

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.

This instruction shows how:

[Enter an Employee Reimbursement Voucher](#)

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

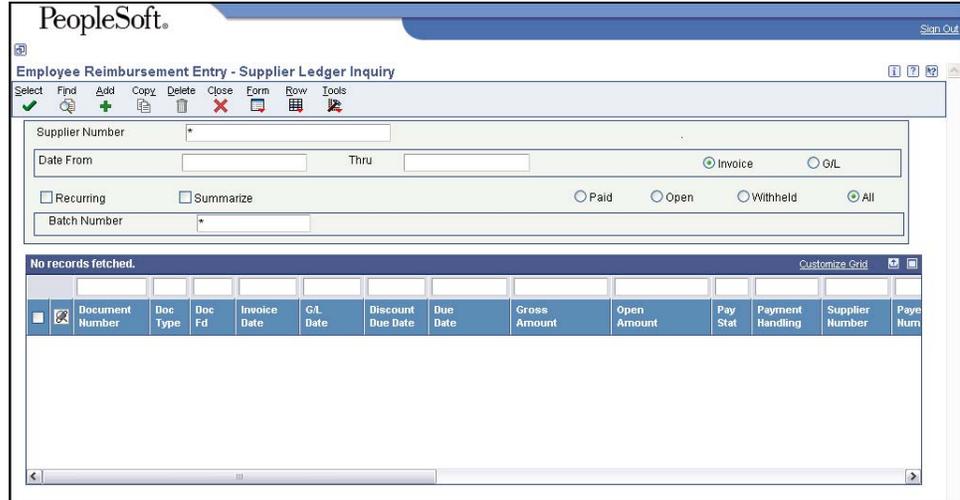
Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Voucher Processing > Voucher Entry > Employee Reimbursement Entry

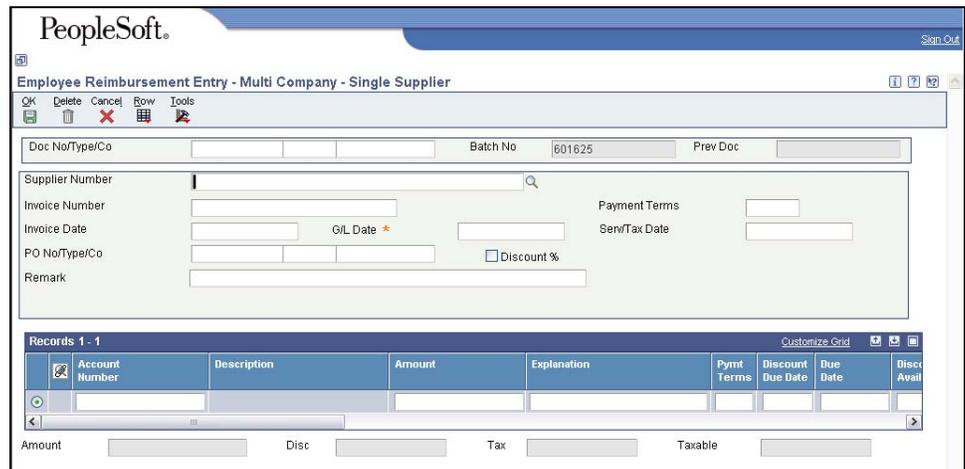
Steps

Enter an Employee Reimbursement Voucher

Start this instruction from the Employee Reimbursement Entry – Supplier Ledger Inquiry window.



1. Click **Add**. The Employee Reimbursement Entry – Multi Company - Single Supplier window appears.



2. Complete the following header fields:
 - Supplier Number – Type the employee'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 not followed it will appear that the supplier number changed but the original supplier will be paid.
 - Invoice Number – Should be used to indicate the month or range of dates covered by a reimbursement.
 - Payment Terms – This field is entered automatically from the Address Book. The default for employees is 000 – Due Upon Receipt.

- Invoice Date – Type today's date or the date on the expense reimbursement.
 - G/L Date – Type the current date.
 - Remark – Type a brief remark describing the reimbursement, such as the reason for the trip.
 -  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.
 - Amount – Type the reimbursement amount.
 -  Split the amount between different detail lines/account numbers, as needed.
 - Subledger – Type a number for the entity associated with the expense, if needed. For example, type the employee's Address Book number.
 - Sub Type – If you typed a Subledger number, type the code that describes the Subledger. For example, type **A** (Address Book).
 - 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](#).
 5. Click **OK** to accept the voucher information.
 6. Write down the Batch and Prev Doc numbers.
 7. Click **Cancel** to return to the Employee Reimbursement Entry – Supplier Ledger Inquiry window.

Additional Functions and Options

To	Do This
Display the Work With Batches window.	<ol style="list-style-type: none"> 1. From the Supplier Ledger Inquiry window, choose the appropriate document in the detail area. 2. Click Row, Batches.
Review voucher summary information.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
Display the Enter Voucher – G/L Distribution window.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
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.