

Entering Multiple Supplier - Payment Vouchers at One Time
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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.



Training Guide

Entering Multiple Supplier - Payment Vouchers at One Time

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Entering Multiple Supplier - Payment Vouchers at One Time

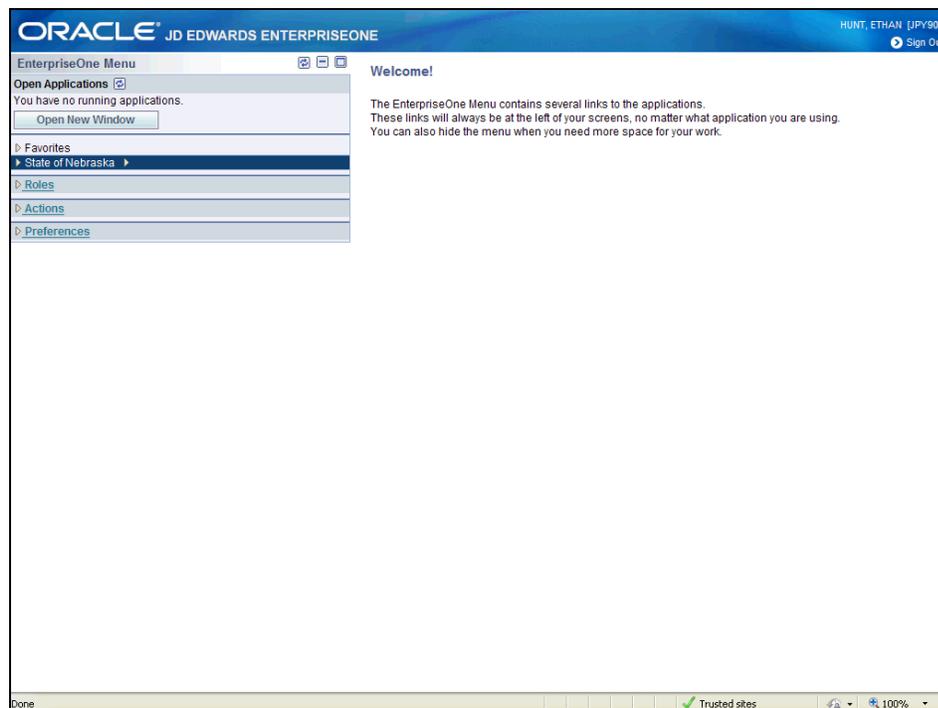
Entering Multiple Supplier - Payment Vouchers at One Time Overview

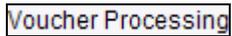
You can enter payment vouchers to several different suppliers at one time.

The example shown in this work instruction is the refund of registration fees to several customers or clients.

Enter Multiple Supplier - Payment Vouchers at One Time Lesson Procedure

In this lesson you will learn how to enter multiple supplier payment vouchers at one time.

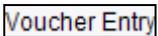


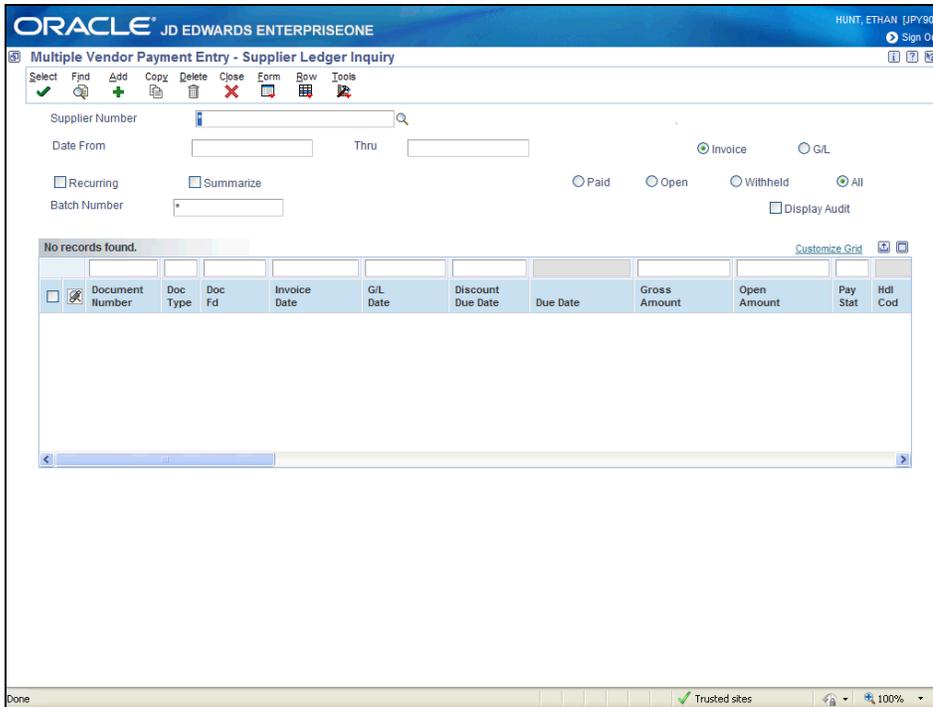
Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Voucher Processing link. 

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Entering Multiple Supplier - Payment Vouchers at One Time



Step	Action
4.	Click the Voucher Entry link. 
5.	Click the Multiple Vendor Payment Entry link. 



Step	Action
6.	Click the Add button. 
7.	Write down the batch number found in the header for future reference.

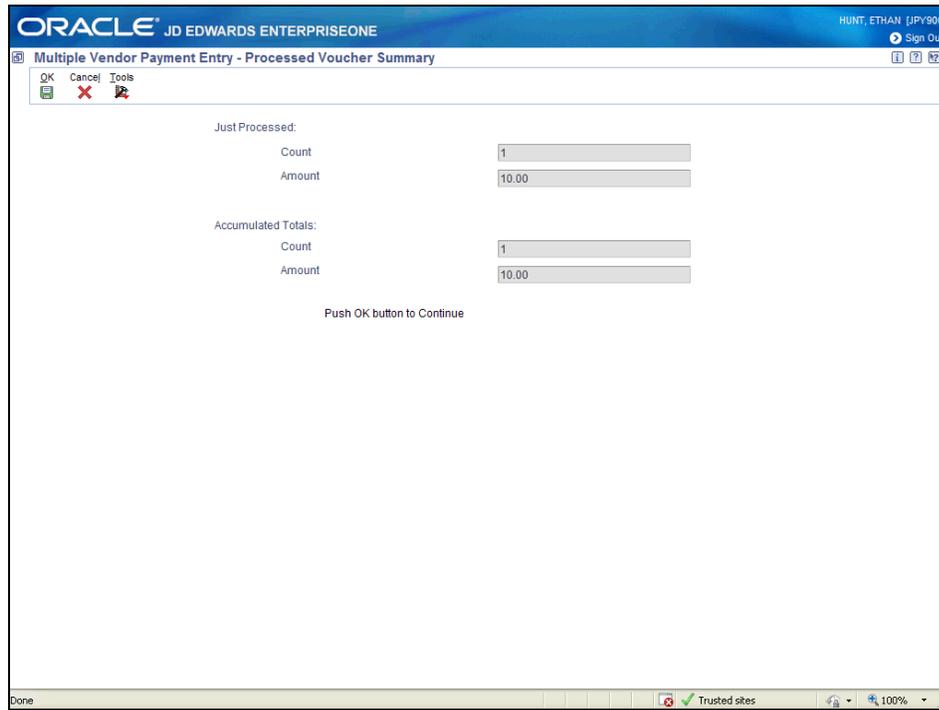
Step	Action
8.	Invoice Date – Type the date of the invoice.
9.	Press [Tab] .
10.	G/L Date – Type the current date.
11.	Click in the Payment Terms field. <input type="text"/>
12.	<p>Payment Terms – Due Upon Receipt</p> <p>Note: You would type 000 for refunds, otherwise you would enter the terms for the particular vendors.</p> <p>Note: 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 Visual Assist button if necessary. </p>
13.	Click in the Invoice Number field. Note: The warrant will print with one line per detail line. <input type="text"/>
14.	Invoice Number – Type the supplier's invoice number.
15.	Press [Tab] .

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Step	Action
16.	<p>Invoice Amount – Type the gross amount printed on the invoice.</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>
17.	Press [Tab] .
18.	<p>Supplier – 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>
19.	Press [Tab] .
20.	Account Number – Type the G/L account number to be charged.
21.	Press [Tab] .
22.	<p>Remark – Type a brief description of the multi-voucher payment.</p> <p>Note: 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>Note: Entering the agency name and phone number in the Remark field is recommended.</p>
23.	<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>Sub Type – If you typed a Subledger number, type the code that describes the Subledger. For example, type A (Address Book).</p> <p>Invoice Date – Defaults from Header, but can be overwritten.</p> <p>Tag Number - optional. Enter the Tag Number if this voucher is for a Fixed Asset.</p> <p>Note: 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 OK button.</p> 



Step	Action
26.	Click the OK button to accept the multiple vouchers and clear the Multi-Voucher Entry window.. 

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Entering Multiple Supplier - Payment Vouchers at One Time



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

Multiple Vendor Payment Entry - Multi-Voucher Entry

OK Delete Cancel Form Tools

Batch Number 1993401

Invoice Date G/L Date * Service/Tax Date

Due Date Payment Terms

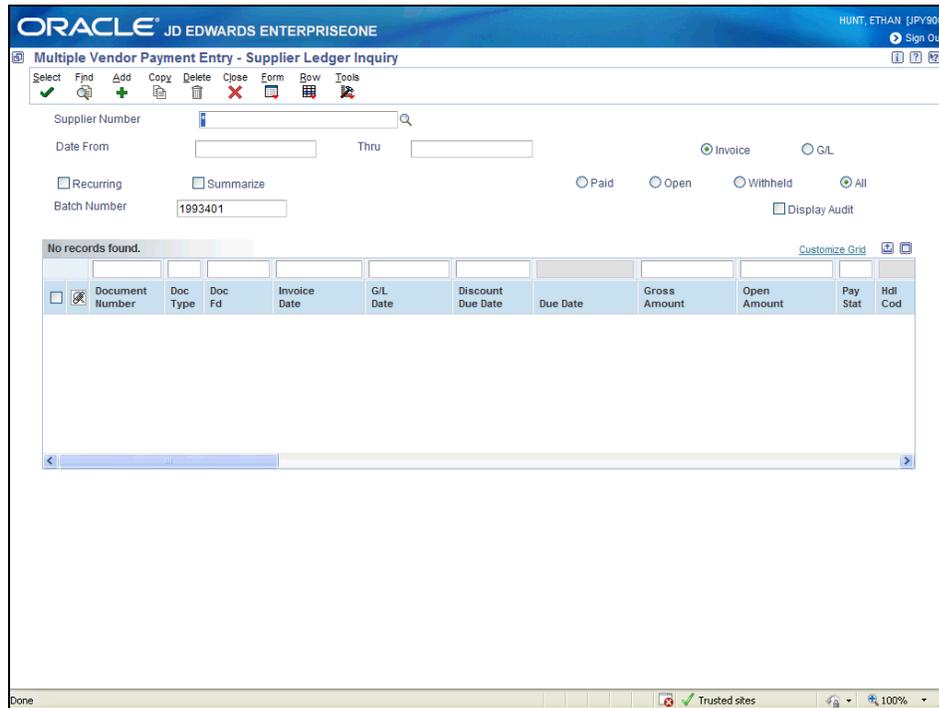
Discount Due Date Tax Rate/Area

Records 1 - 1 Customize Grid

Invoice Number	Invoice *	Supplier *	Account *	Remark	SB	Ty
<input type="text"/>						

Done Trusted sites 100%

Step	Action
27.	Click the Cancel button. 
28.	The batch number displays in the Batch Number header field.



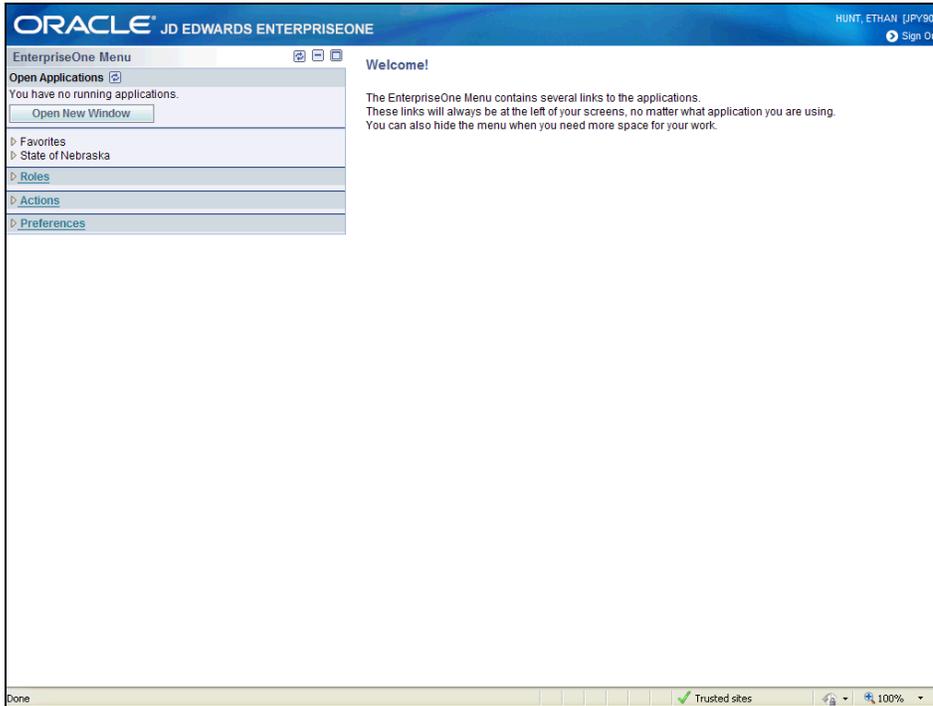
Step	Action
29.	Click the Close button. 
30.	You have successfully completed this lesson. End of Procedure.

Review Multiple Supplier-Payment Vouchers Lesson Procedure

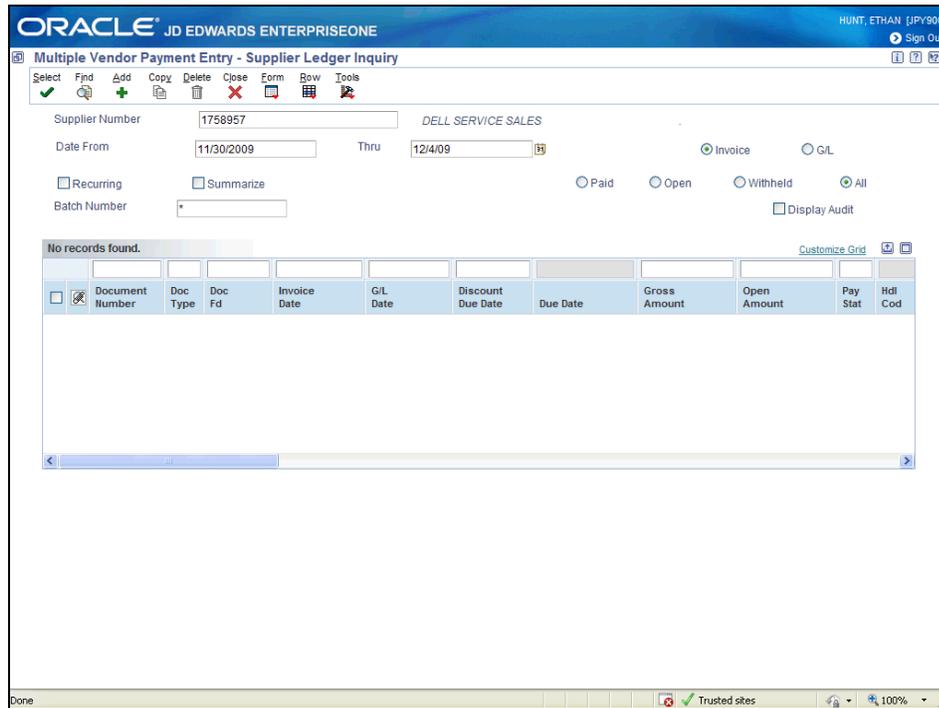
In this lesson you will learn how to review multiple supplier payment vouchers.

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Entering Multiple Supplier - Payment Vouchers at One Time



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 Multiple Vendor Payment Entry link. Multiple Vendor Payment Entry
6.	Verify All is selected.
7.	You can narrow your search by entering a Supplier Number , Date From and Thru fields, or the Batch Number field.



Step	Action
8.	Click the Find button. 
9.	Notice the unique voucher Document Number assigned to each supplier payment. Scroll to the right to review all detail fields for each voucher.
10.	Choose a voucher to review by clicking the check box next to it. 
11.	Click the Select button. 
12.	Review the voucher, as needed.

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Entering Multiple Supplier - Payment Vouchers at One Time



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Multiple Vendor Payment Entry - Multi Company - Single Supplier

Doc No/Type/Fd: 16909206 PV 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 ServTax 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	002	12/11/2009	12/31/2009

Amount: 10.00 Disc: .20 Tax: [] Taxable: []

Done Trusted sites 100%

Step	Action
13.	Click the Cancel button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Multiple Vendor Payment Entry - Supplier Ledger Inquiry

Supplier Number: 1758957 DELL SERVICE SALES

Date From: 11/30/2009 Thru: 12/04/2009 Invoice GL

Recurring Summarize Paid Open Withheld All

Batch Number: [] Display Audit

Document Number	Doc Type	Doc Fd	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Hdl Cod
<input checked="" type="checkbox"/> 16909206	PV	56650	12/01/2009	12/03/2009	12/11/2009		10.00	10.00	A	
<input type="checkbox"/> 16909207	PV	56650	12/01/2009	12/03/2009	12/01/2009		10.00	10.00	A	
<input type="checkbox"/> 16909204	PV	56650	12/01/2009	12/02/2009	12/31/2009		10.00	10.00	A	
<input type="checkbox"/> 16909205	PV	56650	12/01/2009	12/02/2009	12/31/2009		10.00	10.00	A	
							40.00	40.00		

Done Trusted sites 100%

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

Additional Functions and Options

To: Review supplier master information.

Do This:

- From the Multi-Voucher Entry window; click Form, Supplier Master to display the Supplier Master Revision window.