Process:	Financial Services Request-Voucher Entry		
Contact:	Humanities & Social Sciences Financial Services	Last Revision Date:	05/09/2024

Adding a New Voucher

1. Go to ***Voucher & Vendor Maintenance →Voucher Entry***

2. Complete the following fields:
   Supplier ID
   Address Sequence Number

   Invoice Number

   Invoice Date

   Gross Invoice Amount

4. Click ***Add***

5. The system will direct you to ***Invoice Entry***

8. Submit Document Image
   - Go to Invoice Image Tab.
     Click ***Upload Document***.
     Browse & select the file on your computer, and ***Upload***.

9. Click ***Submit for Approval***

on **Invoice Info Tab** to forward to your Campus Approver

6. Complete/Review each open field
   Supplier ID Supplier
   Address Invoice No.
   Invoice Date Payment
   Terms Payment
   Handling
   Goods/Services Date
   Travel Auth. No.
   Category ID
   Description
   Speed Type (Project)
   Account
   Merchandise Amount

7. Click ***Save***

Voucher Center

Voucher

Add a New Value   🔍 Find an Existing

Field	Value
Supplier ID	🔍
Short Supplier Name	🔍
Supplier Name	🔍
Address Sequence Number	0 🔍
Invoice Number	
Invoice Date	📅
Gross Invoice Amount	0.00
Freight Amount	0.00
Sales Tax Amount	0.00
Payment Handling	NH 🔍

[Add]

Field	Value		Field	Value
Voucher ID	NEXT		Business Purpose	
Voucher Style	Regular Voucher		Invoice No	
Supplier ID	🔍		Invoice Date	📅
Short Name	🔍		Goods/Svcs Rcvd Date	📅
*Address Seq No			Prepaid/Refunds	☐
			*Pay Terms	NET30 🔍
			Electronic Payment	
			*Payment Handling	NH 🔍
			Discount Available	☐
			Contract Control No	🔍
			Travel Auth No	🔍
Class			Dept Reference ID	
Citizenship			Accounting Date	05/14/2024 📅
TIN Type			Business Continuity	☐
Residency Status			Comments(0)	

VOUCHER ACTIONS
Delete Voucher

DOCUMENTS
Print Voucher

[Save]   [Save For Later]

Invoice Lines ⓘ   🔍 | ⏮ ⏪ 1

Line	1
*Distribute by	Amount

*Category ID 🔍   Description

[Calculate]

Quantity | UOM | Unit Price | Line Amount 0.00

▾ Distribution Lines

⏮ ⏪ 1-1 of

GL Chart | Assets | ⫸

	Line	SpeedType Key	Account	Merchandise Amt	Quantity	Project ID	Dept ID	Fund	Program	Class	Ex
⊞ ⊟	1	🔍	🔍	0.00							N/A

| Invoice Information | Payments | Routing Summary | **Invoice Image** |

Business Unit NCSU1   Voucher NEXT

Available Voucher Documents

⏮

	Receipt Type	Created By	Creation Date
☐	Invoice		

[Delete Selected Documents]   [Upload Document]