Overview…   This card explains how to create a **Voucher Batch** and enter a simple **Voucher** that does not reference a Purchase Order.

Menu…   **Accounts Payable ▶ Enter Bills (Vouchers) ▶ Batch Entry**
**Accounts Payable ▶ Enter Bills (Vouchers) ▶ Entry**

Batch…   Vouchers are entered in batches. A batch must exist and be open before adding Vouchers to it.

Click [1 Add New Batch]. Enter a **Batch Number** or click [OK] to let the system assign the next available number.

The System brings in default values to the batch screen for each user. These values are established when the user and department accounts are set up. The values here will default to new vouchers in this batch thus saving data entry.
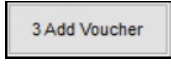
Vouchers…   Click [3 Add Voucher] to create a new voucher in this batch (or edit an existing one).
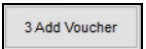
Choose ⦿ **Direct Pay(s)** on this prompt and click on [OK] to open the Voucher Entry screen:

Overview of Voucher Entry Screen:

Enter Payment Data…

Vendor: Press **[F3]** or 🔍 to locate a Vendor. Use the [Find] or [Search] buttons.

Invoice: Enter the vendor's Invoice Number and Date. The system will check to see if the Invoice # and Date have previously been entered to prevent duplicate payments.

Payment Method: This method defaults from the vendor but may be overridden here.

Dates: The voucher date defaults to the voucher date set on the batch screen. This is the date the expenditure will be recorded in the Expenditure Ledger. The date may be changed here within limits of (Today – 365 days *or* Today + 180 days).

Amount to Pay Vendor: Enter the total expected amount of the voucher (sum of all the lines including freight, credits and other charges). Vouchers will not be released until the Entered amount(s) match the Expected Amount.

Enter Items…

Item: Press **[F3]** or 🔍 to locate an Item from the Item file. Bypass this field if not using item #'s. If using Item #'s then the Item file must be built first. *See "Commodity Items" for further instruction.*

Qty: Enter Quantity (up to 4 decimal places allowed)

UOM: Press **[F3]** or 🔍 to locate a valid Unit of Measure (must exist in Unit of Measure table)

Description: If an Item# was entered, then the description is linked in from the table but may be overridden here. If no Item# is specified then a description is required. Up to 80 characters is allowed here (the field will scroll). For more space, click **[Alt-3]** or select the [3 Items] tab to enter two more description lines that are up to 80 characters each.

1099: If the item needs to be reported on a 1099 then press F3 or 🔍 to locate a valid 1099 Code.

FA: If the item needs to be recorded as a Fixed Asset then enter an **F**.

Price: If an Item# was entered, then the default price (if any) is linked in from the Item table. Otherwise, enter a price.

Freight/Other: If there are freight or other charges then enter them now. The system will compute the expected cost of the item being purchased.

GL Data:

Single account: If this item is being charged to one GL account then enter it here. Press F3 or 🔍 to locate a valid account for the fiscal year (based on the voucher date).

Multiple accounts: If this item is being charged to multiple GL accounts then click the [Split] button. A prompt will ask if the accounts are to be added via "blank lines" or an "allocation" code.

Make a selection. If choosing blank lines, a prompt will ask for the number blank lines to create. U*p to 99 accounts may be used on a line of a voucher.*

The system creates one account line by default so whatever number is entered will be added to the existing line already created.

The system displays the **Voucher G/L Line Entry** screen.

Press **[F3]** or 🔍 to locate a valid account for the fiscal year (based on the voucher date). Enter the amount to charge to that account. Continue entering the remaining lines. When done, click [1 Go To Voucher] or **[Alt-4]** to return to the Voucher Entry Screen.

Continue entering **Item Lines** until the voucher is complete.

 # Lines: A single voucher may have up to 99 lines. By default, the system creates five blank lines on a voucher. Add more by clicking **[Alt-7]** or [7 Add Line]. Leave any unused lines blank; the system will discard the empty lines when the voucher is posted.

Local Error Check…

[9 Check Voucher]

Every voucher must pass error checking before it can be processed. Each voucher may be checked individually from this screen, or the vouchers may be checked as a batch from the batch screen.

Click **[Alt-9]** or the [9 Check Voucher] button. An error report will display errors. If errors are found, they will either be "Warnings" or "***Hard Errors***". The batch will not be ready to process until all "***Hard Errors***" are resolved. "***Hard Errors***" are designated by three asterisks preceding the *** error description.

If errors are present the voucher remains in "Correct Errors" status until it passes Local Error Check. Continue correcting errors and running Local Error Check until the voucher is error free.

Release Voucher…
Optional – some users will not require this step – controlled on the User Profile ▶ AP/PO tab

If no errors are present then the voucher can be released. Two options are available to release vouchers:

- Individually from this screen when prompted, or,
- Release a group of vouchers at the same time by selecting the menu function called **Accounts Payable ▶ Enter Bills (Vouchers) ▶ Release Vouchers**.

Batch Checking…

To check all of the vouchers in the batch at once, select [Y Go To Batch]. The system will display the Voucher Batch Entry screen. Click on [4 Check Batch].

Approvals…

If the voucher requires electronic approval (based on the **Expected Amount** + **Department** + **GL**

Status
Needs Budget Overrid

Accounts) then a message will be shown on-screen.

Emails will be sent to the Approvers notifying them to take action on the voucher.

Once all approvals have been granted then the voucher may be posted. Posted vouchers will have a status of **"Open"**.