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.

This instruction shows how to:

Enter a Standard Voucher Without Purchase Order

Enter a Voucher Without Purchase Order for Discount

This instruction contains Additional Functions and Options.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

Navigation

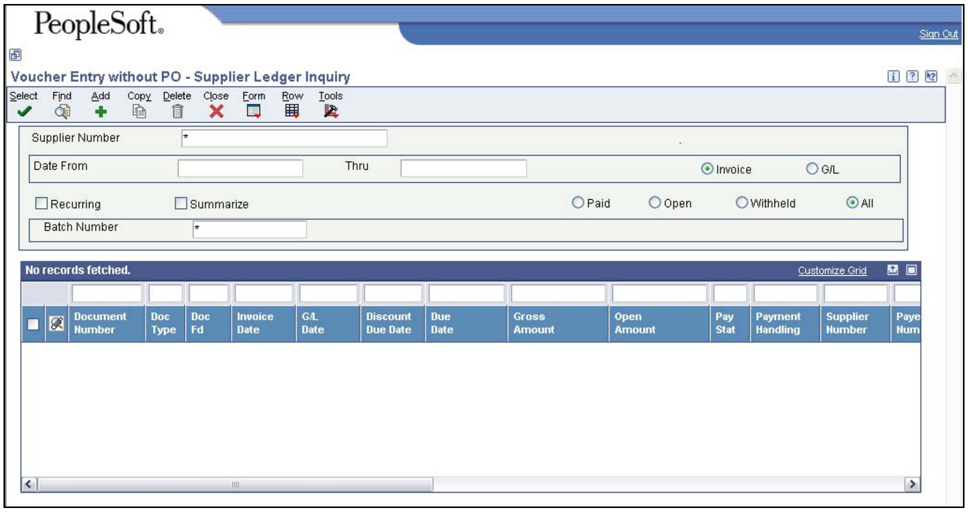
Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Voucher Processing > Voucher Entry > Voucher Entry without PO

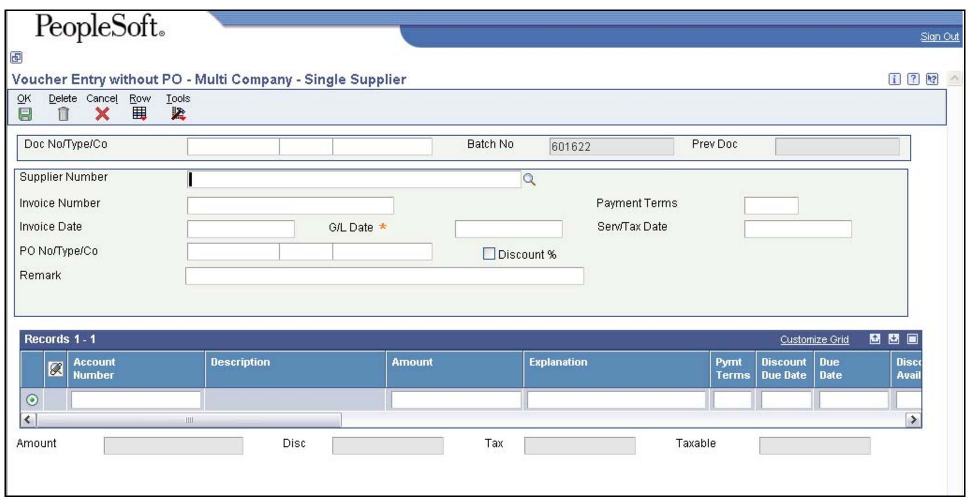
Steps

Enter a Standard Voucher without Purchase Order

Start this instruction from the Voucher Entry without PO – Supplier Ledger Inquiry window.



1. Click **Add**. The Voucher Entry without PO – Multi Company - Single Supplier window appears.



2. Complete the following header fields:

   - Supplier Number – Type the supplier's Address Book number.

     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 <u>not followed</u> it will appear that the supplier number changed but the original supplier will be paid.

     When paying an inter-agency billing the supplier number on the second line of the remittance address on the NIS 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.

- Invoice Number – Type the supplier's invoice number.
- Payment Terms – Will default from the Supplier Master, but can be overwritten.
- Invoice Date – Type the date printed on the invoice.
- G/L Date – Type the current date.

  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.

- Remark – Any information a supplier may need to properly credit the payment. This information will appear on the warrant or as transmitted data.

  Entering the agency name and phone number in the Remark field is recommended.

3. Click the cursor in the Account Number field in the grid to refresh the window.
4. Complete the following for each detail line in the grid:
   - Account Number – Type the G/L account number to be charged for the expense.

     A default Account Number may have been set up in the supplier's Address Book record.

   - Amount – Type the amount of the pay item.

     For Credit Memos, enter the amount as a negative amount.

     To record Nebraska State Income Tax, enter amount as a negative, using account 76550.2114XX, where XX is the Agency Number.

     Split the amount between different detail lines/account numbers, as needed.

   - Explanation – Type a brief remark describing the reason for the payment.

     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.

   - 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.

   - Due Date - defaults based on payment terms and invoice date

     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.

- Sub Type – If you typed a Subledger number, type the code that describes the Subledger. For example, type **A** (Address Book).
- Subledger – Type a number for the entity associated with the expense, if needed. For example, type the Address Book number of an employee.
- Tag Number - optional. Enter the Tag Number if this voucher is for a Fixed Asset.
- Unit - Optional. However, hours must be entered if paying for personal services contracts.
- UM – optional. Identifies the unit of measurement. *If a unit amount is entered, this field must also have an entry*.

5. Click **OK** to accept the voucher information.
6. Write down the batch and previous document (voucher) number.

Repeat steps 2 - 5 to include additional payments in a batch.

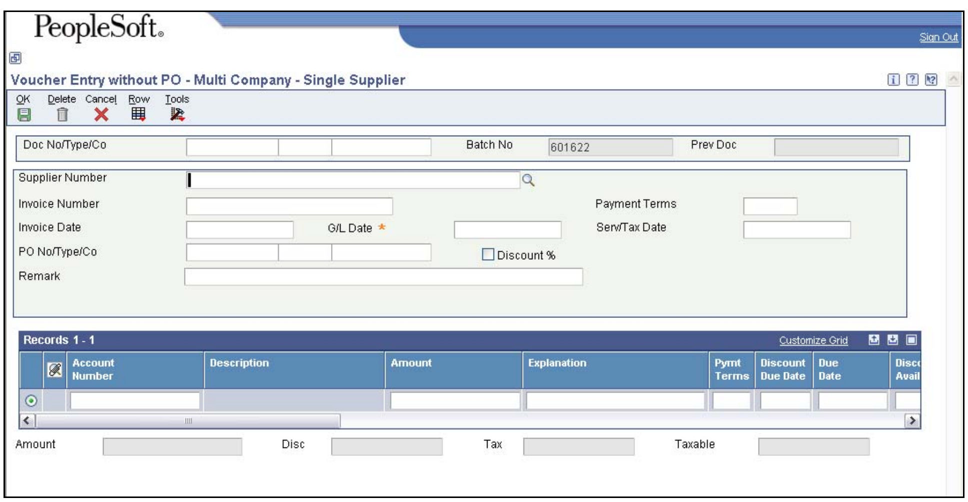
7. Click **Cancel** to return to the Voucher Entry without PO – Supplier Ledger Inquiry window.

Enter a Voucher without Purchase Order for Discount

This data entry process is identical to the steps in the previous section. The only difference is the Payment Terms code you specify to indicate the discount that will be applied to the payment amount.

Start this instruction from the Supplier Ledger Inquiry window.

1. Click **Add**. The Voucher Entry without PO – Multi Company - Single Supplier window appears.



2. Complete the following header fields:
   - Supplier Number – Type the supplier's Address Book number.
   - Invoice Number – Type the supplier's invoice number.
   - Payment Terms – Type the appropriate discount code (for example, **002** – 2%, 10 net 30).

If a supplier offers a discount as it's standard terms, please ensure this is entered on the Supplier Master record.

- Invoice Date – Type the date printed on the invoice.
- G/L Date – Type the current date.
- Remark – Any information a supplier may need to properly credit the payment. This information will appear on the warrant or as transmitted data.

3. Click the cursor in the Account Number field in the grid to refresh the window.
4. Complete the following for each detail line in the grid:

- Account Number – Type the G/L account number to be charged for the expense.

  A default Account Number may have been set up in the supplier's Address Book record.

- Amount – Type the amount of the pay item.

  For Credit Memos, enter the amount as a negative amount.

  To record Nebraska State Income Tax, enter amount as a negative, using account 76550.2114XX, where XX is the Agency Number.

  Split the amount between different detail lines/account numbers, as needed.

- Explanation – Type a brief remark describing the reason for the payment.

  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.

- Discount Due Date - defaults based on payment terms and invoice date
- Due Date - defaults based on payment terms and invoice date

  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.

- Sub Type – If you typed a Subledger number, type the code that describes the Subledger. For example, type **A** (Address Book).
- Subledger – Type a number for the entity associated with the expense, if needed. For example, type the Address Book number of an employee.
- Tag Number - optional. Enter the Tag Number if this voucher is for a Fixed Asset.
- Unit - Optional. However, hours must be entered if paying for personal services contracts.
- UM – optional. Identifies the unit of measurement. *If a unit amount is entered, this field must also have an entry*.

5. Review the Amount and Disc fields at the bottom of the window.

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.

6. Click **OK** to accept the voucher information and clear the Voucher Entry without PO – Multi Company **-** Single Supplier window.
7. Write down the Batch and previous document number (voucher number) that appear in the header.
8. Click **Cancel** to return to the Voucher Entry without PO – Supplier Ledger Inquiry window.

Additional Functions and Options

Payables > Voucher Processing > Voucher Entry without PO

To	Do This
Display the Work With Batches window.	1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area. 2. Click **Row**, **Batches**.
Review voucher summary information.	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.
Review an item's payment history.	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.
Review G/L Distribution.	1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area. 2. Click **Row**, **G/L Distribution**.
Attach a text attachment to a voucher.	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	Do This
Inquire on a payment.	From the Supplier Ledger Inquiry window; click **Form**, **Payments Inquiry** to display the Work With Payments window.
Review Supplier Master information.	From the Supplier Ledger Inquiry window; click **Form**, **Supplier Master** to display the Work With Supplier Master window.