Process to Create a Campus Voucher

Navigation

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

Add a New Value Tab

- Leave the default values for **Business Unit** (UNCCH or UNCGA), **Voucher ID** (NEXT), and **Voucher Style** (Regular Voucher).
- Look up and select the vendor using the **Short Vendor Name** field. When you press tab after selecting the vendor, the system fills in the **Vendor ID** and **Vendor Location**.
- **Vendor Location**: If you want to change the default Vendor Location, lookup and select the correct vendor address.
- **Invoice Number**: Depending upon the payment type, enter the invoice number based on the following:
  - **Conventional vendor invoice**: Enter the vendor's invoice number.
  - **The bill has an account number but no invoice number** (such as one from Duke Energy): In order to distinguish between bills with the same account number, enter the vendor account number, followed by the three-letter abbreviation of the through month (end of the billing period), followed by the last two digits of the year. For example, if the vendor account number is 12-3456789 and the billing period is from 8/15/14 to 9/14/14, you would enter the invoice number as **12-3456789SEP14**.

    Note: If the vendor account number has spaces, ignore them and type the account number as one uninterrupted string. For example, account number 7188-120545 01 from 8/15/14 to 9/14/14 would be entered as 7188-12054501SEP14.
  - **Rent payments**: Invoice numbers should include the month for rent (often one month ahead of payment month), the last two digits of the year, and the amount of the rent, along with the vendor name printed on a piece of paper with invoice number. For example, if you are making a rent payment of $1,500 for November 2014 for Rental Corporation, the invoice number would be entered as **RentalCorporation1500.00Nov14.**
  - **Reimbursements**: The created reimbursement invoice number is the last name of the payee, the amount (including cents), the three-letter abbreviation of the expense month and the last two digits of the year. For example, if you are reimbursing Mark Smith for a $20.34 purchase, which was made in September 2014, the invoice number would be **SMITH20.34SEP14**.
  - **Stipend**: The stipend invoice number is last name of the student, the amount (including cents), the three-letter abbreviation of the month due, and the last two digits of the year. For example, if you are paying Mark Smith $1,890.58, due on Nov. 30, 2014, the invoice number would be **SMITH1890.58NOV14**.
  - **Cash Advance and Petty Cash Reimbursement**: The cash advance invoice number is the last name of the employee, the amount (including cents), the three-letter abbreviation of the payment month, and the last two digits of the year. For example, if you are paying Mark Smith $560, for November 2014 payment, the invoice number would be **SMITH560.00NOV14**.
- **Invoice Date**: Enter the vendor's invoice date from the invoice, or if not paying a conventional invoice, enter the date the request for payment was made.
- **Gross Invoice Amount**: Enter the total amount of the invoice, including any freight or miscellaneous charges.
- **Miscellaneous or Freight:** Enter any miscellaneous fees or freight fees that are listed separately on the invoice.

Invoice Information Tab – Invoice Lines Section

- **Distribute By:** If you want to enter goods or services defined by a unit of measure, choose **Quantity**. Or, if you want to enter services, or a bundle of goods or services, that fall under the same Category code, such as a catered meeting, choose **Amount**.
- **Ship to:** Ignore this field.
- **Speed Chart:** If applicable, look up and enter the Office of Sponsor Research (OSR) project number to have the system automatically enter the project's chartfield entries for the item's distribution line.
- **UNC Item ID:** If the vendor you've entered has item IDs loaded, look up and choose the item. Otherwise, leave this field blank.
- **UOM:** Look up, or enter, the unit of measure. Typically, you will choose EA for each.
- **Unit Price:** Enter the price per unit of measure. If you chose Amount in the Distribute By field, enter the total amount for the line item.
- **Quantity:** Enter the quantity of goods or services for the line item. This is the quantity in the context of the unit of measure (UOM).
- **Line Amount:** Enter, or verify, the total line amount.
- **Description:** Enter the description of the good or service for the line item.
- **Category:** Look up, or enter, the category that most closely characterizes the line item. The category you choose will fill in a suggested Account for the line item.

Invoice Information Tab – Invoice Lines Section – Distribution Lines Section

- On the **GL Chart tab** of the Distributions Lines section of the invoice line, enter the chartfield values for the line item. Double-check that the Account reflects the nature of the line item. (To see the description of the account number, you can perform the field lookup and enter the account number to view the description in the list).

Attachments, Budget Check, Submit for Approval - Invoice Information Tab

- To add an additional distribution line in order to allocate the line item to multiple chartfields, click the **Add a New Row (+)** button to the left of a line item.
- Click the **Calculate** button to update the invoice totals. The system calculates the differences between the Invoice Lines, Freight, and Miscellaneous amounts against the invoice Total. If it's out of balance, the Difference is displayed in red.
- Click **Save**. To view any errors, click on the **Error Summary Tab**.
- To attach supporting electronic documents, such as a scanned invoice or receipts, click on the **ImageNow Attachments** link. Once you've uploaded a document click **OK** to return to the Invoice Information Tab.
- To add informational comments, which may be used for historical reference or communications to Disbursement Services, click the **Comments** link. Be sure to also add your notes to the Approval Comments as well.
- In the Action field, choose **Budget Checking**. Then click the **Run** button to have the system perform the budget check. Click **Yes** on the pop-up message window.
- Click on the **Submit For Approval** button to submit the voucher into the workflow approval process. In the **Additional Details** area of the Approval Comments window, enter any messages you want to communicate to the approvers or Disbursement Services.
- Click **OK**.

Result: The voucher has been completed, budget checked, and submitted into the approval workflow.

Note: You can use the **Find an Existing Value Tab** of this same transaction to view the voucher you created at any time. By viewing the various voucher tabs, you can see the voucher statuses, approval history, and payment information.