

Review Your Knowledge

Vouchers

Name: _____

Date: _____

Objective:

To reinforce the core competencies that users should have learned related to working with vouchers in the Nebraska Information System (NIS). Functional knowledge of these processes is a prerequisite for performing the voucher functions of Accounts Payable in NIS.

1. If you are searching for a supplier's phone number you would use which of the following inquiries:
 - a. Voucher Invoice Inquiry
 - b. Purchase Order Inquiry
 - c. Vendor Address Inquiry

2. It is possible to review invoices using the Voucher Invoice Inquiry.
 - True
 - False

3. You would use which of the following inquiries to determine the date that a vendor was paid:
 - a. Purchase Order Inquiry
 - b. Cleared Warrant Inquiry
 - c. Vendor Address Inquiry

4. Reviewing the Supplier Master and Address Book Information process can be used to do which of the following things:
 - a. Verify whether a vendor is already in NIS
 - b. Validate a vendor's mailing address
 - c. Both of the above

5. If you have the original purchase order, the supplier's invoice and the purchase order receipt the voucher should be entered using which of the following processes:
 - a. Entering Vouchers without a PO
 - b. Entering Vouchers using a 2-Way Match
 - c. Entering Vouchers using a 3-Way Match

6. You can enter multiple vouchers for different suppliers at one time and these will all be associated with the same batch.
True
False

7. Entering Vouchers for Employee Reimbursements is the same process as:
 - a. Entering Vouchers using a 2-Way Match
 - b. Entering Vouchers without a PO
 - c. Entering Recurring Vouchers

8. You would enter a voucher as a recurring voucher for which of the following services:
 - a. Monthly rent payments
 - b. Computer purchase
 - c. Desk purchase

9. If an outstanding voucher is marked for Special Handling, the following happens:
 - a. The warrant is processed with a special note
 - b. The warrant is returned to the agency
 - c. The warrant is not processed

10. If a warrant is placed on hold, that hold is automatically lifted after 14 days.
True
False

11. To change a voucher that was created in a previous batch, you would use which of the following processes:
 - a. Recycling a Recurring Voucher
 - b. Entering a Voucher without a PO
 - c. Revising a Recurring Voucher

12. To use a voucher created in a previous batch without altering it, you would use which of the following processes:
 - a. Recycling a Recurring Voucher
 - b. Entering a Voucher without a PO
 - c. Revising a Recurring Voucher

13. You can correct an error in a voucher after that batch is posted.
 - True
 - False

14. The person preparing a batch cannot approve that batch as well.
 - True
 - False

15. The process to enter a full credit for a full return of goods requires that you:
 - a. Reverse the original voucher created using a 3-Way Match
 - b. Reverse the original voucher created using a 2-Way Match
 - c. Reverse the original voucher created without a PO

16. The process to enter a partial credit require:
 - a. Full reversal of the original PI
 - b. Full reversal of the original voucher
 - c. Addition of a new line to the original PO

17. To enter a credit memo for a voucher without a PO you follow the steps to enter a voucher without a PO and enter a negative dollar amount to reflect the credit.
 - True
 - False

Answers:

1. c
2. True
3. b
4. c
5. c
6. True
7. b
8. a
9. b
10. False - A Hold on a warrant must be changed manually for the warrant to process.
11. c
12. a
13. False - If a change is made to a voucher that is part of an approved batch, that batch must be reapproved.
14. True
15. a
16. c
17. True