

## Tips when doing vouchers:

Updated:

- 07/23/04 1. **Handling choices** – especially for EN:  
a. Location: Payments tab  
Payment Method section
- 07/23/04 2. **Payment comments** – especially for EN  
a. Location: Payments tab  
Payment Information section (at top of panel)  
Click on link: Comments
- 07/23/04 3. **Schedule due dates**  
a. Location: Payments tab  
Payment Details section
- 07/28/04
- NOTE: when changing the schedule due date, please DO NOT change Payment Terms – this field is set by the vendor id & should never be changed.**
- 07/23/04 4. **Calc Basis Dates** – still need to enter all 4 dates in the Date Calculation window.  
a. Location: Invoice Information tab  
Invoice section  
Click on the link to the right of the Invoice Date
- 07/23/04 5. **Remit-to address** on the Payments tab – still need to make sure the two addresses match:  
a. 1- on Invoice Information Panel, Vendor section  
b. 2 – on Payments tab, Payee section
- 07/23/04 6. **Payment reason codes** N-ER, F-DT, N-AD, etc - under tab  
a. Location: Payments tab  
Payment Information section (at top of panel)  
Click on link: Late Charge  
b. Use when:  
i. F-DT – if paying directly to a vendor  
ii. N-ER – employees  
iii. N-AD – students
- 07/23/04 7. If **authorized signature** different than program/project manager, please attach a copy of the email giving signer authorization.
- 07/23/04 8. **Invoice rec'd date:** needs to be when the invoice was rec'd AT THE UNIVERSITY, not when it arrived in your office.
- 07/26/04 9. If you make any **changes to a voucher**, PLEASE:  
a. E-Budget Check the voucher  
b. And check the coversheet for "Valid"

- 07/26/04 10. Using the mouse roller for **scrolling in 8.4 windows**:
- LEASE BE SURE THAT YOU ARE NOT IN A FIELD THAT IS MULTIPLE CHOICE!
  - When a page displays, click in any white area on the page **FIRST**, before attempting to scroll.
  - If you have used the mouse roller to scroll and the screen has not moved, you are probably in a multiple-choice field. Try to find out what field you were in to make sure you did not change anything.
  - Please be sure that you have not changed any information before you “save” again.
- 07/23/04 11. **PO vouchers**:
- PLEASE do not enter any info on Add Panel
  - Just click Add
  - Now enter as a normal PO
    - PO Unit
    - PO number
    - Click Copy PO
    - etc.
- 07/28/04 d. When there is a need to change a distribution line amount to match the invoice, please **DO NOT** change the ‘**Dist by:**’ from “**Qty**”; change:
- ‘Quantity’** to “**1**”
  - ‘Unit Price’** to the amount needed
  - Tab out and/or “**Refresh**” to make sure the ‘**Extended Amt**’ is correct.
- 07/23/04 12. **Invoice Number**:
- Please use the invoice number as listed on your invoice. (There is no need to put your initials after it in production.)
- 07/26/04 13. **Accounting Date**:
- Please change this date at the end of the current month, only *after* the next month’s period has opened. (*This will keep your reports cleaner by not having budget-checked items that cross months—appearing on the soft commitments reports.*)
  - If you are having problems with cost center, or speedtype, or account number as being “invalid”, yet when you look it up it is in the system and “active”, it may be the “Effective date” of a change and/or addition that is affecting it. Compare the Accounting date on the Invoice Information panel with the Effective date of the field when looking it up.
  - If you are having problems with a vendor’s address not showing, yet when you look it up in the Vendor Search Query it is in there, it may be the “Effective date” of a change and/or addition that is affecting it. Please do not enter vouchers before the correct address appears.
- 07/26/04 14. **Changing Dates**:
- If you change any dates after calculating the **Schedule Due Date**, you **MUST** click the ‘**Schedule Payment**’ button located on the **Payments** tab.

12/01/04 15. **Credit Memos:**

- a. For credits, please use the Regular Voucher style. *(located on the first panel)*
- b. Enter amount as a negative.
- c. *(This will not bring up a place to put the original voucher number for reference as in the old system. Please be sure to include it in the Comments section.)*