**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’re only need to modify an un-paid voucher, type in a Voucher #

**VOUM Screen (1st screen)**

1. Voucher Date will auto-populate to today’s date – please don’t change
2. Enter Invoice Number or TME \_\_\_\_\_\_ or VP \_\_\_\_\_\_\_\_
3. Enter Invoice Date
4. Enter Invoice total (the amount the check needs to be)
5. AP Type- enter CF
6. Line Item- click on magnifying glass to take you to VOIL screen (2nd screen)

**VOIL Screen (2nd screen)**

1. Don’t enter anything on this screen
2. Description line- click on magnifying glass next to line 1 to enter invoice information on the next screen, the VOUD screen

**VOUD screen (3rd screen)**

1. Desc field, line 1 only – use a shortened description
2. Price field- enter amount
3. Quantity field – enter 1
4. Tax codes field- use UT if need to add sales tax
5. G/L Account No field- enter the account number you are charging to
6. Tab, Tab, Tab (until all amounts and percentages fill in)
   1. If you have 2 GL’s to split the amount to, enter first GL with the amount you want to charge that budget, Tab Tab Tab
   2. Put your cursor and click into the completed GL line
   3. 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
   4. Enter the second GL, and the amount….Add in the 2nd GL, Tab Tab Tab
   5. Repeat as needed
7. Click ‘Save’ or F9
8. Click ‘Cancel’ one time (this takes you back to the VOIL screen)
9. To enter a second GL or a second line of information, click on magnifying glass “lookup” next to line 2 – follow instructions #14-21
10. Click ‘Save’ or F9 – takes you back to VOUM

**VOUM screen**

1. Verify that ‘Voucher Done’ field is “YES”
2. Verify that ‘Pay Voucher’ field is “NO”
3. Record voucher number on Invoice, VP or TME (top left of screen)
4. Click to ‘Save All’ to close voucher –this will finish the voucher.
5. To Make changes to a created Voucher
   1. VOUM
   2. Enter Voucher #
   3. Make changes