

Entering Vouchers Without Purchase Orders-IBT

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



Table of Contents

Entering Vouchers Without Purchase Orders-IBT.....	1
Entering Vouchers Without Purchase Orders-IBT Overview.....	1
Enter a Standard Voucher without Purchase Order Lesson	1
Enter a Voucher without Purchase Order for Discount Lesson.....	7
Additional Functions and Options.....	14

Entering Vouchers Without Purchase Orders-IBT

Entering Vouchers Without Purchase Orders-IBT Overview

When you receive a supplier's invoice for an expense or service that does not have an associated purchase order, you must enter a voucher before you can remit payment to the supplier.

You complete the same steps to enter vouchers for employee reimbursements and IBTs, which generally do not have associated purchase orders.

Note for Recording Utility Expenses:

- Utility Expenses shall be recorded by using the code/unit of measure combinations found in the table below. The Object Code, Unit of Measure(UM), and Number of Units **must** be entered on each voucher.
- 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).

Utility Expense Table:

Object Code	Description	Unit of Measure	Description
523201	Natural Gas	TR	Therm - (100 Cubic Feet)
523202	Electricity	KH	KWH - Kilowatt Hours
523203	Water	1C	CCF - Hundred Cubic Feet
523204	Sewer	1C	CCF - Hundred Cubic Feet
523205	Chilled Water	TH	Ton - Hours
523206	Coal	TN	Ton
523207	Propane	GL	Gallons
523208	Steam	MB	MMBTU - Million BTU
523219	Other Utility		

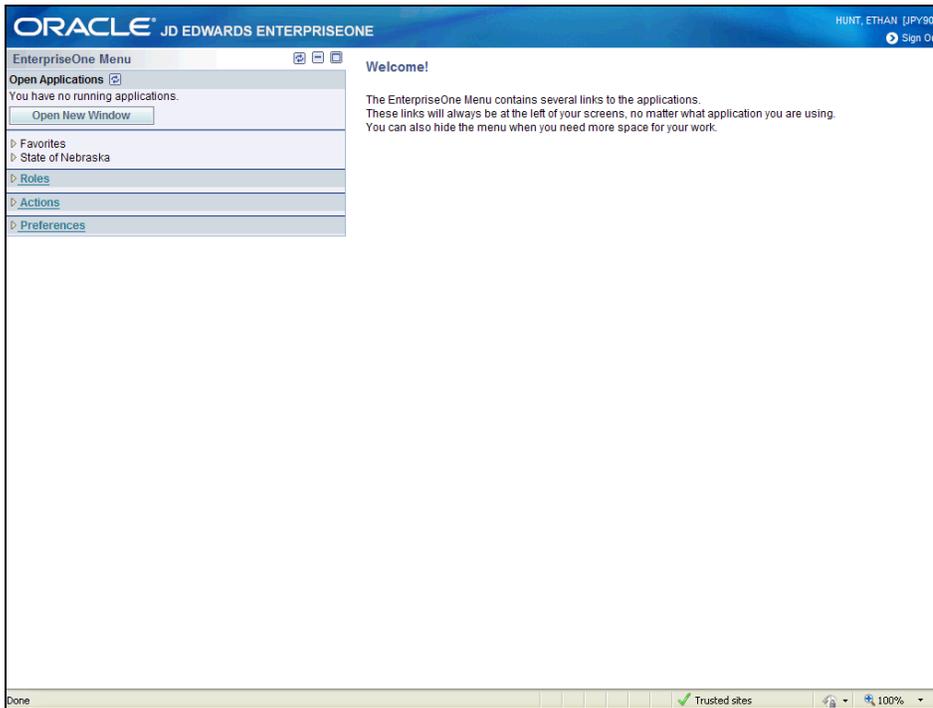
Enter a Standard Voucher without Purchase Order Lesson

Procedure

In this lesson you will learn how to enter a standard voucher without a purchase order.

Training Guide

Entering Vouchers Without Purchase Orders- IBT



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Voucher Processing link. Voucher Processing
4.	Click the Voucher Entry link. Voucher Entry
5.	Click the Voucher Entry without PO link. Voucher Entry without PO

Step	Action
6.	Click the Add button. 

Training Guide

Entering Vouchers Without Purchase Orders- IBT



Step	Action
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.	<p>Click in the Invoice Number field.</p> <input data-bbox="344 785 789 827" type="text"/>
9.	<p>Invoice Number – Type the supplier's invoice number.</p>
10.	<p>Click in the Invoice Date field.</p> <input data-bbox="344 921 574 963" type="text"/>
11.	<p>Invoice Date – Type the date printed on the invoice.</p>
12.	<p>Press [Tab].</p>
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>
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> <input data-bbox="344 1465 623 1507" type="text"/>
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>

Step	Action
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.	Press [Tab] .
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>
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>

Training Guide

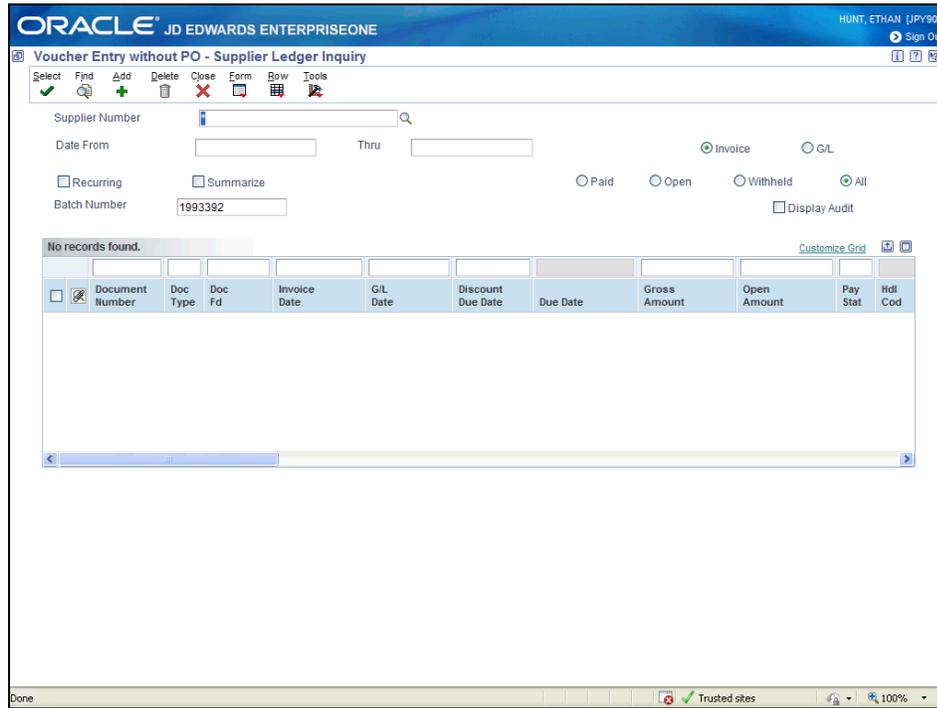
Entering Vouchers Without Purchase Orders- IBT



Object Code	Description	Unit of Measure	Description
523201	Natural Gas	TR	Therm - (100 Cubic Feet)
523202	Electricity	KH	KWH - Kilowatt Hours
523203	Water	1C	CCF - Hundred Cubic Feet
523204	Sewer	1C	CCF - Hundred Cubic Feet
523205	Chilled Water	TH	Ton - Hours
523206	Coal	TN	Ton
523207	Propane	GL	Gallons
523208	Steam	MB	MMBTU - Million BTU
523219	Other Utility		

Step	Action
23.	Note: Please refer to the Utility Expense Table .
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>

Step	Action
27.	Click the Cancel button. 



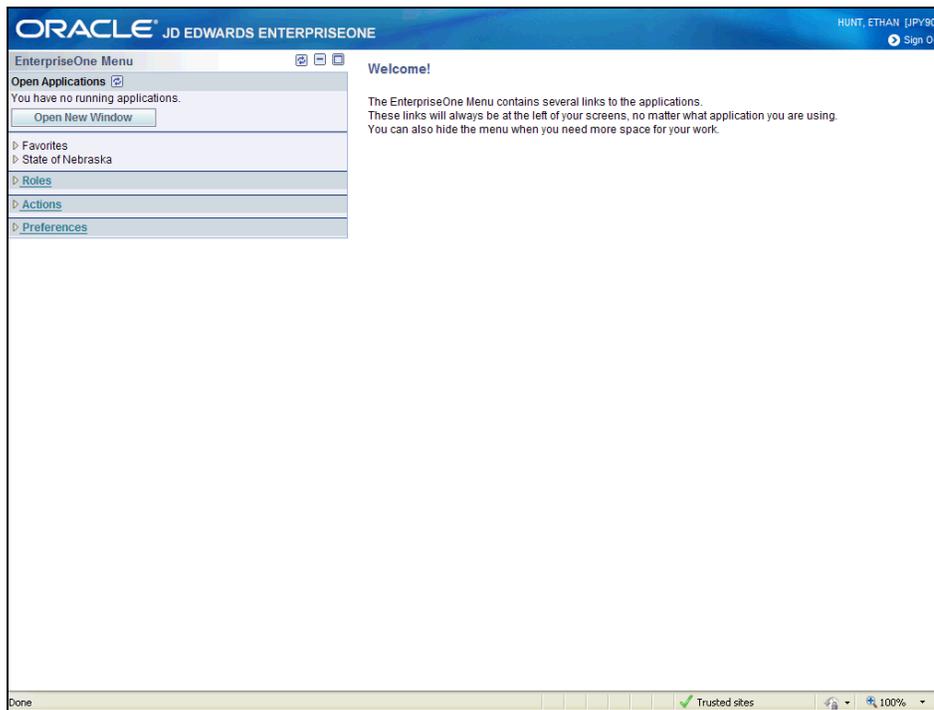
Step	Action
28.	Click the Close button. 
29.	You have successfully completed this lesson. End of Procedure.

Enter a Voucher without Purchase Order for Discount Lesson Procedure

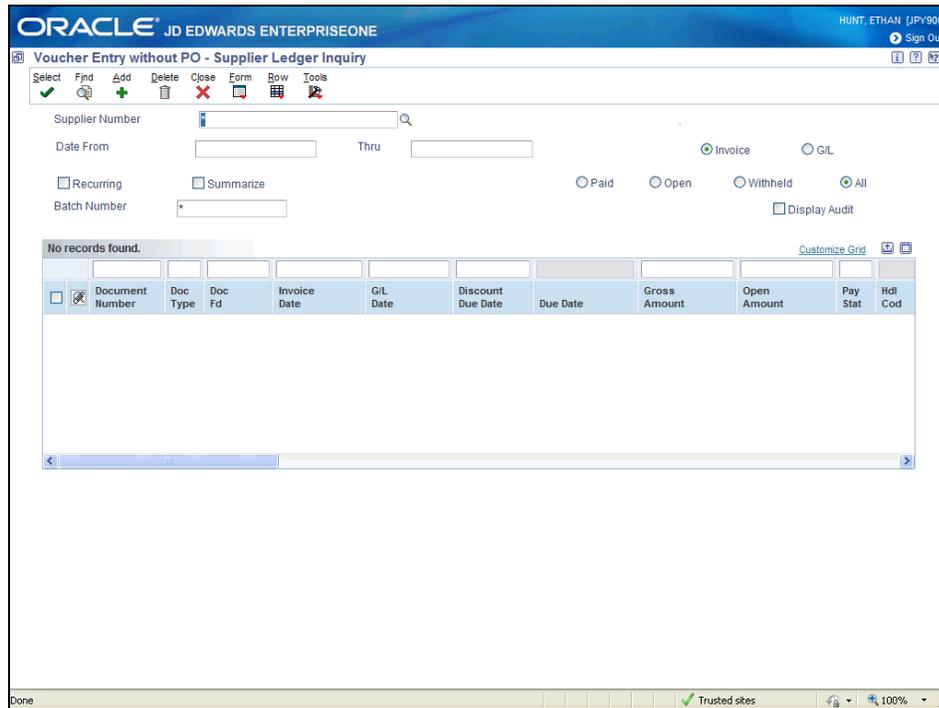
In this lesson you will learn how to enter a voucher without a purchase order for discount.

Training Guide

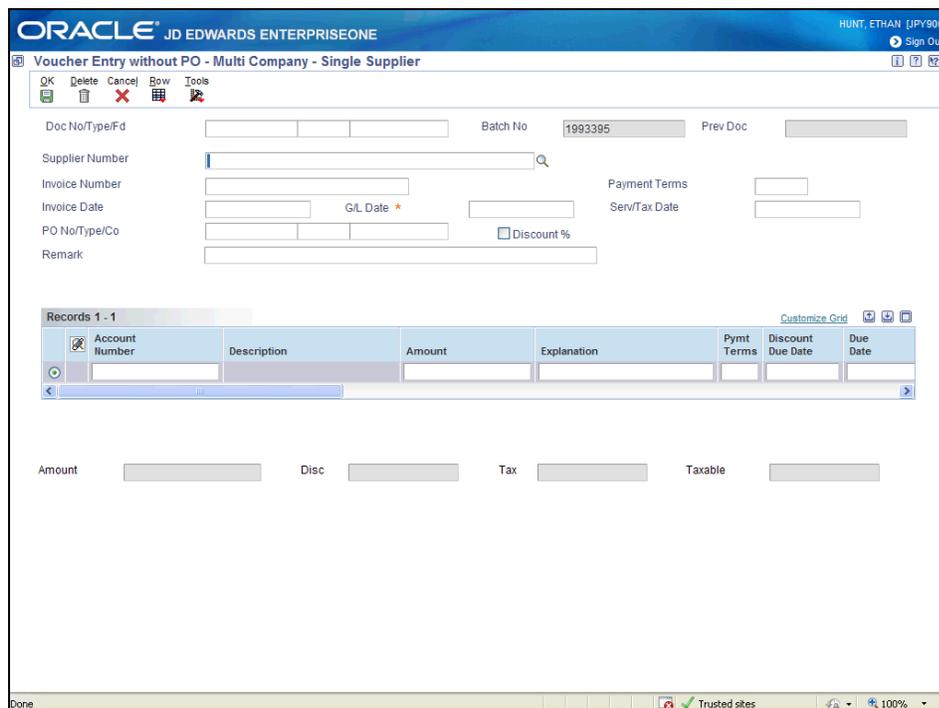
Entering Vouchers Without Purchase Orders- IBT



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Voucher Processing link. Voucher Processing
4.	Click the Voucher Entry link. Voucher Entry
5.	Click the Voucher Entry without PO link. Voucher Entry without PO



Step	Action
6.	Click the Add button. 



Training Guide

Entering Vouchers Without Purchase Orders- IBT



Step	Action
7.	Supplier Number – Type the supplier's Address Book number.
8.	Click in the Invoice Number field. <input type="text"/>
9.	Invoice Number – Type the supplier's invoice number.
10.	Click in the Payment Terms field. <input type="text"/>
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. <input type="text"/>
13.	Invoice Date – Type the date printed on the invoice.
14.	Click in the G/L Date field. <input type="text"/>
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.
16.	Remark – Any information a supplier may need to properly credit the payment. This information will appear on the warrant or as transmitted data. Note: Entering the agency name and phone number in the Remark field is recommended.
17.	Click in the Account Number field. <input type="text"/>
18.	Account Number – Type the G/L account number to be charged for the expense. Note: A default Account Number may have been set up in the supplier's Address Book record.
19.	Press [Tab] .

Step	Action
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.	Press [Tab] .
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>
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>

Training Guide

Entering Vouchers Without Purchase Orders- IBT



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Voucher Entry without PO - Multi Company - Single Supplier

Doc No/Type/Fd: 56650 Batch No: 1993395 Prev Doc:

Supplier Number: 1758957 DELL SERVICE SALES

Invoice Number: 978654321 Payment Terms: 002

Invoice Date: 12/01/2009 G/L Date: 12/03/2009 Serv/Tax Date: 12/03/2009

PO No/Type/Co: Discount %

Remark:

Account Number	Description	Amount	Explanation	Pyrm Terms	Discount Due Date	Due Date
65025009.471100	SALE OF SERVICES	10.00	TRAINING EXAMPLE			

Amount: Disc: Tax: Taxable:

Step	Action
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>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Voucher Entry without PO - Multi Company - Single Supplier

OK Delete Cancel Row Tools

Doc No/Type/Fd Batch No Prev Doc

Supplier Number DELL SERVICE SALES

Invoice Number Payment Terms

Invoice Date G/L Date Serv/Tax Date

PO No/Type/Co Discount %

Remark

Records 1 - 2 Customize Grid

Account Number	Description	Amount	Explanation	Pyrm Terms	Discount Due Date	Due Date
65025009.471100	SALE OF SERVICES	10.00	TRAINING EXAMPLE	002	12/11/2009	

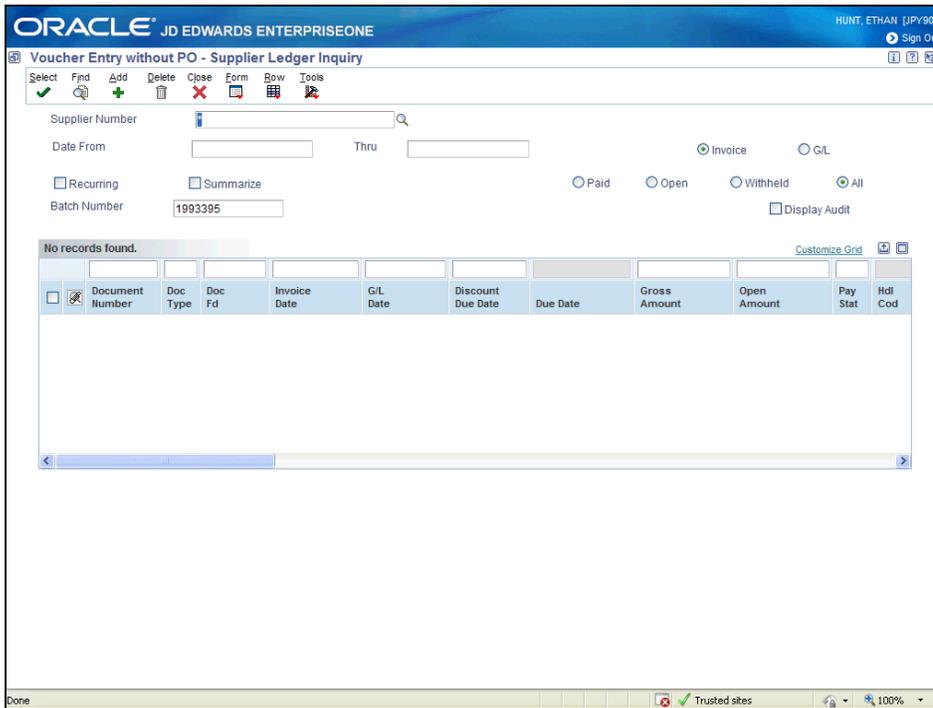
Amount Disc Tax Taxable

Done Trusted sites 100%

Step	Action
27.	Click the OK button. 
28.	Write down the batch and previous document (voucher) number.
29.	Click the Cancel button. 

Training Guide

Entering Vouchers Without Purchase Orders- IBT



Step	Action
30.	Click the Close button. 
31.	You have successfully completed this lesson. End of Procedure.

Additional Functions and Options

To: Display the Work With Batches window.

Do This:

1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area.
2. Click Row, Batches.

To: Review voucher summary information.

Do This:

1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area.
2. Click Row, Summary to display the Voucher Summary window.

To: Review an item's payment history.

Do This:

1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area.
2. Click Row, Payment History to display the Work with Pay Item History window.

To: Review G/L Distribution.

Do This:

1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area.
2. Click Row, G/L Distribution

To: Attach a text attachment to a voucher.

Do This:

1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area.
2. Click Row, Attachments to display the Media Object Viewer window.
3. Click Text to activate the text area.
4. Type the text in the text area.
5. Click Save to save the text information and return to the Supplier Ledger Inquiry window.

To: Inquire on a payment.

Do This:

- From the Supplier Ledger Inquiry window; click Form, Payments Inquiry to display the Work With Payments window.

To: Review Supplier Master information.

Do This:

- From the Supplier Ledger Inquiry window; click Form, Supplier Master to display the Work With Supplier Master window.

Training Guide
Entering Vouchers Without Purchase Orders-
IBT

