

## Voucher Entry

Whitman College has a decentralized accounts payable system so anyone with the proper access can enter their own vouchers for invoices, vendor payment requests and TME's. With a decentralized system, the intention is to have the departments enter their own vouchers into Colleague and forward to Accounts Payables for final processing. The Accounts Payable Coordinator will verify the information provided to ensure compliance with IRS guidelines and proper entry into Colleague. If you don't have Colleague access, please contact Technology Services helpdesk at 527-4976.

### **Accounts Payable Voucher Entry**

You need to be in the CF apps in Colleague and key in VOUM in the box at the top left. This will take you to voucher look-up or add bar. Key an A in the box to add a new voucher and hit Enter or click the OK box.

Note that the current date has been filled in for you in the Voucher Date field. There is no reason to ever change this date unless we're at fiscal year-end (June 30<sup>th</sup>). Year-end procedures are explained under the Fiscal Year-End A/P Procedures document. The voucher will be posted to the General Ledger with the date that's in the Voucher Date field and it's considered posted as soon as you save out of the program.

Ignore the PO Number field, it isn't being used at the present time, the Maintenance Date field will be filled in for you. The first field you need to fill in is the Invoice Number (see below for helpful hints) followed by the Invoice Date field (see below for helpful hints).

### Helpful hints for Invoice Number and Date fields

- Invoice Number field
  - For Invoices and TME's paid directly to a vendor: Include the invoice number as listed on the invoice from the vendor. Be sure to include all spaces, dashes and letters as shown.
  - For Vendor Payments & TME's paid to an individual: Begin the invoice number with either VP or TME. Each department can develop a system for numbering these types of payments for tracking.
    - For example: TME (Dept, date)- TME-BOA-52013

Enter a separate voucher for each invoice from vendor- do not clump together. The combination of the invoice number and the vendor number is what gives Colleague the correct information to show you the duplicate payment error.

- Invoice Date field
  - For Invoices and TME's paid directly to a vendor: Use the date listed on the invoice, not the date the voucher is entered into the system or an order date.

- For Vendor Payments & TME's paid to an individual: Use the date listed on the payment form, not the date the voucher is entered into the system, unless it is the same date.

Next is the Invoice Totals field, be sure to enter the total amount of the payment being sent to the vendor. When you get to the Vendor ID field and you don't know the vendor number, you can key in a partial name to search for the vendor.

If there were more than one matching entry, all entries would be listed on this screen. All you need do now is key the number of the vendor you want in the box at the bottom of the screen and hit Enter. This will take you back to the first screen with the vendor number, name and address filled in for you.

If the address shown in Address line number 1 isn't the address you need, you can click on magnifying glass to the right of the Address line and a screen will appear listing all addresses for this vendor.

If there's more than one address, key in the number of the address you want in the box at the bottom of the screen or check the box next to the address and press Enter. This will put the correct address on the first screen and you can continue your entry.

If the address you need is not listed, please email the address to accounts payable at [payables@whitman.com](mailto:payables@whitman.com) and ask to have it added. Be sure to include the vendor ID# with your request. Please do not key the address in on the VOUM screen; this information will not be saved by the system for future use.

The next field that requires entry is the AP Type field towards the bottom right of the screen. Always key in "CF" in this box and press Enter.

Please take this opportunity to copy down the Voucher ID number, i.e.(V0277256) on your invoice. This number is located in the upper left.

Do not change the defaults in the Voucher Done and Pay Voucher fields. Voucher Done will default to 'Y' for yes and the Pay Voucher field will default to 'N' for No. Again, do not change these fields.

The next step is to click on the magnifying glass to the right of the Line Items field. This will take you to the second screen (VOIL- Voucher Item List)

Click on the magnifying glass to the left of the Description area. This will take you to the third screen (VOUD- Voucher Item Maintenance)

Skip the Cmdty field.

In the Desc field (see below for helpful hints). Only enter information in line 1 of the description field. This is the only line that prints on the check stub. Please do not enter any information in lines 2 & 3 of the description fields.

Helpful hints for Desc field (third screen in VOUM entry)

- Invoices and TME's paid directly to a vendor:
  - In the Desc field, include the account number or customer number as listed on the invoice.
  - If no account number is shown, use whatever description makes the order unique.
    - i.e. -location and description- Mn's tennis-Tacoma 3/11-14
- Vendor Payment Forms:
  - In the Desc field, use identifying information so the recipient knows what the payment is for.  
*Examples*
    - RMB-books, supplies
    - Honorarium- 4/18/13
    - Performance fee- 4/18/13
- TME's paid to an individual:
  - Include the location and date(s) of the expense.  
*Examples*
    - RMB-Japan- 4/5-5/15
    - RMB-airfare- SEA 4/15-4/30
    - RMB-trvl-CA 5/2-5/22

You are encouraged to follow the guidelines stated above, as this field is used for running queries and reports for IRS reporting requirements.

The next field is the Price field. You will need to enter the total amount that you are paying. (See below- Sales tax paid and use tax applied entries- for split price entry)

The system will fill in a 1.000 for you in the Quantity field.

Skip the next 5 fields.

You should now be at the Tax Codes field. If you have purchased something from a vendor and that vendor didn't charge sales tax, you need to put a UT in the Tax Codes box. This code tells the system to charge the 8.9% tax on goods used or services performed in the State of Washington. The following items are exempt from use tax: advertising, materials for resale, royalty/professional fees, dues and memberships.

Subscriptions to magazines, newsletters etc. are subject to use tax.

You should now be at the GL Account No field. Enter the G/L account you are charging the expense to. If you need to split the invoice between two or more accounts, key in the GL account number and then the amount in the GL Amt field that you want charged to each account. The Percent and Quantity boxes will be filled in for you

When you're done with this screen, click the *Save* button on the top of the screen to save your entry. Now click *Cancel* to take you back to the second screen (VOIL).

This is the screen that will show you that your entry is in balance. If the Invoice Total field equals the Item Total field, you are balanced and can click Save to return to the first screen.

#### Sales tax paid and use tax applied entries:

If you are reimbursing faculty, staff or a student for an expense and they only paid sales tax on a portion of the reimbursement, we want to make sure to only apply use tax to the portion that did not have sales tax paid, not the entire amount. For some departments, this also applies if we are only paying sales tax on a portion of an invoice. We can make Colleague split this type of reimbursement in one voucher. To do this, from the total amount being reimbursed (paid), calculate the total amounts that included sales tax and the amounts that need use tax applied. In the Price field, enter the amount that included sales tax and continue to the GL account field and enter the account(s) for that portion. Save. You will now have a second VOUD screen. You will enter the description again; in the Price field- enter the amount that needs use tax added. In the tax code field, enter UT and continue to the GL Account No field and enter the account(s) for that portion. Save and Cancel. This will bring you to the second screen where you will see two lines in the items section. One will have a 'Yes' in the tax field. If your Invoice total equals your items total, you are balanced and can save.

\*\*\*Note if you have credit memos/invoices that you want to apply against your debit invoices to reduce the total amount of the check, make sure the debits are greater than your credits, key all credit and debit invoices in at the same time and put a unique code in the *Check Group* field. Make sure the same code is in all debit and credit invoices you want to process for that check. Also make sure all invoices are coded to the same vendor address. If any of these steps aren't followed, the credits won't be applied\*\*\*

If you have made an error on a voucher or have discovered that it's a duplicate payment and have closed out of the program, please call Sandy Miller (5130) or email [payables@whitman.edu](mailto:payables@whitman.edu) and ask to have the voucher voided. Please include the voucher number, vendor name and the amount to be voided. This only works if the voucher hasn't been paid.