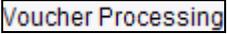
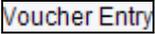
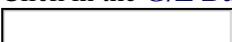


Enter a Voucher without Purchase Order for Discount Lesson

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.	Supplier Number – Type the supplier's Address Book number.
8.	Click in the Invoice Number field. 
9.	Invoice Number – Type the supplier's invoice number.
10.	Click in the Payment Terms field. 
11.	Payment Terms – Type the appropriate discount code (for example, 002 – 2%, 10 net 30). Use the Visual Assist tool if necessary. 
12.	Click in the Invoice Date field. 
13.	Invoice Date – Type the date printed on the invoice.
14.	Click in the G/L Date field. 
15.	G/L Date – Type the current date. 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.

Step	Action
16.	<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>
17.	<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>
18.	<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>
19.	<p>Press [Tab].</p>
20.	<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>
21.	<p>Press [Tab].</p>
22.	<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>
23.	<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
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.	Press the Down Arrow key on your keyboard.
26.	<p>The Amount and Disc fields will at the bottom of the window will automatically complete. Review these fields.</p> <p>Note: The system calculates the discounted amount based on the Payment Terms code you entered in the header and the dollar amount you entered for each detail lines. The discount will be calculated, but it will only be taken if the payment is made by the discount due date. This will not calculate until the cursor is moved to the next line.</p>
27.	Click the OK button. 
28.	Write down the batch and previous document (voucher) number.
29.	Click the Cancel button. 
30.	Click the Close button. 
31.	You have successfully completed this lesson. End of Procedure.