

Entering Vouchers For Employee Reimbursement Lesson

Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Accounts Payable link. <input type="text" value="Accounts Payable"/>
3.	Click the Voucher Processing link. <input type="text" value="Voucher Processing"/>
4.	Click the Voucher Entry link. <input type="text" value="Voucher Entry"/>
5.	Click the Employee Reimbursement Entry link. <input type="text" value="Employee Reimbursement Entry"/>
6.	Click the Add button. <input data-bbox="354 909 394 951" type="button" value="+"/>
7.	Supplier Number – Type the employee's Address Book number. 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.
8.	Press [Tab] .
9.	Invoice Number – Should be used to indicate the month or range of dates covered by a reimbursement.
10.	Payment Terms – This field is entered automatically from the Address Book. The default for employees is 000 – Due Upon Receipt.
11.	Click in the Invoice Date field. <input type="text"/>
12.	Invoice Date – Type today's date or the date on the expense reimbursement.
13.	Press [Tab] .
14.	G/L Date – Type the current date.
15.	Click in the Remark field.
16.	Remark – Type a brief remark describing the reimbursement, such as the reason for the trip. Note: Entering the agency name and phone number in the Remark field is recommended.
17.	Click in the Account Number field. <input type="text"/>

Step	Action
18.	Account Number – Type the G/L account number to be charged for the expense.
19.	Press [Tab] .
20.	<p>Amount – Type the reimbursement amount.</p> <p>Note: Split the amount between different detail lines/account numbers, as needed.</p>
21.	<p>Complete the following fields as needed:</p> <p>Subledger – Type a number for the entity associated with the expense, if needed. For example, type the employee's Address Book number.</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>Discount Due Date - defaults based on payment terms and invoice 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>Click the OK button.</p> 
23.	Write down the Batch No and Prev Doc numbers.
24.	<p>Click the Cancel button.</p> 
25.	<p>Click the Close button.</p> 
26.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>