

Voucher Entry in Colleague

1. VOUM
2. Enter 'A' to add for new voucher
3. Click 'Ok' to start voucher
4. Write down Voucher # - top left of screen
5. If you only need to modify an un-paid voucher, type in a Voucher #

VOUM Screen (1st screen)

6. Voucher Date will auto-populate to today's date – please don't change
7. Enter Invoice Number or TME _____ or VP _____
8. Enter Invoice Date
9. Enter Invoice total (the amount the check needs to be)
10. Vendor ID – You can enter the Vendor ID or Whitman ID if you know it or simply search by name. *Please be sure to double check the remittance address that appears* You can select the  icon to see all addresses associated with this vendor.
11. AP Type = CF
12. Line Item- click on  to take you to VOIL screen (2nd screen)

VOIL Screen (2nd screen)

13. If your invoice includes sales tax change this field to "yes" 
14. Description line- click on  next to line 1 to enter invoice information on the next screen, the VOUD screen

VOUD screen (3rd screen)

15. Desc field, line 1 only – use a shortened description. This field is what prints on the actual check.
16. Price field- enter amount
17. Quantity field – enter 1
18. Tax codes field- use UT if need to add sales tax
19. G/L Account No field- enter the account number you are charging to.
20. Tab, Tab, Tab (until all amounts and percentages fill in)
 - a. If you need to split the charges between 2 or more GL's enter first GL with the amount you want to charge that budget, Tab Tab Tab
 - b. Put your cursor and click into the completed GL line
 - c. Above the Percentage and Quantity box, a pop up should show "Page 1 of 2" – click the right arrow to go to a blank screen

- d. Enter the second GL, and the amount....Add in the 2nd GL, Tab Tab Tab
 - e. Repeat as needed
21. Click 'Save' or F9
 22. Click 'Cancel' one time (this takes you back to the VOIL screen)
 23. To enter a second invoice on that same voucher, click on  next to line 2 – follow instructions #14-21
 24. Click 'Save' or F9 – takes you back to VOUM

VOUM screen

25. Verify that 'Voucher Done' field is "YES"
26. Verify that 'Pay Voucher' field is "NO"
27. Record voucher number on Invoice, VP or TME (top left of screen)
28. Click to 'Save All' to close voucher –this will finish the voucher.
29. To Make changes to a created Voucher
 - a. VOUM
 - b. Enter Voucher #
 - c. Make changes

VOUM - Voucher Maintenance ☆

Voucher ID : V0417431 4.
Status Date :
Status :

Debit :
Credit :
Net :

Voucher Date 03/18/2022 6.
PO Number
Maintenance Date

Invoice Number 7.
Invoice Date 8.
Invoice Totals 9.

Vendor ID 10.
Name 1
Address 1
CityStZip
Country
Terms
Due Date
Take Discount

Types 1
Currency
Cash Discount
Check Group
Rcr Voucher

Approvals 1
Comments 1

Voucher Done Yes
Reference No 1

11. AP Type
Line Items 12.

Pay Voucher No
Assoc. Emps

Voucher ID : V0417431

Status Date :

Status :

Debit :

Credit :

Net :

Vendor

PO Number

Tax Incl 13.

Rcr Voucher

Customs Inv

Invoice Total

Taxes	Invoice Amount	Calculated Amount
1 <input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>

Description	Quantity Extended	Price	Invoice Number
1 <input type="text"/> 14.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item Total		<input type="text" value="0.00"/>	

Voucher ID : V0417431
 Voucher Date : 03/18/22
 Status :

Debit :
 Credit :
 Net :

Vendor 1 BON APPETIT

PO Number

Cmdty

Rcr Voucher

Desc 1
 2
 3

Qty Accepted

Price 16.

Fixed Asset

Quantity 17.

Vendor Part

Unit of Issue

Form/Box/Loc

Trade Disc Amt

Invoice No 1

Trade Disc Pct

Invoice Date 03/18/22

Cash Discount

Comments 1

Extended Price

Tax Codes 1 rarely used

GL Account No

Percent

Quantity

1 19.

GL Amt 20.

Proj ID