

9.2 Entering Regular Voucher

Purpose: Use this document as a reference for how to enter regular vouchers into ctcLink.

Audience: AP staff.

 You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ_AP_MANAGER
- ZZ_AP_SPECIALIST

You must also set these User Preference Definitions:

- [User Preferences: Voucher Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

 To create a *Withholding Voucher*, first follow the following steps:

1. Run 1099 Suppliers Query to find a Withholding Supplier to use on a Voucher:
 - Navigate to Reporting Tools > Query > Query Manager
 - Enter Query Name: CTC_AP_1099_SUPPLIERS
 - Select Search
 - Select "HTML" link (New Window will open)
 - Enter: Supplier Status: Approved
Location: Enter your Business Unit Location
 - Select View Results
 - Search for a supplier where Withholding = "Y"
 - Note down Supplier ID (ex: V000015200)
2. Use Withholding Supplier when creating a Voucher.

Entering a Regular Voucher


Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry

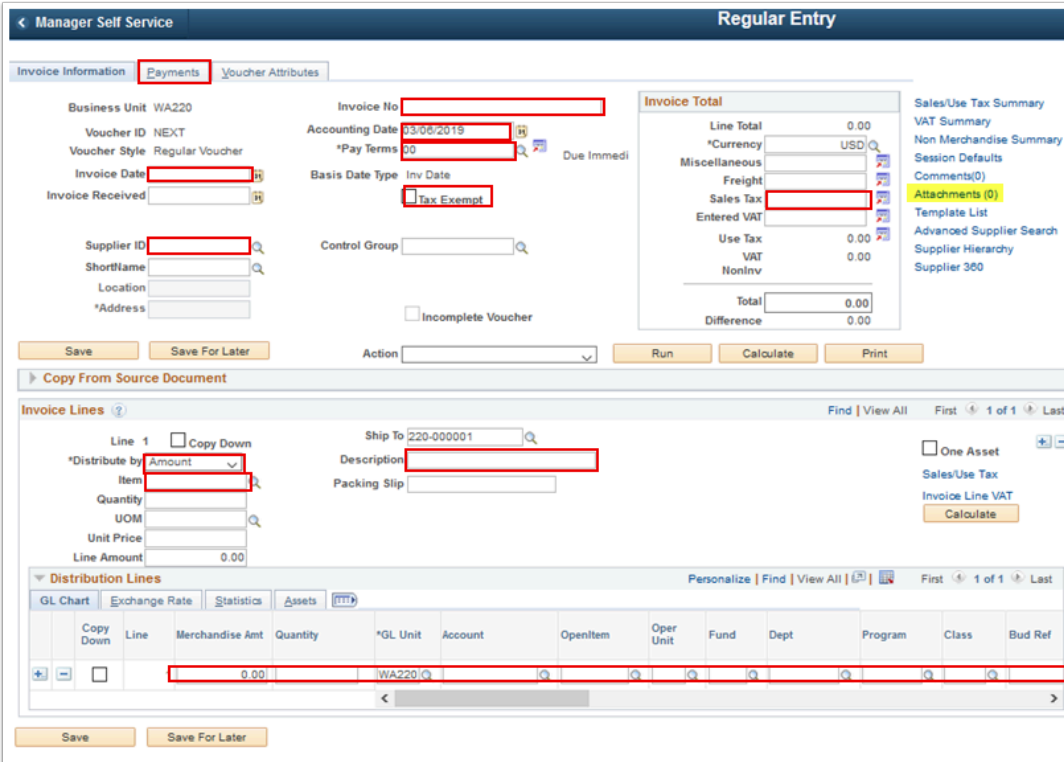
1. The **Voucher** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Business Unit**.
4. Enter **Voucher Style** = "Regular Voucher".
5. Select **Add**.

The screenshot shows the 'Voucher' search page in the 'Manager Self Service' interface. The page has a header with a back arrow and 'Manager Self Service' on the left, and 'Voucher' on the right. Below the header, there's a 'Voucher' section with three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' (which is highlighted with a red box). The form contains several input fields: 'Business Unit' (WA220), 'Voucher ID' (NEXT), 'Voucher Style' (Regular Voucher), 'Supplier Name', 'Short Supplier Name', 'Supplier ID', 'Supplier Location', 'Address Sequence Number' (0), 'Invoice Number', 'Invoice Date' (B), 'Gross Invoice Amount' (0.00), 'Freight Amount' (0.00), 'Sales Tax Amount' (0.00), 'Entered VAT Amount' (0.00), 'Misc Charge Amount' (0.00), 'PO Business Unit', 'PO Number', 'Tax Exempt Flag' (unchecked), and 'Estimated No. of Invoice Lines' (1). The 'Add' button is located at the bottom left and is highlighted with a red box.

6. Use the **Invoice Information** tab to enter invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.
7. Enter **Invoice No.**
8. Keep the **Accounting Date** as default or enter the specific Accounting Date, if applicable.
9. Enter the appropriate information in the **Pay Terms** field. The payment term default.
10. Enter **Invoice Date**.
11. Enter **Sales Tax** or check **Tax Exempt**, if applicable.
12. Enter **Supplier ID**.
13. Use the **Distribute By** field to determine the distribution method, either **Amount** or **Quantity**. The default is Amount only. If Distribute By is "Quantity" then enter the appropriate information in the Quantity and UOM fields.
14. Enter the appropriate information into the **Description** field, if Item Details information is unknown.
15. Enter **Item**.

16. Enter the ChartField distribution details that will be charged with the expense coded on the distribution line.
17. Use the **GL Unit** field to enter or select the General Ledger business unit that will be charged with the expense coded on the distribution line.
18. Use the **Account** field to allocate this charge to an account within your organization. In this example, the charge is assigned to the Entertainment/Meal account. Enter the desired information into the Account field.
19. Enter Asset Information. Select the Assets Tab under the Distribution Lines section. Select checkbox "Asset". Enter Business Unit, Enter Profile ID. Asset ID will default to NEXT. Note: Once this Voucher is posted, it will be ready to be picked up by the "AP Push to AM" process.
20. Select the **Payments** tab/link.

 Use the **Attachments** hyperlink to attach documents.



21. Use the **Payments** page to change the payment schedule, schedule multiple payments, schedule direct payment to an alternate supplier and supplier location, record a manual payment, or create an express payment.
22. The **Remit to** field displays the supplier ID of the remit to supplier for the payment. The system enables you to override the default choices for remit to supplier, location, and address.

Note: Please make sure that Remit to Address appears correctly as this is the address that is going to print in Check. If the address is not correct here, please correct the address.

23. Use the **Bank** field to specify the bank from which the payment is issued. The values for this field appears by default from the control hierarchy, but you may override these settings.
24. Use the **Account** field to specify the bank account from which the payment is issued. The values for this field appears by default from the control hierarchy, but you may override these settings.
25. Use the **Method** field to specify a payment method for the voucher.
26. Use the **Handling** field to select a payment handling code. Each payment handling code has a sort sequence related to it that determines the order in which it prints. Checks are printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority.
27. The **Netting** field displays the status for the netting auto selection process.
28. Use the **Action** field to specify the payment action. Choose from: Schedule, Record, Cancelled, Escheated or Prepaid.
29. Select the **Voucher Attributes** tab/link.

The screenshot shows the 'Regular Entry' page in the 'Manager Self Service' system, specifically the 'Voucher Attributes' tab. The page is divided into several sections: 'Invoice Information', 'Payment Information', 'Payment Options', and 'Schedule Payment'. In the 'Invoice Information' section, fields for Business Unit (WA220), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (0.00), and Supplier Name are visible. The 'Payment Information' section includes fields for Invoice No, Invoice Date, Action, and a 'Run' button. The 'Payment Options' section contains fields for *Bank (KYBNK), *Account (CHCK), *Method (CHK), *Handling (Regular Payments), *Netting (Not Applicable), and *Action (Schedule Payment). The 'Schedule Payment' section has fields for Payment Date and Reference. The 'Voucher Attributes' tab is highlighted with a red box, and several other fields are also highlighted with red boxes.

30. Use the **Voucher Attributes** tab to view and, if applicable, override the default transaction currency processing, the match status, the voucher approval setting, voucher processing options, tax group, and accounting instructions. Where applicable you can also pay unmatched vouchers and access SBI (Self Billing Invoice), prepayment, and Letter of Credit information on this page.

- 31. Use the **Template** field to identify the accounting entry template that is associated with this voucher. The accounting entry template controls the offset accounts such as: sales tax, freight, and discount accounts.
- 32. The **Status** field displays the current matching status of the voucher. You can change the match status, but what you can change varies depending on where the voucher is in the matching process.
- 33. Use the **Source** list to specify the source of the currency exchange rate.
- 34. Use the **Action** list to set the approval status of the voucher.
- 35. Select **Save**.

Manager Self Service

Regular Entry

Invoice Information

Payments

Voucher Attributes

Business Unit WA220

Voucher ID NEXT

Voucher Style Regular Voucher

Total 0.00

Invoice No

Invoice Date

Incomplete Voucher

Action

Run

Voucher Processing

Post Voucher

Revalue Voucher

Close Voucher

Delete Voucher

Accounting Instructions

Account At

Gross

Template STANDARD

Match Action

Match Due Date

Match Action History

Status Not Applicable

Match Action Comments

Pay UnMatched

Workflow Approval

Approval Rules

Approval Framework

Voucher Priority

Medium

Prepayment

Prepaid Ref

Automatically Apply Prepayment

Postpone Withholding

Save

Save For Later

Notify

Refresh

Tax Group

Tax Group

Tax Pymnt Type

Transaction Currency

Source Tables

Currency USD

Rate Type CRRNT

Exchange Rate

Letter of Credit

L/C ID

Actions

Self Billing Invoice

SBI Individual Voucher (Auto-N

SBI Number

Add

Update/Disp

Invoice Information

Payments

Voucher Attributes

- 36. Notice that the **Voucher ID** changes from NEXT to a number generated by the system when you save your information. Three new tabs (Summary, Related Documents and Error Summary) also appear after saving. These tabs display information related to the voucher.

Manager Self Service
Regular Entry

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit WA220
Voucher ID 00007708
Voucher Style Regular Voucher
Total 9,239.32

Invoice No 0256695-IN
Invoice Date 09/06/2018

Action

Voucher Processing

☒ Post Voucher
☒ Revalue Voucher
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions

Account At Gross
*Template STANDARD

Match Action

Match Due Date 09/13/2018
*Status Matched
Match Action Comments
Pay UnMatched

Workflow Approval

*Approval Rules Approval Framework
*Voucher Priority Medium

Prepayment

Prepaid Ref
☒ Automatically Apply Prepayment
☐ Postpone Withholding

Save

37. Process complete.