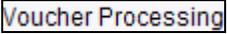
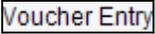
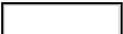


## Enter Multiple Supplier - Payment Vouchers at One Time Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Payable</b> link. 
3.	Click the <b>Voucher Processing</b> link. 
4.	Click the <b>Voucher Entry</b> link. 
5.	Click the <b>Multiple Vendor Payment Entry</b> link. 
6.	Click the <b>Add</b> button. 
7.	Write down the batch number found in the header for future reference.
8.	<b>Invoice Date</b> – Type the date of the invoice.
9.	Press <b>[Tab]</b> .
10.	<b>G/L Date</b> – Type the current date.
11.	Click in the <b>Payment Terms</b> field. 
12.	<p><b>Payment Terms</b> – Due Upon Receipt</p> <p><b>Note:</b> You would type 000 for refunds, otherwise you would enter the terms for the particular vendors.</p> <p><b>Note:</b> If left blank, due dates will be calculated based on the supplier's payment terms as defined in the Address Book and from invoice dates entered in the grid.</p> <p>Use the <b>Visual Assist</b> button if necessary. </p>
13.	Click in the <b>Invoice Number</b> field.  <b>Note:</b> The warrant will print with one line per detail line. 
14.	<b>Invoice Number</b> – Type the supplier's invoice number.
15.	Press <b>[Tab]</b> .

Step	Action
16.	<p><b>Invoice Amount</b> – Type the gross amount printed on the invoice.</p> <p><b>Note:</b> For Credit Memos, enter the amount as a negative amount.</p> <p><b>Note:</b> To record Nebraska State Income Tax, enter amount as a negative, using account 76550.2114XX, where XX is the Agency Number.</p> <p><b>Note:</b> Split the amount between different detail lines/account numbers, as needed.</p>
17.	Press <b>[Tab]</b> .
18.	<p><b>Supplier</b> – Type the supplier's Address Book number.</p> <p><b>Warning:</b> 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>
19.	Press <b>[Tab]</b> .
20.	<b>Account Number</b> – Type the G/L account number to be charged.
21.	Press <b>[Tab]</b> .
22.	<p><b>Remark</b> – Type a brief description of the multi-voucher payment.</p> <p><b>Note:</b> The remark will be printed on the warrant, up to 30 characters, so this field can be used to provide additional information to the payee.</p> <p><b>Note:</b> Entering the agency name and phone number in the Remark field is recommended.</p>
23.	<p><b>Subledger</b> – Type a number for the entity associated with the expense, if needed. For example, type the Address Book number of an employee.</p> <p><b>Sub Type</b> – If you typed a Subledger number, type the code that describes the Subledger. For example, type A (Address Book).</p> <p><b>Invoice Date</b> – Defaults from Header, but can be overwritten.</p> <p><b>Tag Number</b> - optional. Enter the Tag Number if this voucher is for a Fixed Asset.</p> <p><b>Note:</b> You will need to scroll to the right to complete these fields.</p>
24.	Press the down arrow on the keyboard to add additional vouchers.
25.	<p>Click the <b>OK</b> button.</p> 
26.	<p>Click the <b>OK</b> button to accept the multiple vouchers and clear the Multi-Voucher Entry window..</p> 
27.	<p>Click the <b>Cancel</b> button.</p> 

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Step	Action
28.	The batch number displays in the <b>Batch Number</b> header field.
29.	Click the <b>Close</b> button. 
30.	You have successfully completed this lesson. <b>End of Procedure.</b>