

# Entering a Non-Purchase Order Voucher.....

Follow these steps to enter a Non-Purchase Order Voucher.

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: SDUSD **2**

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID: 000000026 **3**

Short Vendor Name: APPLE-001 **4**

Vendor ID: 000000029 **4**

Vendor Location: 001

Address Sequence Number: 1

Invoice Number: App-9873 **5**

Invoice Date: 05/02/2003

Gross Invoice Amount: 0.000 **6**

Total Voucher Lines: 1 **6**

Add **7**

1. Navigate to **Accounts Payable**→**Vouchers**→**Entry**→**Regular Entry**
2. Enter SDUSD as the **Business Unit**.
3. Click on the icon to search for the appropriate **Control Group ID**.
4. Click on the icon to search for the appropriate **Short Vendor Name** and **Vendor ID**.
5. Enter the **Invoice Number** and **Invoice Date** from the Vendor's invoice.

**PeopleSoft**

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular | Entry Status: Open | Comments

Unit: SDUSD | Voucher ID: NEXT | Group: 000000026 | Budget Status: Not Chkd | Post Status: Unposted

Copy from a Source Document

PO Unit: | Purchase Order: | Copy PO: | Worksheet Copy Option: None

Vendor: **8**

Vendor: 000000005 **9**

Name: APPLE-001 **9**

Location: MAIN **9**

Address: **10**

Apple Computer Corp  
123 McIntosh Way  
Apple City, CA 91001

Invoice: **10**

Invoice No: App-9873 **8**

Invoice Date: 06/21/2003 **9**

Acctg Date: 07/21/2003 **9**

Play Terms: 2 10 N 30 **9**

Misc Amt: 22.50 **10**

Freight Amt: 77.50 **10**

Sales Tax: **15**

SAT Exempt  Use Tax:  VAT Summary

VAT: 1,000.00 \*Curr: USD \*Balance: 0.00

Invoice Lines **16**

Item	Description	Quantity	UOM	Unit Price	Extended Amt
00000000000	COMPAQ LAPTOP COM	900.00	EA	1.00000	900.00

ChartFields: Exchange Rate | Statistics | Assets | etc

Amount	Quantity	GL Unit	Budget Date	Department Resource	Inv Def	Account	Program	Class
900.00	900.00	SDUSD	07/21/2003					

Save | Modify | Refresh

6. The **Gross Invoice Amount** defaultsto 0. The enter the number of **Total Voucher Lines**.
7. Click **ADD**.
8. Validate that the **Pay Terms** are correct.
9. In the **Misc. Amt** field, enter any separate line amount except for freight or sales tax.
10. Enter **Freight Amount** and **Sales Tax**.
11. For **Sales Tax**, click the icon.

**Sales Tax Charges**

Unit: SDUSD | Voucher ID: NEXT | Vendor: 000000020

Invoice: XXX001 | Gross Amt: | Thomas Billingslea, Jr.

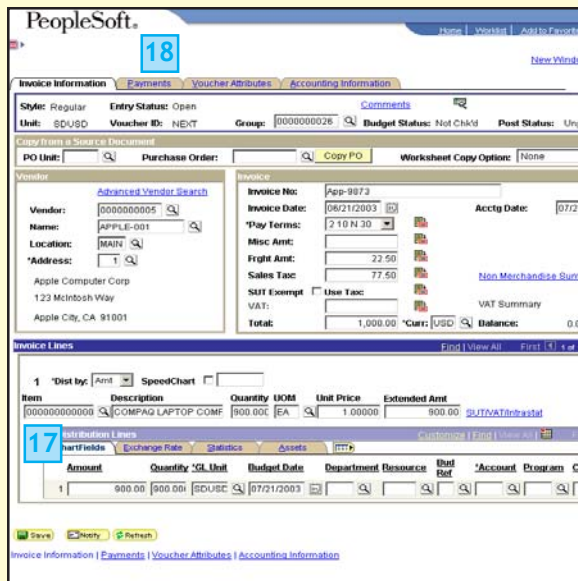
Sales Tax Amount: 0.00

Prorate	Charge Type	Amount Entered	Amount	Charge Amount
<input checked="" type="checkbox"/>	SALETX <b>12</b>	<b>12</b>		

**14**

OK | Cancel | Refresh

12. Enter SALETX as the **Charge Type**.
13. Verify that the **Prorate** checkbox is turned on.
14. Click **OK**.
15. Enter the gross voucher amount in the **Total** field.
16. In the **Invoice Lines** section, enter the line item amounts (additional line items can be added by clicking the icon).

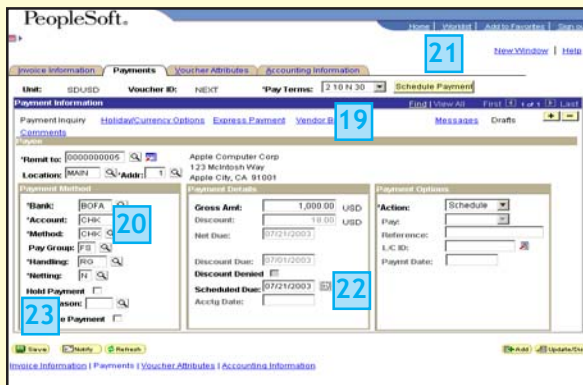


17. In the Distribution Lines section, specify to which account(s) the line item is to be allocated to by filling in the account fields. (Additional distribution lines can be added by clicking the **+...** icon.) A list of the required entries can be found below.

Required Chartfields:

Field Name	Information to Enter
Department	Click the Search icon  find the appropriate value.
Resource	Click the Search icon  find the appropriate value.
Budget Reference	Click the Search icon  find the appropriate value.
Account	Click the Search icon  find the appropriate value.
Program	Click the Search icon  find the appropriate value.
Class	Click the Search icon  find the appropriate value.
Fund	Click the Search icon  find the appropriate value.
Extended	Click the Search icon  find the appropriate value.

18. Click on the **Payments** tab.



19. Verify that the vendor information is correct.

20. Verify that the Bank information is correct. This is especially important when dealing with Trust Fund or Food Service payments.

21. Click **Schedule Payment**.

22. Verify the system-calculated date or enter the desired date in the **Scheduled Due** field.

23. Click **Save**.