


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.

- i** It is recommended to establish each user with the specific access associated with their job duties and is not recommended to simply copy one user's access to another user as this could lead to overallocation of access. However, there are situations where a group of staff within a single department all require the same access to perform similar work. In that case, the COPY function provides the ability to apply all Process Group definitions from one user to another without having to search and enter each Source Transaction and Process Group combination.

Please refer to the QRG [9.2 FSCM Security - Process Groups](#)

Entering a Regular Voucher

Navigation: 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. Scroll down and select **Add**.

The screenshot shows the 'Voucher' search page with the 'Add a New Value' tab selected. The form contains the following fields and values:

- *Business Unit: WA010
- *Voucher ID: NEXT
- *Voucher Style: Regular Voucher (highlighted with a red box)
- Supplier Name: (empty)
- Short Supplier Name: (empty)
- Supplier ID: (empty)
- Supplier Location: (empty)
- PO Business Unit: (empty)
- PO Number: (empty)
- Tax Exempt Flag: ☐
- Estimated No. of Invoice Lines: 1

The 'Add' button is located at the bottom left of the form and is highlighted with a red box.

Invoice Information Tab



Use the **Invoice Information** tab to enter invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.

6. Enter the **Invoice No or Invoice Number**.
7. Keep the **Accounting Date** as default or enter the specific Accounting Date, if applicable.
8. Enter the appropriate information in the **Pay Terms** field. The payment terms may default depending upon your setup.
9. Enter **Invoice Date**.
10. Enter **Sales Tax** or check the **Tax Exempt** checkbox, if applicable.
11. Enter or lookup **Supplier ID**. Other related fields will populate. Note: make sure the 'Location' matches your Business Unit.
12. Under the Invoice Lines section:
 - a. 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.
 - b. Enter the appropriate information into the **Description** field, if Item Details information is unknown.
 - c. Enter **Item**.
13. Under the Distribution Lines section, enter the ChartField Distribution details that will be charged with the expense coded on the distribution line:
 - a. 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.
 - b. Use the **Account** field to allocate this charge to an account within your organization. In this example, the charge is assigned to the Supplies account. Enter the desired information into the Account field.
14. If applicable, enter the 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.
15. Select the **Payments** tab/link.



Use the **Attachments** hyperlink to attach related or backup documents.

Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: WA010 Invoice No: ABC-123456789
 Voucher ID: NEXT Accounting Date: 10/03/2023
 Voucher Style: Regular Voucher *Pay Terms: 30 Net 30
 Invoice Date: 10/03/2023 Basis Date Type: Inv Date
 Invoice Received: ☒ Tax Exempt
 Supplier ID: V00002874 City of Port Angeles
 ShortName: PORTANGEL-001
 Location: 010
 *Address: 1

Invoice Total
 Line Total: 250.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Sales Tax:
 Entered VAT:
 Use Tax: 0.00
 VAT: 0.00
 NonInv:
 Total: 250.00
 Difference: 250.00

Save Save For Later Run Calculate Print

Copy From Source Document

Invoice Lines

Line 1 Ship To: PE000000AP
 *Distribute by: Amount
 Item: EC DC Order 12345
 Quantity:
 UOM:
 Unit Price:
 Line Amount: 250.00

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit
<input type="checkbox"/>	1	250.00		WA010	5030010	7010	570		52100	265	N	

Save Save For Later Notify Refresh Add Update/Display

Payments Tab

- i** 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. Many of these fields may populate based upon your college setup and optional to manually change as needed.

16. 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.
17. 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.
18. 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.
19. Use the **Method** field to specify a payment method for the voucher.
20. 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.
21. The **Netting** field displays the status for the netting auto selection process.

22. Use the **Action** field to specify the payment action. Choose from: *Schedule, Record, Cancelled, Escheated or Prepaid.*
23. Select the **Voucher Attributes** tab/link.



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.

Regular Entry

Invoice Information | **Payments** | Voucher Attributes

Business Unit: WA010 Invoice No: ABC_123456789
Voucher ID: NEXT Invoice Date: 10/03/2023 Action:
Voucher Style: Regular Voucher ☐ Incomplete Voucher
Total Amount: 250.00 *Pay Terms: 30 Net 30
Supplier Name: PORT ANGELES CITY OF

Payment Information

Payment 1
*Remit to: V00002874 Gross Amount: 250.00 USD Scheduled Due:
Location: 010 Discount: 0.00 USD Net Due:
*Address: 2 Discount Due:
Accounting Date:
City of Port Angeles
PO Box 1150
Port Angeles, WA 98362

Payment Options

*Bank: 010FF Pay Group:
*Account: FFC1 *Handling: Regular Payments
*Method: CHK Check Hold Reason:
Message:
Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment Payment Date:
Pay: Reference:

Invoice Information | Payments | Voucher Attributes

Voucher Attributes Tab



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.

24. 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.

- 25. 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.
- 26. Use the **Source** list to specify the source of the currency exchange rate.
- 27. Use the **Action** list to set the approval status of the voucher.
- 28. Select **Save**.

Regular Entry

Invoice Information

Payments

Voucher Attributes

Business Unit

WA010

Invoice No

ABC_123456789

Invoice Date

10/03/2023

Action

Run

Voucher ID

NEXT

Voucher Style

Regular Voucher

Total

250.00

☐ Incomplete Voucher

Voucher Processing

☒ Post Voucher

☒ Revalue Voucher

☐ Close Voucher

☐ Delete Voucher

Tax Group

Tax Group

Tax Pymnt Type

Accounting Instructions

Account At

Gross

*Template

STANDARD

Transaction Currency

*Source

Tables

*Currency

USD

Rate Type

CRRNT

Exchange Rate

Match Action

Match Due Date

*Status

Not Applicable

Match Action Comments

Match Action History

☐ Pay UnMatched

Workflow Approval

*Approval Rules

Approval Framework

*Voucher Priority

Medium

Letter of Credit

L/C ID

Actions

Prepayment

Prepaid Ref

☒ Automatically Apply Prepayment

☐ Postpone Withholding

Self Billing Invoice

*SBI

Individual Voucher (Auto-Nur

SBI Number

Save

Save For Later

Notify

Refresh

Add

Update/Display

Invoice Information

Payments

Voucher Attributes

i 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.

Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | **Error Summary**

Business Unit: WA010 Invoice No: ABC_123456789
Voucher ID: 0907558 Accounting Date: 10/03/2023
Voucher Style: Regular Voucher *Pay Terms: 30 Net 30
Invoice Date: 10/03/2023 Basis Date Type: Inv Date Tax Exempt
Invoice Received: City of Port Angeles
Supplier ID: V00002874 Control Group:
ShortName: PORTANGEL-001
Location: 010
*Address: 1

Invoice Total
Line Total: 250.00
*Currency: USD
Miscellaneous:
Freight:
Sales Tax:
Entered VAT:
Use Tax: 0.00
VAT NonInv: 0.00
Total: 250.00
Difference: 0.00

Save Action: Run Calculate Print Submit Approval

Copy From Source Document

Invoice Lines 1 of 1 View All

Line 1 Copy Down
*Distribute by: Amount
Item:
Quantity:
UOM:
Unit Price:
Line Amount: 250.00
Ship To: PE000000AP
Description: EC DC Order 12345
Packing Slip:
One Asset
Invoice Line VAT
Calculate

Distribution Lines 1 of 1 View All

GL Chart Exchange Rate Statistics Assets
Copy Down Line Merchandise Amt Quantity *GL Unit Account Oper Unit Fund Approp Dept Class State Purpose PC Bus Unit
1 250.00 WA010 5030010 7010 570 52100 285 N

Save Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

29. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Entering Regular Voucher](#). This link will open in a new tab/window.