



Connect
CAROLINA



Creating Campus Vouchers

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Table of Contents

1 Creating a Campus Voucher	3
Understanding Campus Vouchers	4
Creating a Campus Voucher	6
Adding Voucher Lines and Chartfield Strings	15
Checking the Budget and Submitting a Campus Voucher	20
Adding Attachments and Comments	24
Changing Pay Terms	28
Fixing Campus Voucher Problems	30
2 Using Campus Voucher Templates	35
Creating a Template for Vouchers	36
Using a Template to Create a Campus Voucher	43
Modifying a Voucher Template	49
3 Creating a Credit on a Campus Voucher	51
Creating a Credit on a Campus Voucher	52
4 Deleting a Campus Voucher	59
Deleting a Campus Voucher	60
5 Running a Voucher Inquiry	63
Running a Voucher Inquiry	64
Appendix	71
Infoporte Finance Transactions	72
Search fields for reconciling	77

1 Creating a Campus Voucher

In this chapter, you will learn how to:

- Create a new campus voucher
- Add invoice lines and chartfield strings
- Attach documentation
- Budget check and submit a campus voucher
- Change pay terms
- Fix voucher errors

Understanding Campus Vouchers

A campus voucher is how you record in the system that a payment is needed, and it applies to:

- making check requests, payment requests
- reimbursing employees and University affiliates
- paying independent contractors
- preparing cash advances
- replenishing petty cash

Important: Campus vouchers are not associated with central purchasing process orders, Pcard, or the ePro supplier catalog purchasing processes.

When you enter a voucher, you enter the supplier or person to be paid, items, quantities, amounts, and chartfield strings. Each time you save a campus voucher, the system checks that your chartfield strings are valid.

Once a voucher is error-free, you run the budget pre-check process to make sure funds are available to make the payment. Once the budget status is Valid, you can then submit the voucher for approval. The budget pre-check does not reserve the funds from your budget for the voucher. The funds are only reserved, or encumbered, after all approvals are done. Read more about voucher approvals below for more information about budget checking.

The campus voucher and the supplier record drive the method of payment, which can be check, Automated Clearing House (ACH) or wire transfer.

Important: If you need to communicate alternate payment instructions or any other information to Accounts Payable or to approvers, you can use the Comments link during the voucher creation process, *Adding Attachments and Comments, page 24*

About Voucher Approvals

Every voucher is routed for approval to at least the department or school approvers and to Accounts Payable. Approvals may also include the Office of Sponsored Programs (OSP) and Pre-Audit, if the chartfield string triggers it (such as containing a project ID for a contract or grant which would route the voucher to OSP for approval). Once the voucher is fully approved, it is budget checked automatically overnight to make sure there are still funds available and to reserve the funds from the budget for that voucher. If the voucher passes budget checking, the voucher is processed for payment by Accounts Payable.

At any time during the approval process, originators or approvers can make a change to a voucher. Depending on what is changed, the approvals may need to start over. When you save a change, the system lets you know if your change will restart the approval process, and it gives you the option to cancel or save your changes. Vouchers stopped in the approval process need to be pre-budget checked again and resubmitted for approval.

For additional information about making purchases at the University, refer to the Finance Division's [Basic Spending Guidelines by Fund Source](#) guide.

Creating a Campus Voucher

The high-level steps for creating and submitting a campus voucher are:

1. Enter the core voucher information free of errors, and save.
2. Budget pre-check to make sure your chartfield strings have sufficient budget.
3. Submit the voucher into the workflow process.

To avoid selecting an incorrect supplier when paying employees, students, and affiliates, search for the supplier ID using this menu option: Finance WorkCenter > Accounts Payable > Supplier Inquiry. Once at this screen choose UNCCH-PID from the drop down list for ID Type. Enter the PID number of the employee, student or affiliate in this field and click search to get the correct supplier ID.

Creating a Campus Voucher

Follow these steps to create a campus voucher:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Campus Voucher Entry**.
2. On the Add a New Value tab, complete the fields:

At a minimum, enter the business unit and leave the default voucher ID value of NEXT to begin creating the voucher. The system uses the information you enter here to fill in the fields on subsequent pages.

In this field:	Do the following:
Business Unit	Enter the business unit for the voucher. Note: Based on your user profile, the system may fill in the business unit value for you. Change this value if necessary.
Voucher ID	Leave the default value of NEXT. The system assigns the next available voucher ID number when you save the voucher.
Short Supplier Name	Look up, or enter, the supplier's short name. The short supplier name is an abbreviated derivation of the supplier name, and is maintained in the supplier record. Note: If you enter the Supplier ID, the system fills in the Short Supplier Name value for you.

In this field:	Do the following:
Supplier ID	<p>Look up, or enter, the supplier ID.</p> <p>Note: If you enter the Short Supplier Name, the system fills in the Supplier ID value for you.</p>
Payment Method	<p>The default payment method for the supplier will fill in automatically after you choose the Supplier ID. If you need to, you can change the payment method on the next screen.</p>
Invoice Number	<p>Enter the supplier’s invoice number. In cases when there isn't a conventional supplier invoice, follow these strict guidelines to determine what to enter:</p> <p>The bill has an account number but no invoice number (such as one from Duke Energy): To distinguish between bills with the same account number, enter the supplier account number, followed by the three-letter abbreviation of the through month (end of the billing period), followed by the last two digits of the year. For example, if the supplier account number is 12-3456789 and the billing period is from 8/15/14 to 9/14/14, you would enter the invoice number as 12-3456789SEP14</p> <p>Note: If the supplier account number has spaces, ignore them and type the account number as one uninterrupted string. For example, account number 7188-12 0545 01 from 8/15/14 to 9/14/14 would be entered as 7188-12054501SEP14</p> <p>Rent payments: Invoice numbers should include the month for rent (often one month ahead of payment month), the last two digits of the year, and the amount of the rent, along with the supplier name printed on a piece of paper with invoice number. For example, if you are making a rent payment of \$1,500 for November 2014 for Rental Corporation, the invoice number would be entered as RentalCorporation1500.00NOV14</p> <p>Reimbursements: The created reimbursement invoice number is the last name of the payee, the amount (including cents), the three-letter abbreviation of the expense month and the last two digits of the year. For example, if you are reimbursing Mark Smith for a \$20.34 purchase, which was made in September 2014, the invoice number would be SMITH20.34SEP14</p> <p>Cash Advance and Petty Cash Reimbursement: The cash advance invoice number is the last name of the employee, the amount (including cents), the three-letter abbreviation of the payment month, and the last two digits of the year. For example, if you are paying Mark Smith \$560, for November 2014 payment, the invoice number would be SMITH560.00NOV14</p> <p>Notes:</p> <ul style="list-style-type: none"> • For payment approval and validation processes within Accounts Payable, the invoice number you enter will be compared with the electronic documentation you attach.

1 Creating a Campus Voucher

In this field:	Do the following:
Invoice Date	Enter the supplier's invoice date from the invoice, or, if not paying a conventional invoice, enter the date the request for payment was made. Note: The system uses the invoice date to calculate the payment date for the voucher, typically 30 days from the invoice date for most suppliers.
Gross Invoice Amount	Enter the total amount of the invoice, including any freight or miscellaneous charges.
Freight Amount	Enter any freight fees that are listed on the invoice. Note: The value you enter here will be prorated proportionally to the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want freight fees to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the charges.
Misc Charge Amount	Enter any miscellaneous fees that are listed separately on the invoice. Note: The value you enter here will be prorated proportionally to the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want miscellaneous fees to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the charges.
Estimated number of invoice lines	Enter the anticipated number of line items. The system will create the number of lines you enter here on subsequent pages. Note: You can add or delete line items on later screens.

3. Click the **Add** button.

Campus Voucher

Find an Existing Value
Add a New Value

Business Unit Q

Voucher ID

Voucher Style ▼

Short Supplier Name Q

Supplier ID Q

Payment Method Q

Invoice Number

Invoice Date 📅

Gross Invoice Amount

Freight Amount

Misc Charge Amount

Estimated No. of Invoice Lines

Add

Result: The system displays the Invoice Information Tab.

4. In the header section of the Invoice Information tab, complete the fields:

Note: If you entered values in these fields on the Add a New Value screen, the system used that information to fill in the fields for you on this page. Change them if needed.

In this field:	Do the following:
Invoice Number	Enter the supplier's invoice number.

In this field:	Do the following:
Invoice Date	Enter the invoice date.
Supplier ID	Look up, or enter, the supplier number.
Payment Method	<p>The system displays the default value for the payment method. If you need to change the payment method, use the lookup.</p> <p>Note: You may see multiple System Check or Automated Clearing House (ACH) options. For System Check, it doesn't matter which one you pick. For Automated Clearing House, be sure to check the last four digits of the bank account number in the lookup.</p>
Address	<p>The system enters the supplier's default address automatically. Look up the address if you need to change it.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Typically you use the remit to address that is on your invoice. • You can verify the address by hovering your mouse over the supplier's name until an address box pops up.
Control Group	Leave this field blank.
Line Amount	This is a system-calculated total value for all invoice lines. To refresh this calculation, click the Calculate button.
Miscellaneous	Enter any miscellaneous fees that are listed separately on the invoice.
Freight	Enter any freight fees that are listed on the invoice.
Total	<p>Enter the total amount of the invoice, including any freight or miscellaneous charges.</p> <p>Note: If you entered the Gross Invoice Amount on the initial Add a New Value tab, the system fills in that amount here. You can change it if needed.</p>
Difference	This is a system-calculated difference between the invoice Total and the sum of Line Amounts, Freight and Miscellaneous charges. Click the Calculate button to update this calculation.

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

Business Unit: UNCCH Invoice No: 19189979

Voucher ID: 51879745 Accounting Date: 07/01/2019

Voucher Style: Regular Voucher Pay Terms: 30 Net 30

Invoice Date: 02/04/2020 Basis Date: Inv Date

Invoice Received: 02/05/2020

FISHER SCIENTIFIC COMPANY LLC DBA FISHER

Supplier ID: 0000030768

ShortName: FISHER SCI-001

Payment Method: 1

*Address: 7 Incomplete Voucher

Invoice Total

Line Total	100.00
Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Save Save For Later Action Run Calculate P

5. In the Invoice Lines section, enter the the invoice line information.

Note: For detailed information about entering invoice lines, see *Adding Voucher Lines and Chartfield Strings*, page 15

Invoice Lines ?

Line 1

*Distribute by: Amount

Quantity: 2.0000

UOM: EA

UNC Item ID:

Unit Price: 50.00000

Line Amount: 100.00

SpeedChart:

Ship To: 607_2700

Description: Metal Frame

Packing Slip:

*Category: 60120000

6. On the GL Chart tab of the Distributions Lines section of the invoice line, enter the chartfield values for the line item.

Distribution Lines

GL Chart | Exchange Rate | Statistics

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept
<input type="checkbox"/>	1	100.00	2.0000	UNCCCH	20101	12001	538110	318300

- 7. Click the **ImageNow Attachments** link and attach your invoice or other supporting documentation.

Note: For more information about how to upload attachments, see *Adding Attachments and Comments*, page 24.

The screenshot shows a form titled "Invoice Total" with the following fields:

Line Total	0.00
Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	100.00
Difference	0.00

On the right side, there is a "Comments(0)" section with a list of links: "ImageNow Attachments" (highlighted with an orange box), "Advanced Supplier Search", and "Supplier Hierarchy".

- 8. Click the **Save** button.
- 9. In the Action field, choose **Budget Pre-Check** and then click the **Run** button.

Note: For more information on budget checking and submitting a campus voucher, see *Checking the Budget and Submitting a Campus Voucher*, page 20.

The screenshot shows a form with the following fields and buttons:

- Invoice No: 19189979
- Posting Date: 07/01/2019
- Pay Terms: 30 Net 30
- Invoice Date Type: Inv Date
- Supplier: LC DBA FISHER
- Control Group:
- Incomplete Voucher
- Action: Budget Pre-Check (dropdown menu)
- Run (button, highlighted with an orange box)
- Calculate (button)

On the right side, there is an "Invoice Total" section with the following fields:

Line Total	
Currency	
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	<input type="text"/>
Difference	

- 10. In the system message window, click the **Yes** button.

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes

No

Result: The system budget checks the chartfield strings to make sure there is enough budget. The voucher must pass this process before the submit button is displayed so you can submit for approval.

- Click the **Submit Approval** button to submit the voucher for approval.

Note: This button will not be available if the voucher has errors or if the budget status is not Prov Valid.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary												
Business Unit	UNCCH	Invoice No	123456														
Voucher ID	51777762	Accounting Date	04/16/2019														
Voucher Style	Regular Voucher	Pay Terms	30 Net 30														
Invoice Date	04/01/2019	Basis Date	Inv Date														
Invoice Received	04/01/2019	E3 CAROLINAS SALES AND SERVICES															
Supplier ID	0000036845	<input type="text"/>															
ShortName	E3 CAROLIN-001	<input type="text"/>															
Location	1	<input type="text"/>															
<input type="checkbox"/> Incomplete Voucher																	
Invoice Total		<table border="1"> <tr> <td>Line Total</td> <td>15.00</td> </tr> <tr> <td>Currency</td> <td>USD</td> </tr> <tr> <td>Miscellaneous</td> <td>15.00</td> </tr> <tr> <td>Freight</td> <td>38.00</td> </tr> <tr> <td>Total</td> <td>68.00</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </table>				Line Total	15.00	Currency	USD	Miscellaneous	15.00	Freight	38.00	Total	68.00	Difference	0.00
Line Total	15.00																
Currency	USD																
Miscellaneous	15.00																
Freight	38.00																
Total	68.00																
Difference	0.00																
Comments(0) ImageNow Attachments Advanced Supplier Search Preview Approval																	
<input type="button" value="Save"/> <input type="button" value="Save For Later"/>		Action <input type="text"/>		<input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/> <input type="button" value="Submit Approval"/>													

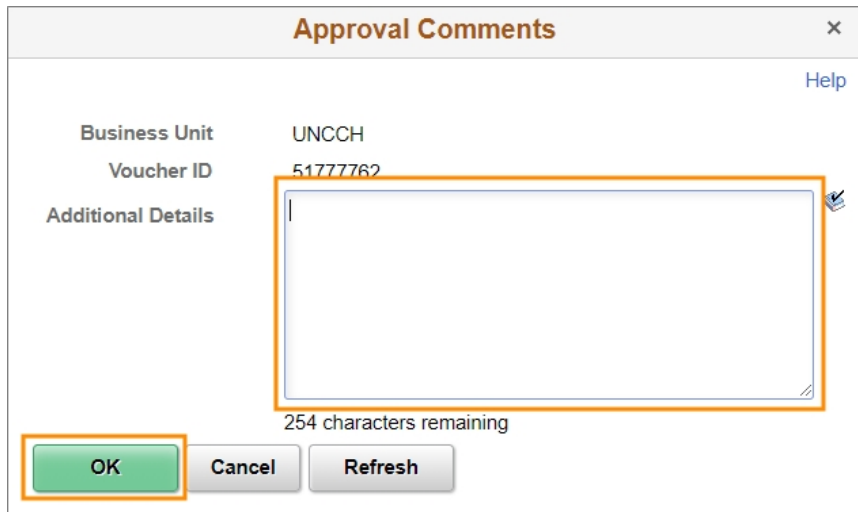
Result: The system displays the Approval Comments page.

- In the **Additional Details** area of the Approval Comments window, you can add comments for your department's reference.

Note: If you need to add instructions for Accounts Payable, enter them in the voucher comments section. See *Adding Attachments and Comments*, page 24 for more information.

- Click the **OK** button.

1 Creating a Campus Voucher



The image shows a dialog box titled "Approval Comments" with a close button (X) in the top right corner. Below the title bar is a "Help" link. The dialog contains the following fields:

- Business Unit:** UNCCH
- Voucher ID:** 51777762
- Additional Details:** A large text area with a blue cursor icon on the right side. Below this area, it says "254 characters remaining".

At the bottom of the dialog, there are three buttons: "OK" (highlighted with a green border), "Cancel", and "Refresh".

Result: The voucher is submitted for approval.

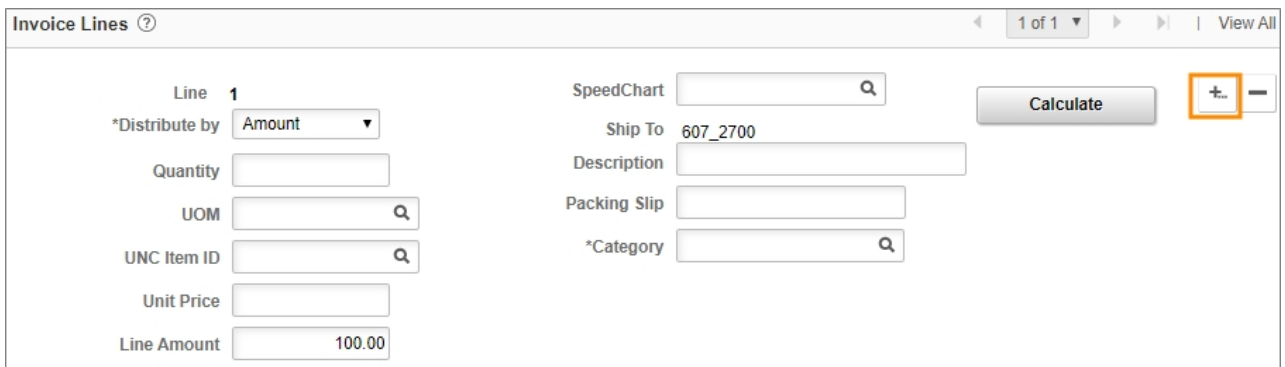
Adding Voucher Lines and Chartfield Strings

Unless you specified additional lines when you first created your voucher, your voucher only has one line. You can add as many lines as necessary to capture the items on your invoice. You need to enter at least one chartfield string for each line on the voucher. If you need to, you can also enter multiple chartfield strings for the same voucher line to split the charges for a particular line.

Adding a New Voucher Line

Follow these steps to add a new voucher line.

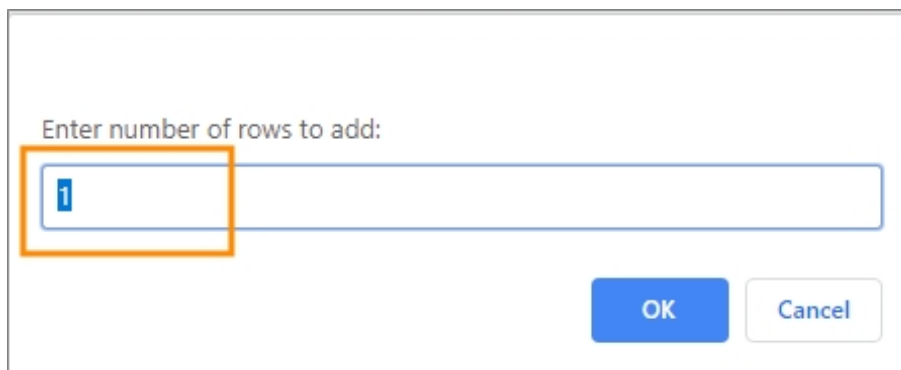
1. Click the **Add a New Row** button in the upper-right corner of the Invoice Lines section.



The screenshot shows the 'Invoice Lines' form with the following fields and controls:

- Line 1
- *Distribute by: Amount (dropdown)
- Quantity: [text input]
- UOM: [text input with search icon]
- UNC Item ID: [text input with search icon]
- Unit Price: [text input]
- Line Amount: [text input] 100.00
- SpeedChart: [text input with search icon]
- Ship To: 607_2700
- Description: [text input]
- Packing Slip: [text input]
- *Category: [text input with search icon]
- Calculate button
- +/- button (highlighted with an orange box)

2. Enter the number of rows you want to add and then click **OK**.



The dialog box contains the following elements:

- Label: Enter number of rows to add:
- Input field: [text input] 1 (highlighted with an orange box)
- Buttons: OK (highlighted with a blue box), Cancel

Result: The system adds the new lines to your voucher.

3. In the Line Information section on the Invoice Information tab, complete the fields:

In this field:	Do the following:
Distribute By	<p>Choose one of the following:</p> <ul style="list-style-type: none"> • Quantity to enter goods that can be counted. When you use this option, the system calculates the item Line Amount for you based upon the values you enter into the Unit Price and Quantity fields. • Amount to enter services, or a bundle of goods or services that fall under the same Category code, such as a catered meeting.
Ship To	Ignore this field.
Speed Chart	<p>Choose one of the following:</p> <ul style="list-style-type: none"> • If this is applicable to the Office of Sponsored Programs (OSP), look up, or enter, the OSP project number to have the system automatically enter the project's chartfield entries in the distribution line of the item. • If the line item isn't applicable to OSP, leave this field blank.
UNC Item ID	<p>For some suppliers, item descriptions have been loaded into the system in the form of UNC Item ID. For this field, do one of the following:</p> <ul style="list-style-type: none"> • Leave the field blank if supplier items are not available in the field lookup. • Look up and choose an ID that matches the good or service for the line item, if applicable. When you choose an item, the system fills in the item's Description field for you. <p>Note: UNC Item IDs are not loaded for all suppliers. If loaded into the system for the supplier, you can find and choose the UNC Item ID after you've entered the supplier ID.</p>
UOM	<p>Look up, or enter, the unit of measure as per the supplier's invoice (usually EA for each line item).</p> <p>Notes:</p> <ul style="list-style-type: none"> • Some goods or services may be invoiced in a quantity that isn't each. For example, goods bought and invoiced by the pound, or wire purchased by the foot. • If the appropriate unit of measure isn't available using the field lookup, choose EA in the field and specify the quantity and unit of measure in the line item Description field.
Unit Price	<p>Choose one of the following:</p> <ul style="list-style-type: none"> • If you chose Quantity in the Distribute By field, enter the price per unit of measure. • If you chose Amount in the Distribute By field, enter the total amount for the line item.

In this field:	Do the following:
Quantity	Enter the quantity of goods or services for the line item. This is the quantity in the context of the unit of measure.
Line Amount	Enter, or verify, the total line amount. Note: If you chose Quantity in the Distribute By field, the Line Amount field displays a calculation of the line Quantity multiplied times the Unit Price. Click the Calculate button to update the calculated amount.
Description	Enter a description of the good or service for the line item. Note: If you've selected a UNC Item ID of the item, the system fills in this field for you.
Category	Look up, or enter, the category that most closely characterizes the line item. Notes: <ul style="list-style-type: none"> • Custom categories have been created for UNC—check these first when choosing a category. You can search through the custom UNC categories by clicking on the magnifying glass field lookup and searching by category "begins with" "UNC". • Based on the category you enter here, a corresponding Account value is filled in in the item accounting distribution lines. • If you've entered a UNC Item ID for the item, the system fills in this field for you.

Invoice Lines ?

<p>Line 1</p> <p>*Distribute by <input style="width: 100px;" type="text" value="Amount"/></p> <p>Quantity <input style="width: 100px;" type="text" value="2.0000"/></p> <p>UOM <input style="width: 100px;" type="text" value="EA"/></p> <p>UNC Item ID <input style="width: 100px;" type="text"/></p> <p>Unit Price <input style="width: 100px;" type="text" value="50.00000"/></p> <p>Line Amount <input style="width: 100px;" type="text" value="100.00"/></p>	<p>SpeedChart <input style="width: 100px;" type="text"/></p> <p>Ship To <input style="width: 100px;" type="text" value="607_2700"/></p> <p>Description <input style="width: 100px;" type="text" value="Metal Frame"/></p> <p>Packing Slip <input style="width: 100px;" type="text"/></p> <p>*Category <input style="width: 100px;" type="text" value="60120000"/></p>
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4. On the GL Chart tab of the Distributions Lines section of the invoice line, enter the chartfield values for the line item.

1 Creating a Campus Voucher

The screenshot shows a table titled "Distribution Lines" with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Source, Account, and Dept. The first row contains: Copy Down (checkbox), Line (1), Merchandise Amt (100.00), Quantity (2.0000), *GL Unit (UNCCH), Fund (20101), Source (12001), Account (538110), and Dept (318300). Search icons are present next to the Fund, Source, Account, and Dept fields.

5. If you need to split the item amount between two or more chartfield strings, click the (+) button to the left of the distribution line.

Note: If you want to copy the lines to adjust later, check the Copy Down box first.

This screenshot is identical to the previous one, but with the (+) button to the left of the first row and the Copy Down checkbox in the same row highlighted with orange boxes.

6. Enter the number of distribution lines you want to add and then click OK.

A modal dialog box with the text "Enter number of rows to add:" and a text input field containing the number "1". The input field and the "OK" button are highlighted with orange boxes.

7. Click the **View All** link if you can't see your new lines.

Dept	PC Bus Unit	Project	Activity	Program	Cos
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Enter the chartfield information for the additional distribution lines.

Note: If you have more than one distribution line, adjust the quantities and amounts proportionally so that the totals equal the line item quantity or amount.

9. Click the **Refresh** button to see the system-calculated value in the Merchandise Amt field.
10. When you are finished with the distribution lines, click the **Save** button.

Results: When you save, the system:

- checks to make sure you've entered valid chartfield combinations. If there are errors, the system displays a warning message, and a yellow warning indicator appears on the invalid line.
- displays additional tabs on the top of the screen to show more information such as payment information and processing status.
- assigns the voucher ID number.

Checking the Budget and Submitting a Campus Voucher

Once you have finished filling out your voucher information and have attached the appropriate documentation, the next steps are to check the budget and submit your voucher.

Checking the Budget for a Campus Voucher

Follow these steps to check the budget and submit a campus voucher:

1. In the Action field, choose **Budget Pre-Check** and then click the **Run** button.

The screenshot shows a voucher form with the following fields and controls:

- Invoice No: 19189979
- Posting Date: 07/01/2019
- Pay Terms: 30 Net 30
- Invoice Date Type: Inv Date
- LC DBA FISHER
- Control Group: [Searchable field]
- Invoice Total summary box containing: Line Total, Currency, Miscellaneous, Freight, Total, and Difference.
- Incomplete Voucher
- Action dropdown menu: Budget Pre-Check (highlighted with an orange box)
- Run button (highlighted with an orange box)
- Calculate button

2. In the system message window, click on the **Yes** button.

The screenshot shows a system message window with the following content:

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes No

The 'Yes' button is highlighted with an orange box.

Result: The system pre-budget checks the chartfield strings to make sure there is enough budget. The voucher must pass this process before the submit button is displayed so you can submit for approval.

Note: If there is a problem with the pre-budget check, click the **Summary** tab to view the voucher Budget Status. Key budget statuses include:

- **Prov Valid**, which means the voucher passed budget pre-checking and is ready to be submitted for approval.
- **Not Checked**, which means the voucher hasn't been budget pre-checked.
- **Exceptions**, which means there are budget check errors or warnings. Click the Exceptions link to see details about the errors.

3. Click the **Submit Approval** button to submit the voucher for approval.

Note: This button isn't available if the voucher has errors or if the budget status is not Prov Valid.

The screenshot shows the 'Invoice Information' tab of a system interface. It contains several input fields and a summary table. The 'Submit Approval' button is highlighted with an orange border.

Invoice Total	
Line Total	15.00
Currency	USD
Miscellaneous	15.00
Freight	38.00
Total	68.00
Difference	0.00

Result: The system displays the Approval Comments page.

4. In the **Additional Details** area of the Approval Comments window, you can add comments for your department's reference.

Note: If you need to add instructions for Accounts Payable, enter them in the voucher comments section. See *Adding Attachments and Comments*, page 24 for more information.

5. Click the **OK** button.

The screenshot shows a dialog box titled "Approval Comments" with a close button (X) in the top right corner. Below the title bar is a "Help" link. The dialog contains the following fields:

- Business Unit:** UNCCH
- Voucher ID:** 51777762
- Additional Details:** A large text area with a blue cursor icon on the right side. Below this area, it indicates "254 characters remaining".

At the bottom of the dialog, there are three buttons: "OK" (highlighted with an orange border), "Cancel", and "Refresh".

Result: The voucher is submitted for approval.

Note: At any time during the approval process, originators or approvers can make a change to a voucher. Some changes stop the approval process. If it's the type change that stops the approval process, when you save the voucher, the system displays a message letting you know your change will restart the approval process and giving you the option to cancel or save your changes. If the approval process stops, you'll need to pre-budget check the voucher again and resubmit it for approval.

6. Verify the voucher is in the approval process by checking for the Approval History link on the Summary tab. Click the **Approval History** link to see the approval route.

Note: The presence of the Preview Approval link indicates the voucher has been budget pre-checked, but not yet submitted for approval. If the link says Approval History, that means the voucher has been submitted for approval.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	>
Business Unit	UNCCH	Invoice Date	04/01/2019			
Voucher ID	51777762	Invoice No	123456			
Voucher Style	Regular	Invoice Total	68.00	USD		
Contract ID						
Supplier Name	E3 CAROLINAS SALES AND SERVICES 480 HILLSBORO ST STE 100 PITTSBORO, NC 27312					
Entry Status	Postable	Pay Terms	Net 30			
Match Status	No Match	Approval History	Voucher Source	Online		
Approval Status	Pending		Origin	CMP		
Post Status	Unposted		Created On	04/16/2019 9:08AM		
			Created By			
			Last Update	04/16/2019 9:58AM		
			Modified By			
Budget Status	Prov Valid	ERS Type	Not Applicable			
Budget Misc Status	Valid	Close Status	Open	Comments		
*View Related	<input type="text" value="Payment Inquiry"/>		Go			
Save	Return to Search	Notify	Refresh	Add	Update/Display	
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Approval Summary						

Adding Attachments and Comments

In most cases, you need to attach supporting documentation, such as an invoice or a receipt, to your voucher. Attachments should be reviewed prior to attaching to ensure that personal identifiable information and/or HIPAA data has been redacted before attaching any documents. You can also add comments for future reference or to note information or instructions for Accounts Payable.

For independent contractor (IC) voucher approval purposes attach the IC checklist, IC approval, and the invoice (An invoice is required if the service is ongoing and will require multiple payments.).

Important: Never attach W9, background checks, or any other supplemental documentation.

Adding Attachments

Follow these steps to add attachments to a campus voucher.

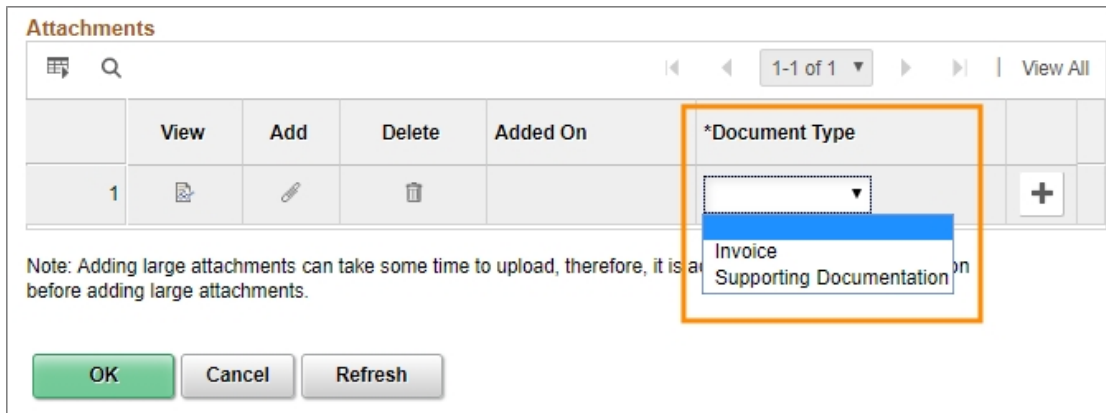
1. On the Invoice Information tab, click the **ImageNow Attachments** link.

The screenshot shows a software interface for an invoice. On the left, under the heading "Invoice Total", there is a table with the following items:

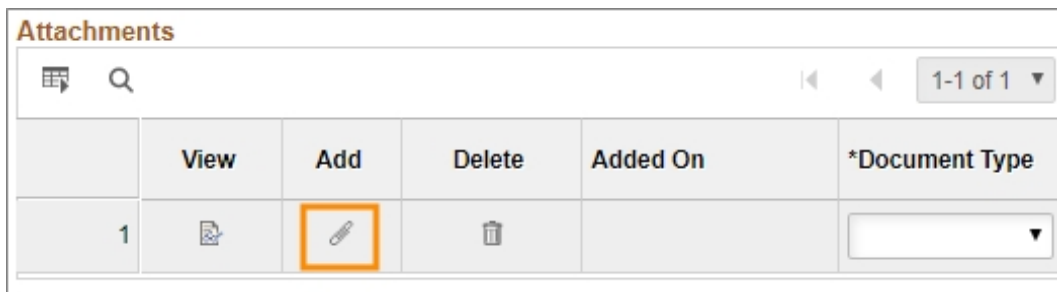
Line Total	0.00
Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	100.00
Difference	0.00

On the right side of the interface, there is a "Comments(0)" section. The "ImageNow Attachments" link is highlighted with an orange box. Below it are two other links: "Advanced Supplier Search" and "Supplier Hierarchy".

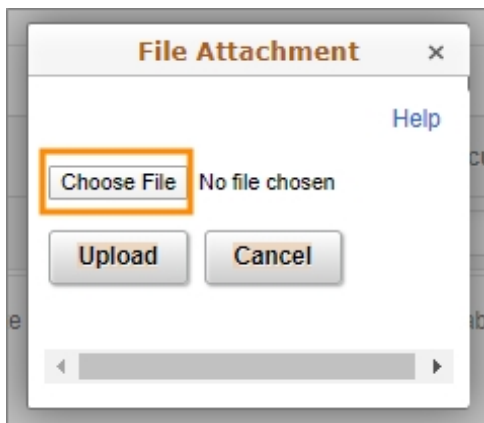
2. Select the **Document Type** you are uploading.



3. Click the **Add** button.



4. Click **Choose File**, select the document you want, then click **Upload**.



5. Click the **OK** button.

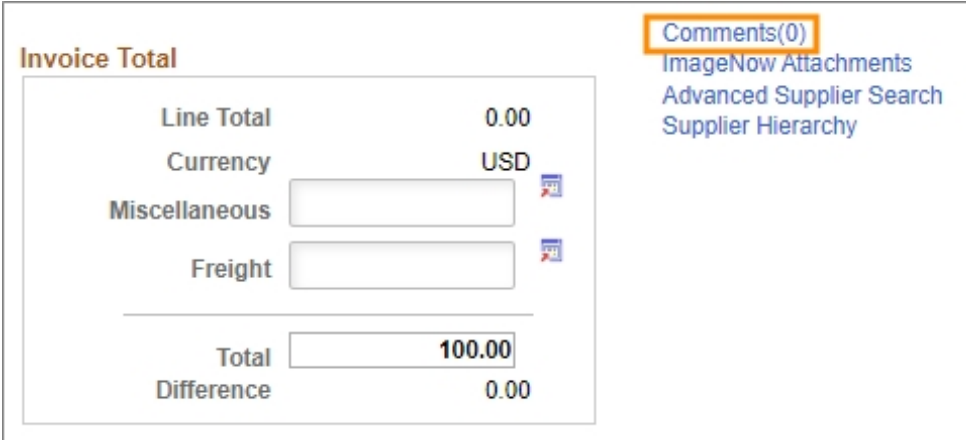
Note on affirming attachments: When adding attachments, the system doesn't immediately show that the attachment was successful. To verify that the attachment was made, you need to click OK to leave the attachment screen, save the voucher, and then return to the attachments screen by clicking the Imagenow Attachments link again.

- **Warning:** If you click OK to return to the Invoice Information page after attaching your document and then click the ImageNow Attachment link without first clicking Save, the Document Type field appears blank. You will need to re-add the document type, click OK, and save the voucher. Then, when you click the ImageNow Attachment link, the document and the document type appear.
- If you attach your document and add the document type and then click Cancel rather than OK, the system does not attach the document or the document type.

Adding Comments or Instructions

1. To add comments or instructions for Accounts Payable, click the **Comments** link.

Note: Here you can add any instructions or additional information you may have for Accounts Payable or add any information you want referenced on the voucher.



Invoice Total	
Line Total	0.00
Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	100.00
Difference	0.00

[Comments\(0\)](#)
[ImageNow Attachments](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)

2. Type your comments and then click the **OK** button.

Voucher Comments (Maximum number of characters allowed for comments is 254)

Help

Comments:

This is my comment about the invoice...

215 characters remaining

OK Cancel

Result: You will see **Comments(1)** on the Invoice Information screen.

Invoice Total

Line Total	0.00
Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	100.00
Difference	0.00

Comments(1)
[ImageNow Attachments](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)

Changing Pay Terms

Payment terms can be modified for all voucher types.

1. On the Invoice Information tab, click the **Transfer to Pay Terms Detail** button.

Important: Do not save your voucher until you have made the date adjustments to the payment terms, so the feature works properly.

Business Unit	UNCCH	Invoice No	494894894
Voucher ID	NEXT	Accounting Date	07/01/2019
Voucher Style	Regular Voucher	Pay Terms	30
Invoice Date	02/03/2020	Basis Date Type	Inv Date
Invoice Received	02/04/2020		
FISHER SCIENTIFIC COMPANY LLC DBA FISHER			
Supplier ID	0000030768	Control Group	

2. Select **User** in the Due Date Control field.

Payment Terms ID	30	Net 30
*Due Date Control	User	
Basis Date Type		
Basis Date		
Discount Due Date		
Due Date		
*Discount Amount Control	Terms	
Account At	Gross	
Discount Amount		0.00
Basis Amt		0.00

3. Enter a new payment date in the **Due Date** field.

Note: The system won't let you change the date unless you changed the Due Date Control to User in the previous step.

Payment Terms ID	30	Net 30
*Due Date Control	User	
Basis Date Type		
Basis Date		
Discount Due Date		
Due Date	02/20/2020	
*Discount Amount Control	Terms	
Account At	Gross	
Discount Amount		0.00
Basis Amt		0.00

4. Click the **Back to Invoice** link.

Payment Terms	
Back to Invoice	
Business Unit	UNCCH
Voucher ID	NEXT
Invoice Number	
Supplier	
Payment Terms ID	30 Net 30
*Due Date Control	Terms
Basis Date Type	Inv Date
Basis Date	
Discount Due Date	
Due Date	
*Discount Amount Control	Terms
Account At	Gross
Discount Amount	0.00
Basis Amt	0.00

Fixing Campus Voucher Problems

When you save your campus voucher, the system performs a few checks to make sure that your chartfield strings are valid, that the distribution lines for each item on the voucher add up, and that the invoice total at the top matches the sum of the lines on the voucher. In this section, we'll show you how to see any errors with your voucher and how to manually run calculations to make sure everything adds up.

Running an Invoice Total Calculation

The calculate button in the header of the voucher on the Invoice Information screen allows you to calculate the differences between the Invoice Lines, Freight, and Miscellaneous amounts, against the invoice Total. If the voucher is in balance, the Difference is 0.00. If it's out of balance, the Difference amount is displayed in red.

1. Click the **Calculate** button to update the invoice totals.

The screenshot shows the 'Invoice Information' screen with three tabs: 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Voucher Attributes' tab is active. On the left, there are fields for 'Invoice No' (494894894), 'Posting Date' (07/01/2019), 'Terms' (30), and 'Net 30'. Below these is a search field for 'DBA FISHER' and a search icon. At the bottom left, there is an 'Action' dropdown menu and an 'Incomplete Voucher' checkbox. On the right, the 'Invoice Total' section displays a table with the following values:

Line Total	90.00
Currency	USD
Miscellaneous	
Freight	
Total	90.00
Difference	0.00

At the bottom right, there are two buttons: 'Run' and 'Calculate'. The 'Calculate' button is highlighted with an orange border.

2. Look at the Difference field to see if there is a difference between the Total and the sum of the Miscellaneous, Freight, and voucher lines.

Payments	Voucher Attributes	Error Summary
Invoice No	494894894	
Invoice Date	07/01/2019	
Terms	30	Net 30
Invoice Type		
DBA FISHER		
Group	<input type="text"/>	
<input type="checkbox"/> Incomplete Voucher		
Action	<input type="text"/>	<input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>

Invoice Total

Line Total	100.00
Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	90.00
Difference	10.00

- If there is difference, make the necessary changes to voucher and then click the Calculate button again to verify the difference is fixed and shows 0.00.

Calculating Individual Invoice Lines

The distribution lines must add up to Line Amount for each invoice line on the voucher. This can be trickier if you are splitting an invoice line among several distribution lines. The calculate button for an invoice line will check for a difference on just that line, not the whole voucher, like the Calculate button in the voucher header does.

- Click the **Calculate** button in located on the right of an invoice line.

| |

- Look to see if the system found a difference between the Line Amount and the Distributed amount.

The screenshot shows a web interface for creating a campus voucher. At the top, there is a field labeled "Line Amount" with the value "100.00". Below this is a section titled "Difference" which contains a table with the following data:

Line Amount	100.00
Distributed	90.00
Difference	-10.00

The "Difference" value is highlighted in red. Below the "Difference" section is a section titled "Distribution Lines" with a search icon and a list of buttons: "GL Chart", "Exchange Rate", "Statistics", and a right-pointing arrow.

3. If there is difference, make the necessary changes to the distribution lines and then click the Calculate button again to verify the difference is fixed. Once the difference is fixed, the difference box will disappear. If not, make additional adjustments to fix the issue.


Seeing Voucher Errors

If your voucher has errors, like an invalid chartfield string, the system will notify you with warning messages when you try to save the voucher. The system will also display yellow triangle icons beside each error. To see errors on the voucher, either click the yellow triangle or click the Error Summary tab at the top of the screen.

To see errors on your voucher:

1. Do one of the following:
 - Click the **yellow triangle** icon beside an individual error, or

▼ **Distribution Lines**

GL Chart		Exchange Rate	Statistics	▶			
			Copy Down	Line	Merchandise Amt	Quantity	
+...	-		<input type="checkbox"/>	1	60.00	1.0000	
+...	-		<input type="checkbox"/>	2	20.00		
+...	-		<input type="checkbox"/>	3	20.00		

- Click the **Error Summary** Tab

Invoice Information	Payments	Voucher Attributes	Error Summary
Invoice No	494894894		Invo
Accounting Date	07/01/2019		
Pay Terms	30	Net 30	
Basis Date Type			

3. Review the errors on your voucher and make the appropriate changes.

2 Using Campus Voucher Templates

In this chapter, you will learn how to:

- Create a campus voucher template
- Use a campus voucher template
- Modify a campus voucher template

Creating a Template for Vouchers

What Is a Voucher Template?

You have the option to create templates for vouchers you create on a regular basis. Starting with a template means you have fewer fields to fill in when creating these vouchers.

Creating a Voucher Template

Follow these steps to create a voucher template:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Campus Voucher Entry**
2. On the Add a New Value tab, complete the fields:

At a minimum, enter the business unit, leave the default voucher ID value of NEXT and choose Template Voucher in the Voucher Style field to begin creating the voucher. The system uses the information you enter here to fill in the fields on subsequent pages.

In this field:	Do the following:
Business Unit	Enter the business unit for the voucher. Note: Based on your user profile, the system may fill in the business unit value for you. Change this value if necessary.
Voucher ID	Leave the default value of NEXT. The system assigns the next available voucher ID number when you save the voucher.
Voucher Style	Select Template Voucher .
Short Supplier Name	Look up, or enter, the supplier's short name. The short supplier name is an abbreviated derivation of the supplier name, and is maintained in the supplier record. Note: If you enter the Supplier ID, the system fills in the Short Supplier Name value for you.
Supplier ID	Look up, or enter, the supplier ID. Note: If you enter the Short Supplier Name, the system fills in the Supplier ID value for you.
Payment Method	The default payment method for the supplier will fill in automatically after you choose the Supplier ID. If you need to, you can change the payment method on the next screen.

In this field:	Do the following:
Invoice Number	<p>Enter the supplier's invoice number. In cases when there isn't a conventional supplier invoice, follow these strict guidelines to determine what to enter:</p> <p>The bill has an account number but no invoice number (such as one from Duke Energy): To distinguish between bills with the same account number, enter the supplier account number, followed by the three-letter abbreviation of the through month (end of the billing period), followed by the last two digits of the year. For example, if the supplier account number is 12-3456789 and the billing period is from 8/15/14 to 9/14/14, you would enter the invoice number as 12-3456789SEP14</p> <p>Note: If the supplier account number has spaces, ignore them and type the account number as one uninterrupted string. For example, account number 7188-12 0545 01 from 8/15/14 to 9/14/14 would be entered as 7188-12054501SEP14</p> <p>Rent payments: Invoice numbers should include the month for rent (often one month ahead of payment month), the last two digits of the year, and the amount of the rent, along with the supplier name printed on a piece of paper with invoice number. For example, if you are making a rent payment of \$1,500 for November 2014 for Rental Corporation, the invoice number would be entered as RentalCorporation1500.00NOV14</p> <p>Reimbursements: The created reimbursement invoice number is the last name of the payee, the amount (including cents), the three-letter abbreviation of the expense month and the last two digits of the year. For example, if you are reimbursing Mark Smith for a \$20.34 purchase, which was made in September 2014, the invoice number would be SMITH20.34SEP14</p> <p>Cash Advance and Petty Cash Reimbursement: The cash advance invoice number is the last name of the employee, the amount (including cents), the three-letter abbreviation of the payment month, and the last two digits of the year. For example, if you are paying Mark Smith \$560, for November 2014 payment, the invoice number would be SMITH560.00NOV14</p> <p>Notes:</p> <ul style="list-style-type: none"> • For payment approval and validation processes within Accounts Payable, the invoice number you enter will be compared with the electronic documentation you attach.
Invoice Date	<p>Enter the supplier's invoice date from the invoice, or, if not paying a conventional invoice, enter the date the request for payment was made.</p> <p>Note: The system uses the invoice date to calculate the payment date for the voucher, typically 30 days from the invoice date for most suppliers.</p>
Gross Invoice Amount	<p>Enter the total amount of the invoice, including any freight or miscellaneous charges.</p>

In this field:	Do the following:
Freight Amount	Enter any freight fees that are listed on the invoice. Note: The value you enter here will be prorated proportionally to the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want freight fees to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the charges.
Misc Charge Amount	Enter any miscellaneous fees that are listed separately on the invoice. Note: The value you enter here will be prorated proportionally to the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want miscellaneous fees to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the charges.
Estimated number of invoice lines	Enter the anticipated number of line items. The system will create the number of lines you enter here on subsequent pages. Note: You can add or delete line items on later screens.

3. Click the **Add** button.

Campus Voucher

Find an Existing Value

Business Unit

Voucher ID

Voucher Style

Short Supplier Name

Supplier ID

Payment Method

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Result: The system displays the Invoice Information Tab. If you entered values in these fields, the system used that information to fill in the fields for you on this page.

4. In the Supplier ID field, look up, or enter, the supplier number.
5. In the header section of the Invoice Information tab, complete the fields:

Note: If you entered values in these fields on the Add a New Value screen, the system used that information to fill in the fields for you on this page. Change them if needed.

In this field:	Do the following:
Invoice Number	<p>Enter a description of your template.</p> <p>Note: For easier searching, match your invoice number on the template to the template description.</p>
Invoice Date	<p>Enter today's date. You'll need to change the date each time you create a voucher using the template.</p>
Supplier ID	<p>Look up, or enter, the supplier number.</p>
Payment Method	<p>The system displays the default value for the payment method. If you need to change the payment method, use the lookup.</p> <p>Note: You may see multiple System Check or Automated Clearing House (ACH) options. For System Check, it doesn't matter which one you pick. For Automated Clearing House, be sure to check the last four digits of the bank account number in the lookup.</p>
Address	<p>The system enters the supplier's default address automatically. Look up the address if you need to change it.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Typically you use the remit to address that is on your invoice. • You can verify the address by hovering your mouse over the supplier's name until a address box pops up. • To communicate alternate payment instructions or any other pertinent information to Accounts Payable or approvers, use the voucher comments link on the invoice tab. See <i>Adding Attachments and Comments, page 24</i> for more information.
Control Group	<p>Leave this field blank.</p>
Line Amount	<p>This is a system-calculated total value for all invoice lines. To refresh this calculation, click the Calculate button.</p>
Miscellaneous	<p>Enter any miscellaneous fees that are listed separately on the invoice.</p>
Freight	<p>Enter any freight fees that are listed on the invoice.</p>
Total	<p>Enter the total amount of the invoice, including any freight or miscellaneous charges.</p> <p>Note: If you entered the Gross Invoice Amount on the initial Add a New Value tab, the system fills in that amount here. You can change it if needed.</p>
Difference	<p>This is a system-calculated difference between the invoice Total and the sum of Line Amounts, Freight and Miscellaneous charges. Click the Calculate button to update this calculation.</p>

Invoice Information		Payments	Voucher Attributes
Business Unit	UNCCH	Invoice No	428201-1
Voucher ID	NEXT	Accounting Date	02/11/2020
Voucher Style	Template Voucher	Pay Terms	30 Net 30
Invoice Date	02/11/2020	Basis Date Type	Inv Date
Invoice Received		FISHER SCIENTIFIC COMPANY LLC DBA FISHER	
Supplier ID	0000030768	Control Group	
ShortName	FISHER SCI-001	Payment Method	1
Automated Clearing House	---0069	<input type="checkbox"/> Incomplete Voucher	
*Address	1		
<input type="button" value="Save"/> <input type="button" value="Save For Later"/>		Action	
		<input type="button" value="Run"/>	<input type="button" value="Calculate"/>

Invoice Total

Line Total	0.00
Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

6. Click the **Template** link.

Invoice Total

Line Total	952.00
Currency	USD
Miscellaneous	
Freight	
Total	952.00
Difference	0.00

Comments(0)

ImageNow Attachments

Template

Advanced Supplier Search

Supplier Hierarchy

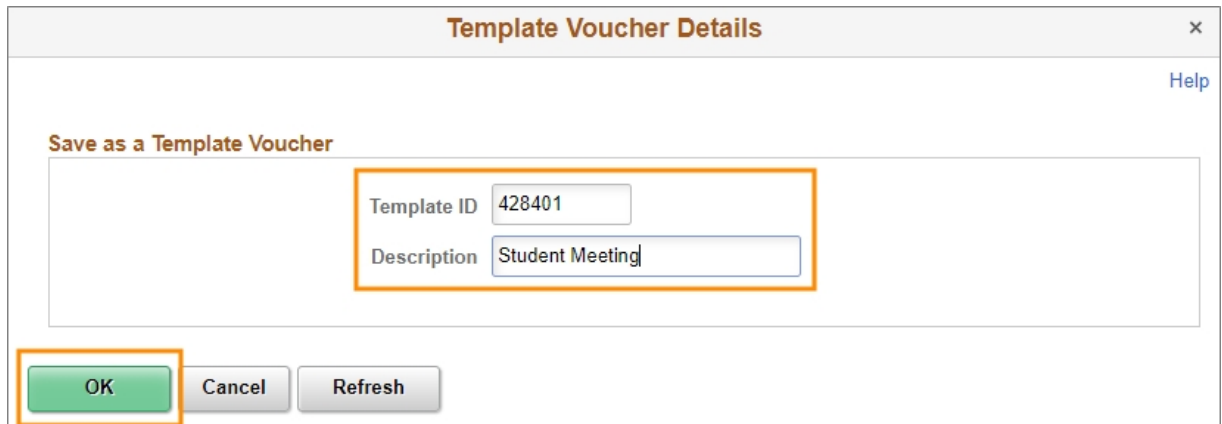
Result: The Template Voucher Details page appears.

7. In the Template ID field, enter an identifier, up to 10 characters.

Important: Enter your 6-digit department number as the template ID, which will make searching easier. If you have multiple templates for a supplier, enter your department number, a dash, and a number (For example: 428201-1).

8. In the Description field, enter a description for your template, up to 30 characters.

9. Click the **OK** button.



Template Voucher Details

Help

Save as a Template Voucher

Template ID 428401

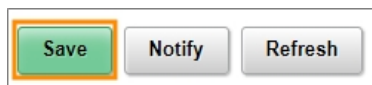
Description Student Meeting

OK Cancel Refresh

10. Add the invoice lines and distributions you want on the template.

Note: For more information about adding invoice lines and distributions, see *Adding Voucher Lines and Chartfield Strings*, page 15.

11. Click **Save**.



Save Notify Refresh

Results: When you save, the system:

- displays a message warning you to make sure you attach the appropriate documentation. Click the **OK** button.
- checks to make sure you've entered valid chartfield combinations. If there are errors, the system displays a warning message, and a yellow warning indicator appears on the invalid line.
- stores the template in the system.

Using a Template to Create a Campus Voucher

Why Use a Template to Create a Campus Voucher?

Starting with a template means you have fewer fields to fill in when creating vouchers that you submit on a recurring basis. Once you've created the template, you can fill in a few fields, attach your documentation, and submit.

The templates are saved with a supplier, so you need to select a supplier before you can apply the template to the campus voucher. Before you can submit your voucher, you need to fill in at least these three fields since they aren't saved with the template:

- Invoice number
- Invoice date
- Category

Using a Template to Create a Campus Voucher

Once you've created a template, follow these steps to use it to create a campus voucher:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Campus Voucher Entry**
2. On the Add a New Value tab, complete these fields:

Important: Leave the Gross Invoice Amount, Freight Amount, Misc Charge Amount, and Estimated number of lines fields blank so that you can use a template. Entering an invoice amount on this field means you can't choose a template to use for the voucher you are creating.

To begin creating the voucher, at a minimum, enter the business unit, leave the default voucher ID value of NEXT and choose Regular Voucher in the Voucher Style field. The system uses the information you enter here to fill in the fields on subsequent pages.

In this field:	Do the following:
Business Unit	Enter the business unit for the voucher. Note: Based on your user profile, the system may fill in the business unit for you. Change if necessary.
Voucher ID	Leave the default value of NEXT. The system assigns the next available voucher ID number when you save the voucher.
Voucher Style	Select Regular Voucher .

In this field:	Do the following:
Short Supplier Name	Look up or enter the supplier's short name. The short supplier name is an abbreviated derivation of the supplier name, and is maintained in the supplier record. Note: If you enter the Supplier ID, the system fills in the Short Supplier Name value for you.
Supplier ID	Look up or enter the supplier ID. Note: If you enter the Short Supplier Name, the system fills in the Supplier ID value for you.
Invoice Number	Enter the invoice number.
Invoice Date	Enter the invoice date.

3. Click the **Add** button.

Campus Voucher

Find an Existing Value
Add a New Value

Business Unit Q

Voucher ID

Voucher Style ▼

Short Supplier Name Q

Supplier ID Q

Payment Method Q

Invoice Number

Invoice Date 📅

Gross Invoice Amount

Freight Amount

Misc Charge Amount

Estimated No. of Invoice Lines

Add

Result: The system displays the Invoice Information Tab. If you entered values in these fields on the Add a New Value screen, the system used that information to fill in the fields for you on this page. Change them if needed. If you entered the supplier information on the Add a New Value page, skip to Step 5.

4. In the Supplier ID field, look up or enter the supplier number, if you didn't enter the supplier on the Add a New Value page.
5. In the Copy From Source Document box, click the **Go** link to choose your template.

2 Using Campus Voucher Templates

- On the Voucher Template page, look up or enter the template ID that you assigned when creating the template.

- Click the **Copy from template** button.

Result: The system uses the information from the template to fill in the fields on the voucher.

Note: Even though the template is saved by supplier, you can change the supplier once the template has been applied.

- At a minimum, you need to complete the following fields:

In this field:	Do the following:
Invoice Number	Enter the supplier's invoice number. In cases when there isn't a conventional supplier invoice, follow the guidelines in the <i>Adding Voucher Lines and Chartfield Strings</i> , page 15 chapter to determine what to enter.

In this field:	Do the following:
Invoice Date	<p>Enter the supplier's invoice date from the invoice, or, if not paying a conventional invoice, enter the date the request for payment was made.</p> <p>Note: The system uses the invoice date to calculate the payment date for the voucher, typically 30 days from the invoice date for most suppliers.</p>
Category	<p>Look up or enter the category that most closely characterizes the line item.</p> <p>Notes:</p> <ul style="list-style-type: none"> • You need to enter the category even if the Account field is already filled in below. • Custom categories have been created for UNC - check these first when choosing a category. You can search through the custom UNC categories by clicking on the magnifying glass field lookup and searching by category "begins with" "UNC".

Note: If you need to change fields on the template or complete additional fields, you can do that now.

2 Using Campus Voucher Templates

Invoice Information | Payments | Voucher Attributes

Business Unit: UNCCH
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: 02/10/2020
Invoice Received:

Invoice No: 39029520942
Accounting Date: 02/11/2020
Pay Terms: 30 Net 30
Basis Date Type: Inv Date

Supplier: FISHER SCIENTIFIC COMPANY LLC DBA FISHER
Supplier ID: 0000030768
Control Group:
ShortName: FISHER SCI-001
Payment Method: 1
Automated Clearing House: ---0069
*Address: 1
 Incomplete Voucher

Buttons: Save, Save For Later, Action, Run, Calculate, P

▶ Copy From Source Document

Invoice Total

Line Total	0.00
Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
Total	100.00
Difference	0.00

Invoice Lines ⓘ

Line 1
*Distribute by: Amount
Quantity: 1.0000
UOM: EA
UNC Item ID:
Unit Price: 100.00000
Line Amount: 100.00

SpeedChart:
Ship To: 607_2700
Description: Metal Frame
Packing Slip:
*Category: 10190000

9. Continue creating and submitting the voucher according to the steps in *Creating a Campus Voucher*, page 6.

Modifying a Voucher Template

Overview

Once you've created a voucher template, you can change the template to best fit your needs.

Modifying a Voucher Template

Follow these steps to modify a voucher template:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Campus Voucher Entry**
2. On the Find an Existing Value tab, choose **Template Voucher** in the Voucher Style field.
3. Click the **Search** button.

Campus Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ **Search Criteria**

Business Unit = ▼ UNCCCH 🔍

Voucher ID begins with ▼

Invoice Number begins with ▼

Invoice Date = ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼ 🔍

Name 1 begins with ▼

Voucher Style = ▼ Template Voucher ▼

Related Voucher begins with ▼

Entry Status = ▼

Voucher Source = ▼

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

Result: The system displays the templates you have previously created.

4. Click the link for the template you want to make changes to.

2 Using Campus Voucher Templates

Search Results
Only the first 300 results can be displayed.

View All 1-100 of 300

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Name 1	Voucher Style	Related Voucher	Entry Status	Voucher Source
UNCCH	51770042	(blank)	0	0	03/06/2019	NC STATE-002	0000030844	NORTH CAROLINA STATE UNIVERSITY	Template	(blank)	Template	Online
UNCCH	51769818	(blank)	0	0	03/08/2019	LAUREN C H-001	0000024949	LAUREN C HILL	Template	(blank)	Template	Online
UNCCH	51765126	LaserImageTemplate	1	1	03/05/2019	LASER IMAG-001	0000033253	LASER IMAGE PRINTING MARKETING	Template	(blank)	Template	Online
UNCCH	51760443	(blank)	0	0	02/28/2019	RENSSELAER-001	0000034229	RENSSELAER POLYTECHNIC INSTITUTE	Template	(blank)	Template	Online
UNCCH	51760319	BMS Carpet Cleaning for KC	415	415	02/28/2019	BROCK MAIN-001	0000031946	BROCK MAINTENANCE SERVICES INC	Template	(blank)	Template	Online

- Click the Invoice Information tab.

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit **UNCCH**

Voucher ID **51765126**

Voucher Style **Template**

Contract ID

Supplier Name **LASER IMAGE PRINTING MARKETING**
4018 PATRIOT DRIVE
SUITE 200
DURHAM, NC 27703

Entry Status **Template Voucher**

Match Status **No Match**

Approval Status **Denied**

Post Status **Payment Not Applied**

Invoice Date **03/05/2019**

Invoice No **LaserImageTemplate**

Invoice Total **1.00 USD**

Pay Terms **Net 30**

Voucher Source **Online**

Origin **CMP**

Created On **03/05/2019 1:54PM**

Created By

Last Update **03/05/2019 2:21PM**

Modified By

ERS Type **Not Applicable**

Close Status **Open** [Comments](#)

*View Related Payment Inquiry [Go](#)

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

- Make the changes on the Invoice Information tab using same steps you used to create the template. See *Creating a Campus Voucher*, page 6 for additional help.
- Click the **Save** button to save the changes you made to the template.

3 Creating a Credit on a Campus Voucher

In this chapter, you will learn how to:

- Create a credit on a campus voucher

Creating a Credit on a Campus Voucher

Caution: It's important to enter all credits in the system as soon as possible. Otherwise, the state will seize the credit as part of its auditing process. If you return an item and don't receive a credit, follow up with the supplier to request the credit so you can enter it in ConnectCarolina.

If a supplier issues a credit for items or services purchased on a campus voucher, campus departments need to enter the credit as a campus voucher **within a day** of receiving it from the supplier.

The process for entering a credit is similar to entering other types of vouchers. The information on the voucher needs to match the supplier's invoice or credit memo.

Some key things to note about creating credits on campus vouchers are:

- You enter a negative value for the amount of the credit on the line item for the credit.
- If you're entering a standalone credit, you enter a single line item on the voucher as a negative amount.
- If the supplier issues a credit on the same invoice as a new or replacement item, enter the credit on the same voucher as the new item. For example, if you return an item and request a replacement, the supplier may ship the new item and include a credit on the invoice for the replacement item. In this case, enter a line item as a positive value for the replacement item as you normally do, and then enter another line for the credit as a negative value.
- If the credit is tied to a specific campus voucher, enter either the original campus voucher number or the original invoice number in the Description field if space allows, or as a comment if not.
- For the invoice number, enter the number on the supplier's credit memo or invoice. If there is no number, use the naming convention described in the steps below.

Important: Campus vouchers are not associated with central purchasing process orders, Pcard, or the ePro supplier catalog purchasing processes. Credits for those types of transactions are entered by Accounts Payable in a different transaction.

Creating a Credit on a Campus Voucher

Follow these steps to create a credit on a campus voucher:

Caution: It's important to enter all credits in the system as soon as possible. Otherwise, the state will seize the credit as part of its auditing process. If you return an item and do not receive a credit, follow up with the supplier to request the credit so you can enter it in ConnectCarolina.

Note: The screen shots in this procedure show an example of entering a standalone credit on a voucher.

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Campus Voucher Entry**
2. On the Add a New Value tab, complete the fields:

At a minimum, enter the business unit and leave the default voucher ID value of NEXT to begin creating the voucher. The system uses the information you enter here to fill in the fields on subsequent pages.

In this field:	Do the following:
Business Unit	Enter the business unit for the voucher. Note: Based on your user profile, the system may fill in the business unit value for you. Change this value if necessary.
Voucher ID	Leave the default value of NEXT. The system assigns the next available voucher ID number when you save the voucher.
Short Supplier Name	Look up, or enter, the supplier's short name. The short supplier name is an abbreviated derivation of the supplier name, and is maintained in the supplier record. Note: If you enter the Supplier ID, the system fills in the Short Supplier Name value for you.
Supplier ID	Look up, or enter, the supplier ID. Note: If you enter the Short Supplier Name, the system fills in the Supplier ID value for you.
Payment Method	The default payment method for the supplier will fill in automatically after you choose the Supplier ID. If you need to, you can change the payment method on the next screen.

In this field:	Do the following:
Invoice Number	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter the supplier’s credit memo or invoice number, or • If the supplier didn't supply a credit memo or invoice, enter an invoice number using this naming convention: <ul style="list-style-type: none"> ◦ supplier name ◦ dollar amount of credit as a <i>negative</i> value ◦ first three characters of the month the credit was issued in ◦ last two digits of the year <p>For example, for a credit from ABC Deli for \$38.50 in October 2014, enter ABCDELI-38.50OCT14.</p> <p>Note: For payment approval and validation processes within Accounts Payable, the invoice number you enter will be compared with the electronic documentation you attach.</p>
Invoice Date	<p>Enter the supplier’s invoice date from the invoice, or, if not paying a conventional invoice, enter the date the credit was issued.</p> <p>Note: The system uses the invoice date to calculate the payment date for the voucher, typically 30 days from the invoice date for most supplier.</p>
Gross Invoice Amount	<p>Enter the total amount that displays on the supplier's invoice or credit memo. If you're entering a standalone credit, the value should be negative. If you're entering an invoice that includes a credit as one of several line items, the value could be positive or negative, depending on the net amount of all line items.</p>
Freight Amount	<p>Enter any freight fees that are listed on the invoice.</p> <p>Note: The value you enter here will be prorated proportionally to the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want freight fees to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the charges.</p>
Misc Charge Amount	<p>Enter any miscellaneous fees that are listed separately on the invoice.</p> <p>Note: The value you enter here will be prorated proportionally to the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want miscellaneous fees to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the charges.</p>
Estimated number of invoice lines	<p>Enter the anticipated number of line items. The system will create the number of lines you enter here on subsequent pages.</p> <p>Note: You can add or delete line items on later screens.</p>

3. Click the **Add** button:

Campus Voucher

Business Unit

Voucher ID

Voucher Style

Short Supplier Name

Supplier ID

Payment Method

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

Estimated No. of Invoice Lines

Result: The system displays the Invoice Information Tab.

4. On the Invoice Information tab, in the header section, complete the fields:

In this field:	Do the following:
Invoice Number	<p>Enter the supplier's invoice number.</p> <p>For more detail, refer to the previous <i>Creating a Credit on a Campus Voucher, page 52</i> section of this reference.</p>
Invoice Date	Enter the invoice date.
Supplier ID	Look up, or enter, the supplier number.
Payment Method	<p>The system displays the default value for the payment method. If you need to change the payment method, use the lookup.</p> <p>Note: You may see multiple System Check or Automated Clearing House (ACH) options. For System Check, it doesn't matter which one you pick. For Automated Clearing House, be sure to check the last four digits of the bank account number in the lookup.</p>
Address	<p>The system enters the supplier's default address automatically. Look up the address if you need to change it.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Typically you use the remit to address that is on your invoice. • You can verify the address by hovering your mouse over the supplier's name until a address box pops up. • To communicate alternate payment instructions or any other pertinent information to Accounts Payable or approvers, enter comments when submitting the voucher into approval workflow.
Control Group	Leave this field blank.
Line Amount	This is a system-calculated total value for all invoice lines. To refresh this calculation, click the Calculate button.
Miscellaneous	<p>Enter any credits for miscellaneous fees that are listed separately on the invoice.</p> <p>Note: The value you enter here is prorated proportionally across the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want a credit for a miscellaneous fee to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the credit.</p>
Freight	<p>Enter any credit for a freight fee that is listed on the credit memo or invoice.</p> <p>Note: The value you enter here is prorated proportionally across the accounting distribution lines of the invoice. If you have multiple distribution lines on the invoice, and want the freight credit to apply to a single chartfield string, leave this field blank, and create a unique invoice line item for the freight credit.</p>

In this field:	Do the following:
Total	<p>Enter the total amount that displays on the supplier's invoice or credit memo, including any freight or miscellaneous charges. If you're entering a standalone credit, the value should be negative. If you're entering an invoice that includes a credit as one of several line items, the value could be positive or negative, depending on the net amount of all line items.</p> <p>Note: If you entered the Gross Invoice Amount on the initial Add a New Value tab, the system will populate that amount here. You can change your entry if necessary.</p>
Difference	<p>This is a system-calculated difference between the Line Amounts, Freight and Miscellaneous versus the invoice Total. Click the Calculate button to update this calculation.</p>

Invoice Information

Payments

Voucher Attributes

Business Unit Invoice No

Voucher ID Accounting Date

Voucher Style Pay Terms Net 30

Invoice Date Basis Date Type

Invoice Received

FLYLEAF BOOKS LLC

Supplier ID Control Group

ShortName

Payment Method System Check

*Address Incomplete Voucher

Invoice Total

Line Total -50.00

Currency USD

Miscellaneous

Freight

Total -50.00

Difference 0.00

Action

5. Enter the credit as a negative value in the Invoice Lines and Distribution Lines sections.

3 Creating a Credit on a Campus Voucher

Invoice Lines ?

Line 1

*Distribute by: Amount

Quantity: 1.0000

UOM: EA

UNC Item ID:

Unit Price: -50.00000

Line Amount: -50.00

SpeedChart:

Ship To: 607_2700

Description: Credit

Packing Slip:

*Category: 10200000

▼ Distribution Lines

GL Chart Exchange Rate Statistics

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept
+	-								
		1	-50.00	1.0000	UNCCH	20101	12001	532510	318300

- Continue creating and submitting the voucher according to the steps in *Adding Voucher Lines and Chartfield Strings*, page 15

Important: If you enter a credit on the voucher along with other invoice items, the system displays a message. Click the **OK** button on the dialog box to continue.

Note: You won't see this message if you entered a standalone credit on the voucher:

Difference between voucher and total payment amounts is 100 -- apply to existing scheduled payment? (7030,379)

The sum of all scheduled and/or recorded payments' Gross Payment Amount differs from the voucher's Gross Amount by the indicated amount. Press 'OK' if you wish to apply this difference to the existing scheduled payment (refer to the Payments tab to examine currently scheduled and/or recorded payment amounts). Press 'Cancel' if you wish to make some other manual change to bring the voucher and total payment amounts into balance.

OK Cancel

4 Deleting a Campus Voucher

In this chapter, you will learn how to:

- Delete a campus voucher

Deleting a Campus Voucher

In exceptional cases, you may need to delete a campus voucher if you created it in error. Once you delete a voucher, you cannot retrieve it or undo the deletion.

You can delete a campus voucher only if you created it and if it hasn't been posted or paid. If the voucher's status is posted or paid, you can't delete it. If you need to delete a voucher that has been posted or paid or if the creator isn't available, contact Accounts Payable for help.

To find who created a voucher and has the authority to delete it, look on the Summary tab of the voucher. To view a voucher, follow the path: Finance WorkCenter > Accounts Payable > Campus Voucher Entry | Find an Existing Value tab.

When Vouchers Are Automatically Deleted

To maintain data integrity, automated processes are in place in ConnectCarolina to do the following on an ongoing basis:

- Delete all campus vouchers that have been in Denied status for more than 90 days.
- Delete all campus vouchers that were created more than 30 days ago but never submitted for approval.
- Delete all campus vouchers that were created more than 30 days ago but not approved by department-level approvers.

For more information see [Business Process Update for the Auto-Deletion of Vouchers](#).

Deleting a Campus Voucher

Follow these steps to delete a campus voucher:

1. Using the tool bar on the top right, click the **Nav Bar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:

Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Delete

4. On the Voucher Delete page, complete the Business Unit and as many fields as necessary to refine your search results. Common searches include searching by:
 - Business Unit and Voucher ID
 - Business Unit and Supplier ID or Supplier Short Name

In this field:	Do the following:
Business Unit	Enter the business unit that created the voucher. Note: For the University, enter uncch . For UNC General Administration, enter uncga .
Voucher ID	If you know it, enter the voucher number.
Entry Status	Choose a status if you want to search based on the voucher status.
Invoice Number	If you know it, enter the supplier's invoice number.
Short Supplier Name	Look up, or enter, the Supplier's short name. This is an abbreviation of the supplier's name, and is maintained in the supplier record. Note: If you enter a supplier ID in the Supplier ID field, the system fills in the Short Supplier Name field for you.
Supplier ID	Look up, or enter, the supplier ID. Note: If you enter a value in the Short Supplier Name field, the system fills in the Supplier ID field for you.
Name 1	Enter a portion of the supplier's name and choose Contains to search based on the name of a supplier.
Case Sensitive	Leave this checkbox unmarked.

- Click the **Search** button.

Campus Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ UNCCH 🔍

Voucher ID begins with ▼ 51627374|

Entry Status = ▼

Invoice Number begins with ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼ 🔍

Name 1 begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Results:

4 Deleting a Campus Voucher

- If only one voucher matches your search criteria, the system goes to the Delete Voucher tab. Skip to step 4.
 - If more than one voucher matches your search criteria, the system displays a list.
6. Click the voucher you want to delete.

Result: The system displays the Delete Voucher tab.

4. On the Voucher tab, look over the voucher and supplier information to verify that this is the voucher you want to delete.
5. Click the **Delete** button to delete the voucher.

The screenshot displays the 'Delete Voucher' interface. At the top, there are two tabs: 'Delete Voucher' (active) and 'Voucher Details'. Below the tabs, the system shows the following information:

- Business Unit: UNCCH
- Voucher: 5177763

Supplier

- Supplier: 0000035281 FLYLEAF BOOKS LLC
- Short Name: FLYLEAF BO-001

Voucher Information

Invoice	FLYLEAFBOOKS04162019	Origin	CMP	Header Budget Status	Prov Valid
Date	04/01/2019	Group		Non-Prorated Budget Status	Valid
Gross Amount	50.00 USD			Entry Status	Postable
Related Voucher					

At the bottom of the interface, there are several buttons: 'Return to Search', 'Previous in List', 'Delete' (highlighted with an orange box), 'Next in List', and 'Notify'. The footer of the interface shows 'Delete Voucher | Voucher Details'.

Result: The system displays a message asking if you're sure you want to delete the voucher.

6. Click the **OK** button to confirm that you want to delete the voucher.

Note: If the system displays an additional message indicating that budget transactions related to the voucher have been deleted, click the **OK** button to continue.

Result: The voucher is deleted and can no longer be retrieved.

5 Running a Voucher Inquiry

In this chapter, you will learn how to:

- Run a voucher inquiry

Running a Voucher Inquiry

Run a voucher inquiry to:

- Search for, or create a list, of vouchers that meet specified criteria.
- Find a specific voucher and see details about it.

Running a Voucher Inquiry

Follow these steps to run a voucher inquiry:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Voucher Inquiry**
2. Complete the Business Unit field, and as many fields as necessary to refine your search results. Common searches include:
 - Business Unit and Voucher ID, which will display the voucher you are looking for
 - Business Unit, Supplier SetID, Invoice Date range, or User ID

Note: Most fields have a To and From column. Unless specifying a range of values using both the From and To columns, enter your search criteria in the From column.

In this field:	Do the following:
Search Name	Leave the default value ALL.
Business Unit	Enter the business unit ID for the voucher or vouchers you are looking for. Note: Based on your user profile, the system may fill in the business unit field for you. Change the value if necessary.
Voucher ID	If you know it, enter the voucher ID for the voucher you want to view.
Invoice ID	If you know it, enter the supplier's invoice number.
Supplier SetID	If you are searching for vouchers based on supplier information, enter uncch for UNC-Chapel Hill or uncga for University of North Carolina General Administration. Note: If you are searching using the Short Name or Supplier Name fields, you must enter a value in the Supplier SetID field.
Short Name	If you entered information in the Supplier SetID field, look up, or enter the supplier's short name. Otherwise, leave this field blank. Note: If you are searching using the Supplier Short Name or Supplier Name fields, you must enter a value in the Supplier SetID field.

In this field:	Do the following:
Supplier Name	<p>If you entered information in the Supplier SetID field, look up, or enter the supplier's primary name. Otherwise, leave this field blank.</p> <p>Note: If you are searching using the Short Name or Supplier Name 1 fields, you must enter a value in the Supplier SetID field.</p>
Additional Name	Leave this field blank.
Supplier ID	If you know it, enter the supplier's unique, numeric identifier, generated by the system when the supplier was created.
Supplier Location	Leave this field blank.
Entry Status	Look up, or enter, the voucher entry status, which is an indicator of the voucher's state of processing. For more information on voucher entry status see the quick reference Accounts Payable Voucher Statuses, Styles & Origins .
Accounting Dt	If you know it, enter the accounting date or range of dates. The accounting date determines the period in the general ledger to which the transaction is to be posted.
Invoice Date	If you know it, enter the supplier's invoice date that corresponds to the supplier's invoice date as entered on the voucher.
Due Date	If you know it, enter the date when the voucher is due to be paid. Due date corresponds to the scheduled pay date.
Entered Date	If you know it, enter the date, or range of dates, when the voucher was created.
Origin Set ID	<p>Look up, or enter, an origin set ID which is a grouping of origins for different business units. The primary origin sets are uncch for UNC-Chapel Hill, and uncga for General Administration.</p> <p>Note: If you are searching using the Origin field, you must enter a value in the Origin SetID field.</p>
Origin	<p>If you entered a value in the Origin Set ID field, look up , or enter, the identifier on the voucher that tells you where it originated from or how it was created. Otherwise, leave this field blank. For more information on voucher origins see the quick reference Accounts Payable Voucher Statuses, Styles & Origins.</p> <p>Note: If you are searching using the Origin field, you must enter a value in the Origin SetID field.</p>
Control Group ID	Leave this field blank.

In this field:	Do the following:
Contract ID	Leave this field blank.
Lease Number	Leave this field blank.
PO Business Unit	Look up, or enter, the business unit that issued the purchase order, if applicable.
Purchase Order	Look up, or enter, the purchase order the voucher is for, if applicable.
Item ID	Leave this field blank.
Amount Rule	<p>Choose the amount rule that is to be used in conjunction with the Amount field. The amount rule determines the values the system searches for, such as "Greater Than", the amount you enter in the amount field.</p> <p>Note: When you choose an Amount Rule, you need to enter an amount in the Amount field.</p>
Amount	<p>Enter the voucher amount that is to be used in conjunction with the Amount Rule field.</p> <p>Note: When you enter an amount in this field, you need to also choose a rule in the Amount Rule field.</p>
Currency	Leave this field blank.
Voucher Style	<p>Leave the default All Vouchers to search for any style of voucher, or choose a voucher style you want. For more information on voucher styles see quick reference Accounts Payable Voucher Statuses, Styles & Origins.</p>
Post Status	<p>Leave blank to search for any voucher in any post status, or choose a voucher posting status you want. For more information on voucher post status see the quick reference Accounts Payable Voucher Statuses, Styles & Origins.</p>
Approval Status	<p>Leave blank to search for vouchers in any approval status, or choose the voucher approval status you want. For more information on voucher approval statuses see the quick reference Accounts Payable Voucher Statuses, Styles & Origins.</p>
Voucher Balance	<p>Leave blank to see vouchers regardless of their balance, or choose a voucher balance indicator:</p> <ul style="list-style-type: none"> • Balance Remains to view a list of unpaid vouchers • No Balance to view vouchers that have been paid
Voucher Source	<p>Leave blank to search for vouchers from any source, or choose a voucher source. For more information on voucher sources see the quick reference Accounts Payable Voucher Statuses, Styles & Origins.</p>
User ID	<p>If you know it, enter the system user ID of the person that created the voucher.</p>

In this field:	Do the following:
GL Business Unit	Enter one of the following General Ledger business units, to search for vouchers with matching business units in the voucher accounting distribution lines: <ul style="list-style-type: none"> • uncch for UNC-Chapel Hill • uncga for General Administration • a foundation business unit
Account	Enter an account number to search for vouchers with a matching account number in the voucher accounting distribution lines.
Department	Enter a department number to search for vouchers with a matching department number in the voucher accounting distribution lines.
VAT No	Leave this field blank.
Process Instance	Leave this field blank.
Match Status	Leave blank to search for vouchers of any matching status, or choose a matching status. Vouchers that originate as a campus voucher will have a match status as Not Applicable . For more information on voucher match statuses see the quick reference Accounts Payable Voucher Statuses, Styles & Origins .
Sanctions Status	Leave this field blank.
Sort By	Based on your search criteria, you may have a significant number of results. If you want the system to sort your search results, choose the primary field you want to sort results by.
Sort Asc/Desc:	If you choose to have the system sort your search results by the field you indicated in the Sort by field, choose one of the following sorting options: <ul style="list-style-type: none"> • Ascending if you want the results to be displayed from lowest value to highest value, such as from A to Z or from 1 to 9. • Descending if you want the results to be displayed from highest value to lowest value, such as from Z to A or from 9 to 1.

3. Click the **Search** button:

5 Running a Voucher Inquiry

From Item ID

*Amount Rule

Amount

*Currency

*Voucher Style

Post Status

Approval Status

Voucher Balance

Voucher Source

User ID

GL Business Unit

Account

Department

VAT No

Process Instance

Match Status

Sanctions Status

Max Rows

▼ **Sort Criteria**

*Sort By

*Sort Asc/Desc

Result: The system displays a list of vouchers that match the criteria you entered.

4. View the Voucher Inquiry Results and the voucher detail:

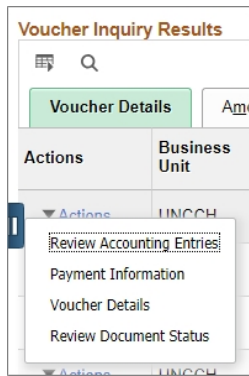
- Click the tab to see groupings of voucher information displayed in the columns of the tab.
- Click the column header to sort the list by that field.
- Click the Actions link to view **Accounting Entries**, **Payment Information**, **Scheduled Payments**, or **Detail Lines** details.
- Click the **Personalize** link to customize the columns the system displays for you.

Voucher Inquiry Results

1-55 of 55 | View All

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UNCCH	51763631	6016469793678	03/01/2019	0000036378	Postable	<input type="checkbox"/>	Not Applicable	PANERA BREAD C
▼ Actions	UNCCH	51763757	6016519811939	03/01/2019	0000036378	Postable	<input type="checkbox"/>	Not Applicable	PANERA BREAD C
▼ Actions	UNCCH	51764494	6016469817606	03/01/2019	0000036378	Postable	<input type="checkbox"/>	Not Applicable	PANERA BREAD C



Important: When you click on links, such as Accounting Entries shown above, the system takes you to the inquiry or report screen specific to the voucher line you clicked. The browser window's contents may be replaced by the new information, or a browser tab or window may open to display this additional information. To return to the Voucher Inquiry Results, click on the **Back to Voucher Inquiry** link, or close the new tab or window.

Appendix

- InfoPorte Finance Transactions

Infoporte Finance Transactions

Overview

InfoPorte is the principal reporting tool for finding balances, individual transactions, and various other information. The purpose of this document is to show you how to sign on to InfoPorte and find finance transactions.

This document is not intended to be the complete training on InfoPorte. To attain the necessary understanding of InfoPorte, you need to attend the Financial Reporting with InfoPorte class.

Access to InfoPorte is controlled by your InfoPorte Administrator. Generally, you are granted access to the pages and departments within the purview of your job. New users need to request access through their InfoPorte Administrator.

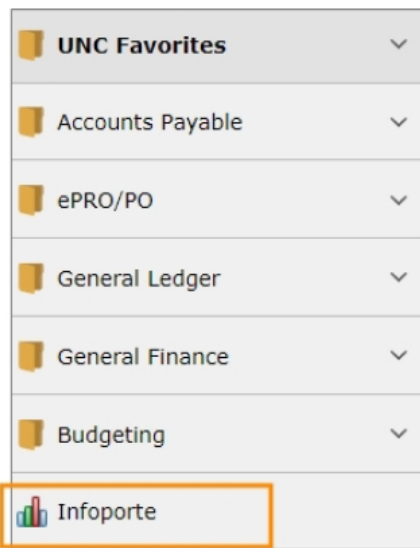
To access the request form and to see the list of InfoPorte Access Administrators, go to: https://infoporte.unc.edu/tools/data_dictionary_documents.php. In the first column, look for Infoporte Admin/Access Request Coordinator list. In the column to the far right, click Download to view the list in Excel.

Accessing InfoPorte and Finding Finance Transactions

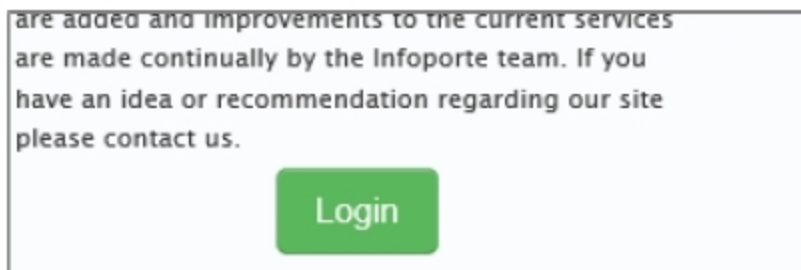
Follow these steps to access InfoPorte and find finance transactions:

There are two ways to access InfoPorte. Choose either Step 1 or 2.

1. From the Admin WorkCenter home page, choose Finance WorkCenter, click InfoPorte from the left menu.



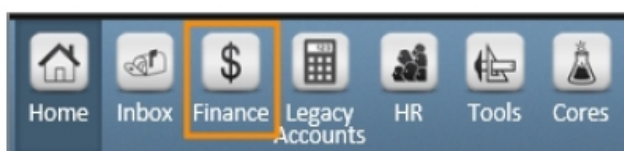
2. Click the **Login** button.



Result: The buttons that you have access to appear in the top toolbar. A useful button is the Tools button. This button contains the following tabs:

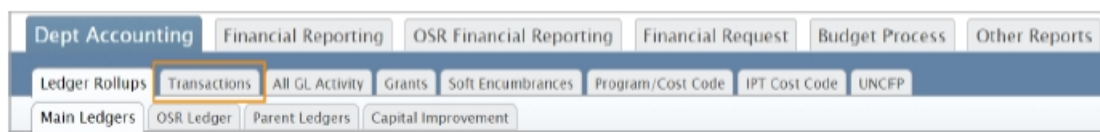
- Data Dictionary > Account Mapping tab. This tab allows you to look up the translation from an FRS account to the equivalent chartfield string in ConnectCarolina.
- Data Dictionary > Chartfield Lookup tab. This tab allows you to search for ConnectCarolina chartfields by an alpha or numeric search.
- Data Dictionary > General Info tab. This tab contains a list of forms and files, such as the Access Request Form for InfoPorte and a list of the InfoPorte Administrators

3. Click the **Finance** button.



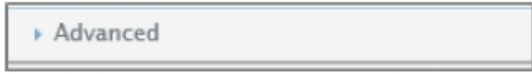
Result: The system displays the landing page for the Finance tab, which is the Dept Accounting tab.

4. Click the **Transactions** tab.



Result: The system displays the basic search fields. There is also an Advanced search field section beneath the Basic search section, which allows you to search at an additional level of detail.

5. Click the **Advanced** link to open the Advanced search section.



6. The Fiscal Year, Budget Year, and Acct Period fields default to the current period. Change these fields if you are looking for a transaction in a different accounting period.

Note: For each accounting period you select, you will see transactions for just those accounting periods, rather than transactions life-to-date up to the period selected.

7. Complete the search fields per the table below. Keep in mind the following:

- The list in the table below focuses on finding each transaction type, but it is not an exhaustive list of ways you can search. For example, you could search by a specific cost code, but that is not listed in this table.
- Your complete set of search fields impacts your overall search results. For example, if you select STAT_EX_EX ledger in the Basic search section, and then enter a journal ID in the Advanced section that does not have a State fund, you will get no results.
- There is an optimal set of chartfield combinations for reconciling. Those combinations are listed in the table at the end of this document.

To find this transaction	From the Basic search section, enter:	From the Advanced section, enter:
<p>purchase requisitions</p> <p>vendor catalog orders</p> <p>Note: These requirements will have an associated voucher if they have been invoiced to the vendor.</p>	<ul style="list-style-type: none"> • one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> • F&A_PRE • OSR_PRE • STAT_EX_PR • TRST_EX_PR • your department 	<p>REQ_PREENC in the Trans Type field - to see all reqs for your dept</p> <p>Requisition ID in the Trans ID field - to see one specific requisition</p> <p>Acct Date From and Acct Date To - to see requisitions within a date range</p>

<p>vouchers</p> <p>Note: This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.</p>	<ul style="list-style-type: none"> • one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> • F&A_ PRE • OSR_ PRE • STAT_ EX_PR • TRST_ EX_PR • your department 	<p>AP_VOUCHER in the Trans Type field - to see all vouchers for your department</p> <p>Voucher ID in the Trans ID field - to see one specific voucher</p>
<p>Campus journals</p>	<ul style="list-style-type: none"> • leave blank 	<p>Journal ID in the Trans ID field - to search for a single journals</p>
<p>expense from data collect batches, such as FEDEX, medical insurance, and core data fees</p>	<ul style="list-style-type: none"> • one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> • F&A_ PRE • OSR_ PRE • STAT_ EX_PR • TRST_ EX_PR • your department 	<p>GL_JOURNAL in the Trans Type field</p>
<p>deposits</p>	<ul style="list-style-type: none"> • your department 	<p>AR_MISCPAY in the Trans tpe field - to see all deposits</p> <p>Deposit ID in the Trans ID field - to see a specific deposit</p>

budget journals or transfers	<ul style="list-style-type: none"> • one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> • F&A_ PRE • OSR_ PRE • STAT_ EX_PR • TRST_ EX_PR • your department 	
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The screenshot shows search filters for Ledger (STAT_EX_EX), Dept ID (show all), Fiscal Year (2016), Budget Prd (2016), and Acct Prd (1-July). An orange box with an arrow points to the Acct Prd field, containing the text: "The default is the current period. Select more or different periods as needed."

The screenshot shows advanced search filters including Cost Code 1, Cost Code 2, Acct Date from, Acct Date to, Trans Type, Trans ID, Description, and Reference 1. Orange boxes highlight the Trans Type and Trans ID fields. An annotation box with arrows pointing to these fields contains the text: "These are key search fields to search for specific transactions and transaction types, but you can also use any of the other search fields."

9. Click the **Search** button.

Result: The system displays the journals based on your search criteria. The table below shows the information in key fields by transaction type.

Transaction type	Description	Trans Type	Trans ID	Reference 1	Reference 2
Purchase requisitions vendor catalog orders	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_ Payment Date	Requisition ID
Campus vouchers	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_ Payment Date	not used
Travel vouchers	VendorID_ Vendor name	AP_ VOUCHER	Travel ID_ Invoice #	Payment Ref #_ Payment Date	not used
Campus journals	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
CABS	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
PCard	Merchant name	GL_ JOURNAL	Journal ID_ Posted Date	Transaction date	not used
other data collect batch files, such as fedex or core data fees	file description	GL_ JOURNAL	Journal ID_ Journal Date		not used
depostis	not used	AR_ MISCPAY	AR Business Unit_ Deposit ID	not used	not used
budget journals	not used	GL_BD_ JRNL	Journal ID_ Posted Date	not used	not used

Search fields for reconciling

When you reconcile, it is best to search for transactions by specific chartfield string. Below are recommended chartfield combinations for reconciliation purposes.

Fund type	Chartfield combination
State	Fund- Source - Department ID
F&A	Source - Department ID
OSP	Source - Project ID

Trust	Source only, with two exceptions: <ul style="list-style-type: none"><li data-bbox="662 258 1406 327">• Endowments: Enter fund and source to see principal and income<li data-bbox="662 363 1406 432">• Trusts allocated across multiple departments: Enter source and department ID
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