Connect Carolina

Campus Voucher Top 10 Tips

Getting campus vouchers paid on a timely basis is important to your department, the University as a whole, and of course, the actual payment recipient. Here are some tips that will help you efficiently get your payments out with campus vouchers -- whether it's to pay businesses, independent contractors, stipends, reimbursements, cash advances or to replenish petty cash.

1 Entering Invoice Numbers Correctly

Disbursement Services performs a final approval of vouchers before posting and paying them. The invoice number you enter on the campus voucher is key to that final validation. Numbering correctly prevents duplicate payments and ensures that attached supporting documentation matches the information in the campus voucher, including invoice number and monetary amounts.

You can find detailed guidelines for entering invoice numbers in a campus voucher in the document *Creating a Campus Voucher* document located on the Training > Resources Documents page of the ccinfo.unc.edu website.

2 Choosing the Vendor's Location

The vendor location you specify on campus vouchers drives the payment method of check, ACH, or wire. Here are some key points for vendor location:

- For simplicity, choose the vendor location on the Invoice Information tab rather than the initial Add a New Value tab screen.
- When you choose the location, verify that the address that displays is the correct one.
- To view the payment method associated with the vendor location you've chosen, click on the Payments tab.
- If you have alternate or additional payment instructions, enter them in the Approval Comments window when you submit the voucher for approval.

3 Notes & Instructions for Approvers or Disbursement Services

If you need to communicate information to approvers or Disbursement Services, enter the information in the Approval Comments window that appears when you submit the voucher for approval. This information could include any special requests related to payment.

4 Attaching the Right Supporting Documentation

Don't forget to attach the necessary supporting documentation which could include:

- An invoice from the business or independent contractor
- For independent contractor payments, the signed IC form must be attached.
- Receipts to be reimbursed
- For stipends, a document specifying the name of the person receiving the payment and the month the payment is due
- For vouchers to pay business and entertainment expenses, documentation that specifies an agenda, and, if 10 or fewer people attended, a list of those who attended.

5 Using Speed Charts, UNC Item ID and Category

- **Speed Charts:** If you need to charge a contract or grant, you can save time by using the Speed Chart field. Choose the project ID to automatically fill in the chartfields for the contract or grant.
- **UNC Item ID:** If a vendor's item master list has been loaded in the system, you can save time by looking up and choosing the item you need. The system then fills in information about the item.
- **Category**: Pick the most appropriate category for the item, and double check the account that fills in based on the category you've chosen. You can change the account if needed. If you feel the defaulted account should be changed, please submit a Helpdesk ticket so it can be reviewed and updated, if needed.

6 Troubleshooting Errors

To check your work as you go when you are entering items and chartfield values, you can click the Calculate button at the item level. You can also click the Calculate button on the voucher header to check whether the voucher total and line item amounts add up. To find voucher errors with the help of the system, save the voucher and look for:

- Pop-up messages after you save, that let you know what's wrong.
- A yellow warning symbol on a line item that indicates a problem with the entry.
- The Error Summary tab, which spells out what's missing or invalid.

7 Checking the Budget Check Status

Once your campus voucher is free of errors, it needs to be budget checked. To verify whether a voucher has or hasn't been budget checked, look on the Summary tab for the Budget Status indicator (not the Budget Misc Status). This indicator tells you if budget hasn't been checked yet, has been checked and is valid, or has been checked and has issues (you can click on the Exceptions link to see what the issues are).

8 Analyzing Approvals

To research approvals for your campus voucher, here are the key places to look:

- Summary tab > Approval Status: "Approved" indicates all necessary approvals are in place, while "Pending" appears at anytime before final approval.
- Summary tab: If you see the Preview Approval link, the voucher has been budget checked but not submitted for approval. If you see the Approval History link, the voucher is currently in approval workflow or has already been approved. Click either link to see details about the approval.

9 Understanding Payment Dates

Per policy, most vendors have payment terms of Net 30. This means that, by default, most vouchers are scheduled to be paid 30 days from the invoice date. You can see the scheduled payment date on the Payments tab, or see historical detail such as the check number on the Related Documents tab. To communicate alternate payment requirements, enter comments in the Approval Comments window when you submit the voucher for approval.

10 Researching Vouchers

- When searching for or viewing voucher detail, try the campus voucher transaction first: Finance Menu > Accounts Payable > Vouchers > Add/Update> Campus Voucher Entry > Find an Existing value tab.
- To search for or report on vouchers using a wide range of flexible criteria, use this option: Finance Menu > Accounts Payable > Review Accounts Payable info > Vouchers > Voucher