

**Entering Vouchers For Employee Reimbursement**  
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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.



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## Entering Vouchers For Employee Reimbursement

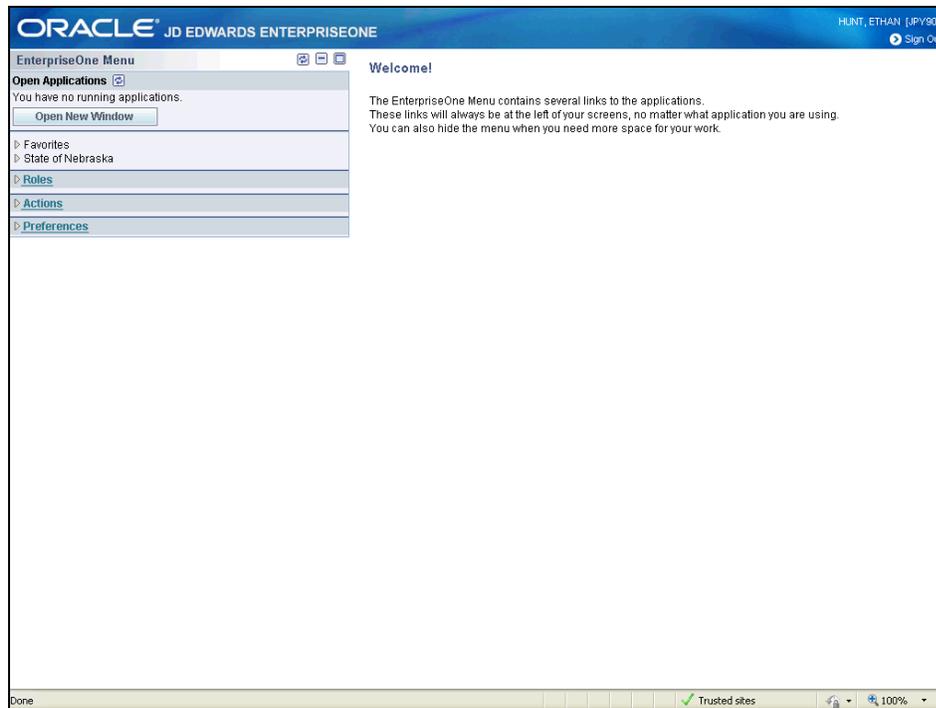
### Entering Vouchers For Employee Reimbursement Overview

Employee reimbursement payments, such as travel expenses, do not generally have associated purchase orders. Therefore, you complete the same steps for employee reimbursements as you do when purchasing goods or services from vendors without purchase orders.

### Entering Vouchers For Employee Reimbursement Lesson

#### Procedure

In this lesson you will learn how to enter vouchers for employee reimbursements.



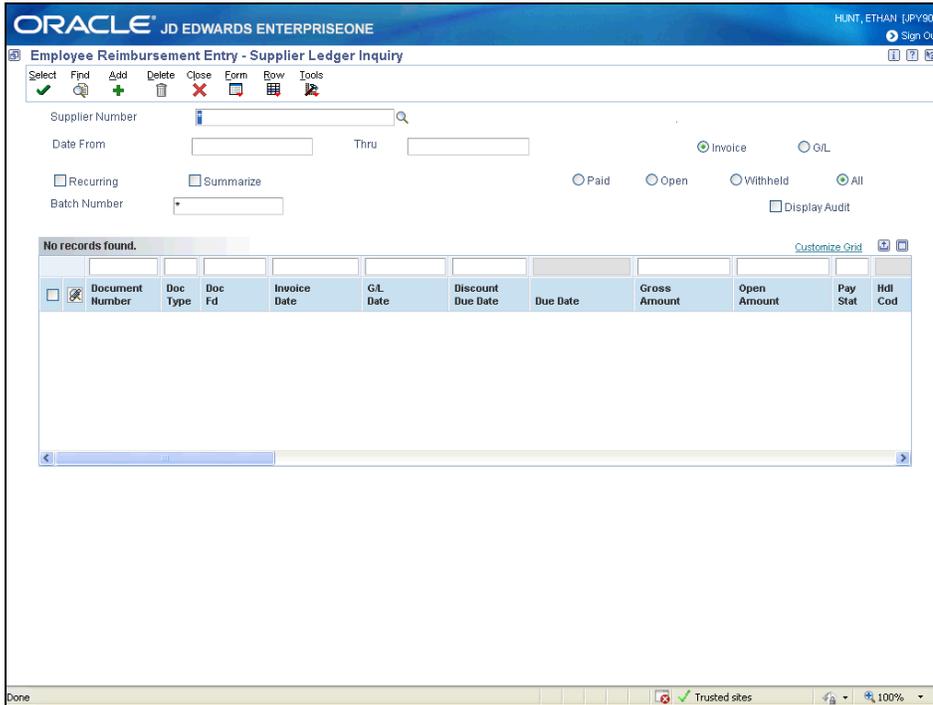
Step	Action
1.	Click the <b>State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">State of Nebraska</span>
2.	Click the <b>Accounts Payable</b> link. <span style="border: 1px solid black; padding: 2px;">Accounts Payable</span>
3.	Click the <b>Voucher Processing</b> link. <span style="border: 1px solid black; padding: 2px;">Voucher Processing</span>
4.	Click the <b>Voucher Entry</b> link. <span style="border: 1px solid black; padding: 2px;">Voucher Entry</span>

# Training Guide

## Entering Vouchers For Employee Reimbursement



Step	Action
5.	Click the <b>Employee Reimbursement Entry</b> link. 



Step	Action
6.	Click the <b>Add</b> button. 

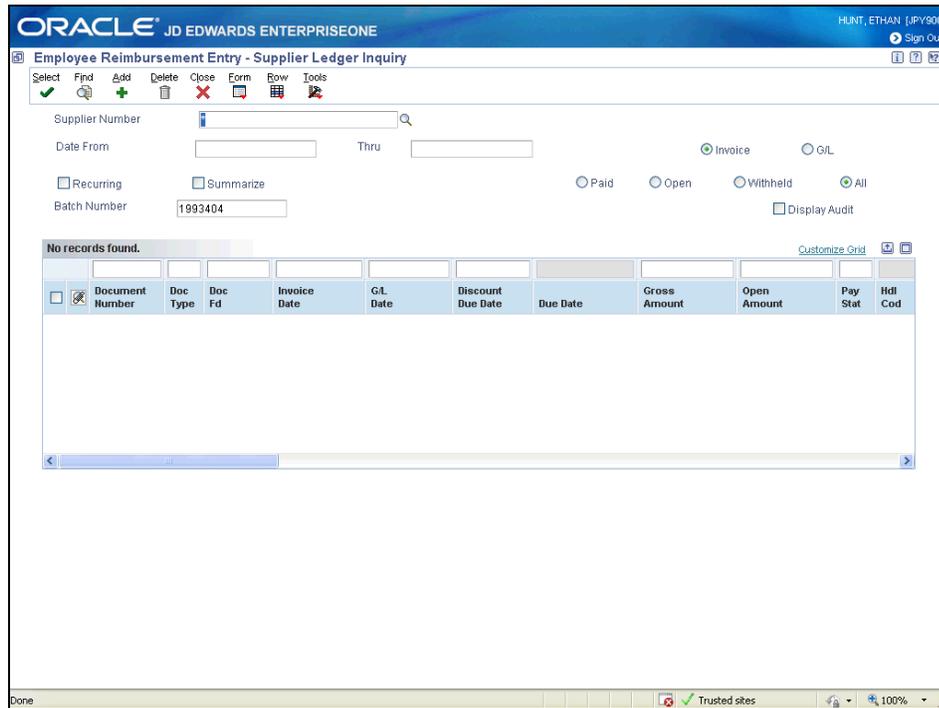
Step	Action
7.	<p><b>Supplier Number</b> – Type the employee's Address Book number.</p> <p><b>Warning:</b> If you change the supplier number after you have entered data in the explanation field you must delete the lines in the grid that you have already input and reenter them. If these steps are not followed it will appear that the supplier number changed but the original supplier will be paid.</p>
8.	Press <b>[Tab]</b> .
9.	<b>Invoice Number</b> – Should be used to indicate the month or range of dates covered by a reimbursement.
10.	<b>Payment Terms</b> – This field is entered automatically from the Address Book. The default for employees is 000 – Due Upon Receipt.
11.	Click in the <b>Invoice Date</b> field. <input type="text"/>
12.	<b>Invoice Date</b> – Type today's date or the date on the expense reimbursement.
13.	Press <b>[Tab]</b> .
14.	<b>G/L Date</b> – Type the current date.
15.	Click in the <b>Remark</b> field.

# Training Guide

## Entering Vouchers For Employee Reimbursement



Step	Action
16.	<p><b>Remark</b> – Type a brief remark describing the reimbursement, such as the reason for the trip.</p> <p><b>Note:</b> Entering the agency name and phone number in the Remark field is recommended.</p>
17.	<p>Click in the <b>Account Number</b> field.</p> <input type="text"/>
18.	<b>Account Number</b> – Type the G/L account number to be charged for the expense.
19.	Press <b>[Tab]</b> .
20.	<p><b>Amount</b> – Type the reimbursement amount.</p> <p><b>Note:</b> Split the amount between different detail lines/account numbers, as needed.</p>
21.	<p>Complete the following fields as needed:</p> <p><b>Subledger</b> – Type a number for the entity associated with the expense, if needed. For example, type the employee's Address Book number.</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>Discount Due Date</b> - defaults based on payment terms and invoice date</p> <p><b>Due Date</b> - defaults based on payment terms and invoice date.</p> <p><b>Note: DO NOT CHANGE</b> 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 <b>OK</b> button.</p> 
23.	Write down the <b>Batch No</b> and <b>Prev Doc</b> numbers.
24.	<p>Click the <b>Cancel</b> button.</p> 



Step	Action
25.	Click the <b>Close</b> button. 
26.	You have successfully completed this lesson. <b>End of Procedure.</b>

## 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.

## Training Guide

### Entering Vouchers For Employee Reimbursement



**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:** Display the Enter Voucher – G/L Distribution window.

**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:**

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

**To:** Review Supplier Master information.

**Do This:**

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