Accounting Services Voucher Entry

This job aid describes the process for Accounting Services to enter a Non-PO voucher.

1. From the Menu, click Accounts Payable → Vouchers → Add/Update → Regular Entry

2. Click to look-up Short Vendor Name.

Look Up Short Vendor Name

2a. Enter search criteria, click Look Up.

2b. Click desired Vendor ID.
3. After selecting the vendor, you are returned to the Add Voucher page:

3. Enter Invoice Number.
4. Enter Invoice Date.
5. Enter Gross Invoice Amount.
6. If applicable, enter Freight Amount.
7. Do not enter a Misc Charge Amount.
8. Enter the Estimated No. of Invoice Lines to match invoice.
9. Click Add.
10. In **Invoice Lines** area, enter **Description**.
11. Verify or update. **Amount** for **Distribution Line**.
12. Enter **Chart String** for **Distribution Line**.
13. Click the “+” to add additional **Invoice** or **Distribution Lines** (if applicable).
14. Click **Payments** Tab.
15. Verify Remit To: Address.
16. Click Save.
17. Record Voucher ID (if needed).
18. Click Summary tab.
Note that the **Approval Status** is **Pending** and this voucher needs approval. Refer to FMS810 Approving Vouchers job aid.