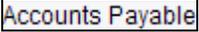
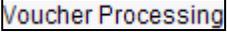
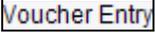
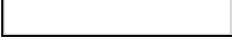


Enter a Standard Voucher without Purchase Order Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Voucher Processing link. 
4.	Click the Voucher Entry link. 
5.	Click the Voucher Entry without PO link. 
6.	Click the Add button. 
7.	<p>Supplier Number – Type the supplier's Address Book number.</p> <p>Warning: If you change the supplier number after you have entered data in the explanation field you must delete the lines in the grid that you have already input and reenter them. If these steps are not followed it will appear that the supplier number changed but the original supplier will be paid.</p> <p>Note: When paying an inter-agency billing the supplier number on the second line of the remittance address on the EDGE invoice should be entered, it is a search type 'AG'. A receivable fund used by multiple agencies will have an Administrative Services address record (such as funds 10000, 33000 or 40000). Use the billing number for the agency providing the services as indicated on the invoice.</p>
8.	Click in the Invoice Number field. 
9.	Invoice Number – Type the supplier's invoice number.
10.	Click in the Invoice Date field. 
11.	Invoice Date – Type the date printed on the invoice.
12.	Press [Tab] .
13.	<p>G/L Date – Type the current date.</p> <p>Note: The GL date must always be in the current or future Period (month). In the case of an IBT the posting date refers to when the transaction becomes eligible for payment depending on the payment terms entered.</p>

Step	Action
14.	<p>Remark – Any information a supplier may need to properly credit the payment. This information will appear on the warrant or as transmitted data.</p> <p>Note: Entering the agency name and phone number in the Remark field is recommended.</p>
15.	<p>Click in the Account Number field.</p> <div data-bbox="354 449 634 491" style="border: 1px solid black; width: 173px; height: 20px; margin-left: 10px;"></div>
16.	<p>Account Number – Type the G/L account number to be charged for the expense.</p> <p>Note: A default Account Number may have been set up in the supplier's Address Book record.</p>
17.	<p>Press [Tab].</p>
18.	<p>Amount – Type the amount of the pay item.</p> <p>Note: For Credit Memos, enter the amount as a negative amount.</p> <p>Note: To record Nebraska State Income Tax, enter amount as a negative, using account 76550.2114XX, where XX is the Agency Number.</p> <p>Note: Split the amount between different detail lines/account numbers, as needed.</p>
19.	<p>Press [Tab].</p>
20.	<p>Explanation – Type a brief remark describing the reason for the payment.</p> <p>Note: The vendor will see only detail from the header. Information entered here will appear only on Agency reports. If nothing is entered, Remark from the header will default into this field.</p>
21.	<p>Discount Due Date - defaults based on payment terms and invoice date If the voucher does not have a discount, when updating the due date, the discount due date must also be updated to the same date as the due date.</p> <p>Due Date - defaults based on payment terms and invoice date.</p> <p>Note: DO NOT CHANGE the Discount Due Date or the Due Date. If either field needs to be changed, please follow the work instructions for Special Handling a Voucher.</p>

Step	Action
22.	<p>Recording Utility Expenses:</p> <p>Utility Expenses shall be recorded by using the correct object code/unit of measure combinations (Please refer to the table in the Overview of this Training Guide) The Object Code, Unit of Measure(UM), and Number of Units must be entered on each voucher.</p> <p>The Facility Code of the Facility for which the utility expense applies must be entered on the voucher. Unit, UM, and Facility are adjacent to each other on the voucher screen. The Facility Code must be a search type of "F" from the Address Book contained in EnterpriseOne. Determine the appropriate facility address book number and use it consistently for utility invoices for each facility. The vouchers must be entered into EnterpriseOne as a Voucher Without Purchase Order (unless the Purchase Card is utilized). Training Guides are available to guide you through the entry for these utility bills.</p>
23.	<p>Note: Please refer to the Utility Expense Table.</p>
24.	<p>Additional fields which may be completed:</p> <p>Sub Type – If you typed a Subledger number, type the code that describes the Subledger. For example, type A (Address Book).</p> <p>Subledger – Type a number for the entity associated with the expense, if needed. For example, type the Address Book number of an employee.</p> <p>Tag Number - optional. Enter the Tag Number if this voucher is for a Fixed Asset.</p> <p>Unit - Optional. However, hours must be entered if paying for personal services contracts.</p> <p>UM – optional. Identifies the unit of measurement. If a unit amount is entered, this field must also have an entry.</p> <p>Note: You would need to scroll to the right to complete these fields.</p>
25.	<p>Click the OK button.</p> 
26.	<p>Write down the batch and previous document (voucher) number.</p> <p>Note: Repeat these steps to include additional payments in a batch.</p>
27.	<p>Click the Cancel button.</p> 
28.	<p>Click the Close button.</p> 
29.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>