Connect CAROLINA Finance

Campus Vouchers

NEW VERSION: 8/28/2014

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1 Campus Vouchers

In this chapter, you will learn how to:

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Understanding Campus Vouchers

Overview

A campus voucher is the initial system entry to record payment requirement details, and applies to:

- check requests, payment requests, and small order process (SOP) documents
- reimbursements for employees and University affiliates
- independent contractor payments
- cash advances
- petty cash replenishments

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

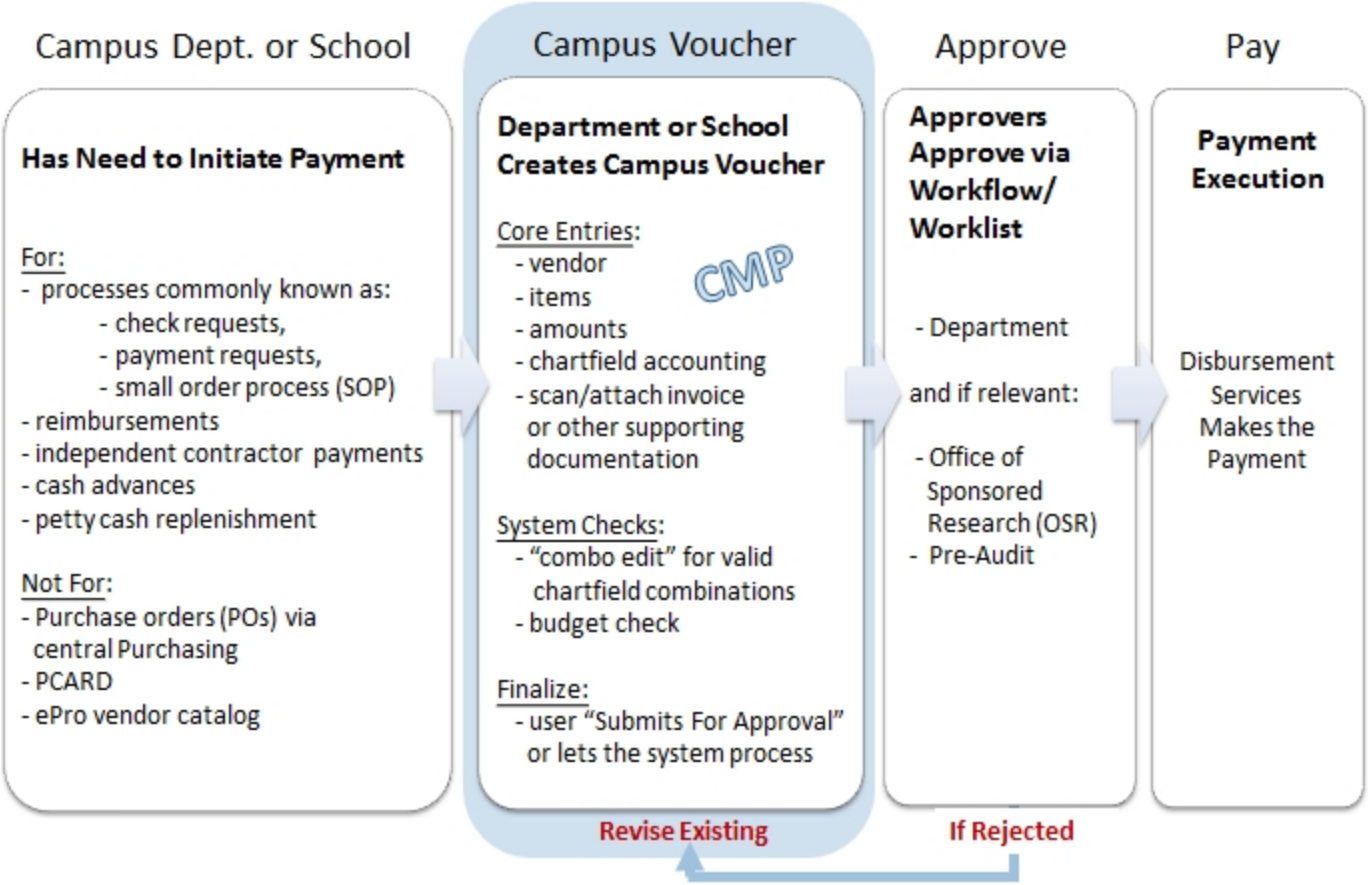
A campus voucher contains the necessary information to enable payment and is automatically routed within the system for on-line approvals. At a minimum, the voucher is routed to the appropriate department or school approvers and to Disbursement Services.

Approvals may also include Office of Sponsored Research (OSR) and Pre-Audit. These additional approvals are triggered by specific line-item or chartfield accounting values, such as the presence of a project relevant to OSR.

Once necessary approvals are in place, vouchers are processed for payment centrally by Disbursement Services.

At any time during the approval process, originators or approvers can make a change to a voucher, and depending on the nature of the change, the voucher may be resubmitted back into the start of the workflow approval process again. When you save, a system message lets you know if your change will start workflow over, and gives you the option to cancel or save your changes.

Campus Voucher Process



Creating a Campus Voucher

Overview

A campus voucher is the initial system entry to record payment requirement details, and applies to:

- check requests, payment requests, and small order process (SOP) documents
- reimbursements for employees and University affiliates
- independent contractor payments
- cash advances
- petty cash replenishments

Campus vouchers contain information such as vendor, items, quantities, amounts, and chartfield accounting. Additionally, the system performs a budget check on campus vouchers to ensure funds are available to ultimately make the payment.

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

Process

Each time a voucher is saved, the system checks that all required entries are valid. If the record is valid, including error-free chartfield accounting entries, a background system batch process automatically performs a budget check. If there are no budget exceptions, a separate system batch process automatically finds the vouchers with budget status of Valid, and submits the voucher into the approval workflow. Both system processes run periodically throughout the day.

Originators have the option to manually perform the budget check and submit the campus voucher into workflow approval during the creation process.

Related Reference

- For chartfield-related information see *Understanding the CarolinaConnect Chartfields.*
- For budget related information see *Understanding Commitment Control,* or *Understanding Budget Check Exceptions.*
- For instruction on voucher approvals, see Computer Based Training: Approving Finance Transacitons.

Menu Path

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

Steps - Creating a Campus Voucher

Follow these steps to create a campus voucher:

1. Choose this menu option:

   Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

Add a New Value Tab

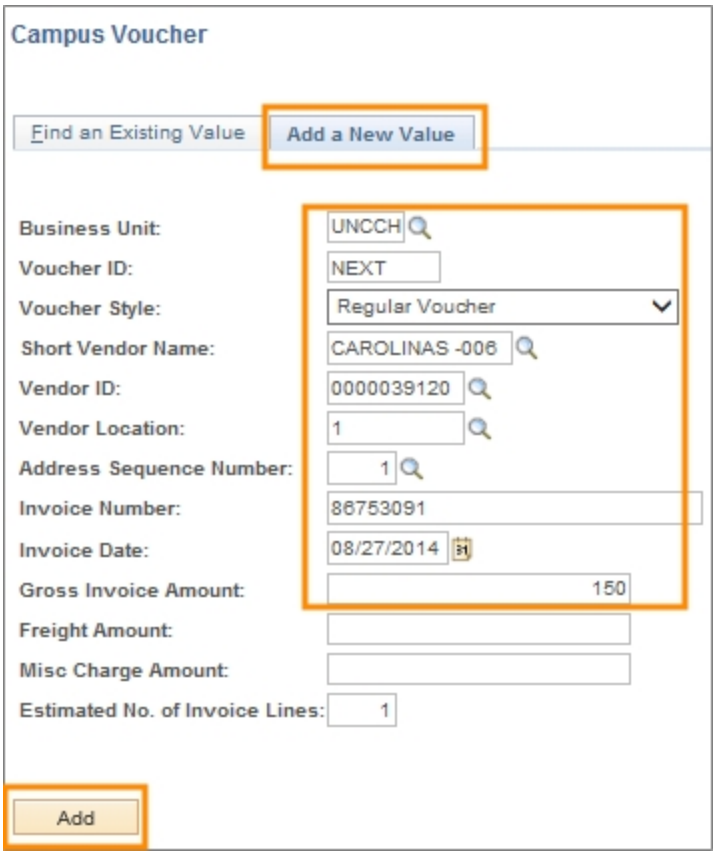
2. Complete the fields:

   At a minimum, enter the business unit and leave the default voucher ID value of NEXT to begin creating the voucher. The system will use any other information you enter here to fill in 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 Vendor Name	Look up, or enter, the vendor's short name.The short vendor name is a derivation of the vendor name, and is maintained in the vendor record. Note: If you entered the Vendor ID, the system fills in the Short Vendor Name value for you.
Vendor ID	Lookup, or enter, the vendor ID. Note: If you entered the Short Name Vendor, the system fills in the Vendor ID value for you.
Vendor Location	Lookup, or enter, the location identifier that corresponds to which vendor address payments are remitted to. Note:The location will typically be a number, such as 1, 2, and so on. Make sure the value matches the one in the Address Sequence Number field.
Address Sequence Number	Look up, or enter the key for the vendor's remittance address. Note: If the vendor is paid by check, and the value in this field matches the Vendor Location, this is the address the check will be sent to.

In this field:	Do the following:
Invoice Number	Enter the vendor's invoice number. Or, if not paying an invoice, make up and write an invoice number on the scanned supporting documentation. Note: The invoice number you enter and the invoice number on scanned documentation are used for payment approval and validation processes within Disbursement Services.
Invoice Date	Enter the vendor's invoice date from the invoice, or if not paying a conventional invoice, enter the date the request for payment was made.
Gross Invoice Amount	Enter the total amount of the invoice, including any freight or miscellaneous charges.
Freight Amount	Leave this field blank. You'll enter any freight-related charges on later screens.
Misc Charge Amount	Leave this field blank. You'll enter any miscellaneous charges on later screens.
Estimated number of invoice lines	Enter the estimated number of line items on the invoice. Note: You can always add or delete line items on later screens.

3. Click the **Add** button.



Result: The system displays the Invoice Information Tab.

Invoice Information Tab

1. In the header section, complete the fields:

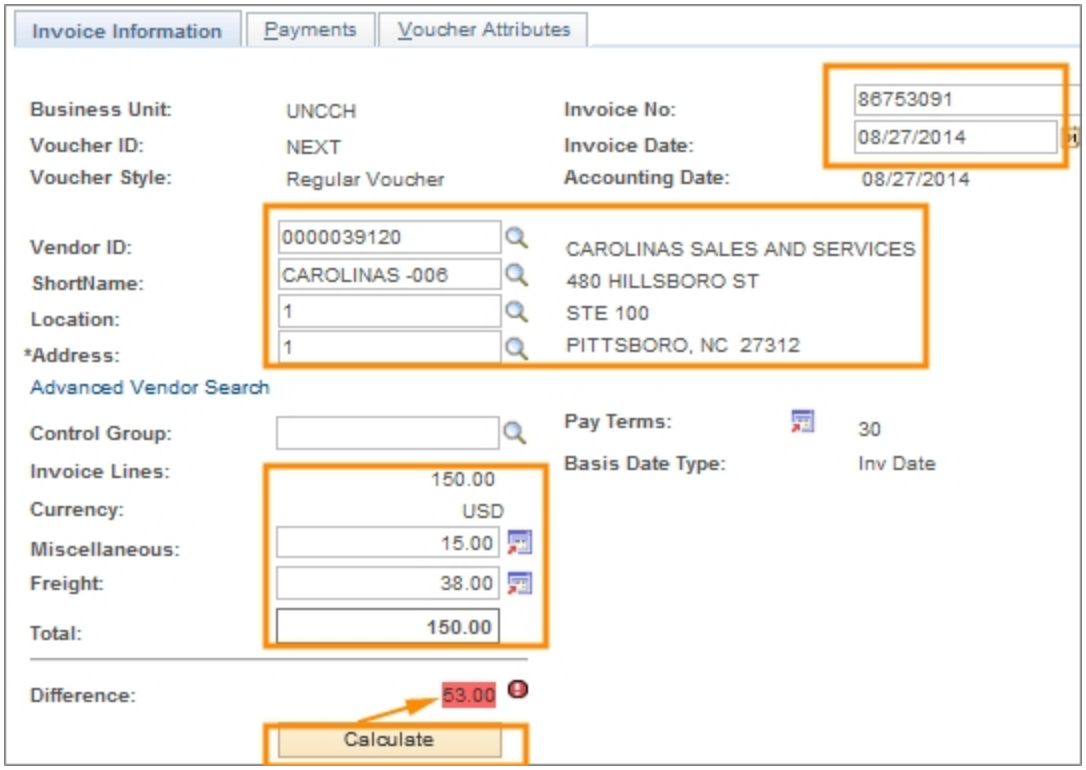
In this field:	Do the following:
Invoice Number	Enter the vendor's invoice number. Or, if not paying an invoice, make up and write an invoice number on the scanned supporting documenation. Notes: • The invoice number you enter and the invoice number on scanned documentation are used for payment approval and validation processes within Disbursement Services. • If you entered an invoice number on the initial Add a New Value tab, the system fills in that number here. You can change your entry if necessary.
Invoice Date	Enter the vendor's invoice date from the invoice, or if not paying a conventional invoice, enter the date the request for payment was made. Note: If you entered an invoice date on the initial Add a New Value tab, the system fills in that date here. You can change your entry if necessary.
Vendor ID	Lookup, or enter, the vendor number. Notes: • If you entered a vendor number on the initial Add a New Value tab , the system fills in that vendor number here. You can change your entry if necessary. • If the vendor you need hasn't yet been created in the system, request a new vendor with the Campus Vendor transaction. For more information, refer to *Understanding Campus Vendors.*
Location	Lookup, or enter, the location identifier that corresponds to which vendor address payments should be remitted to. Note:The location istypically a number, such as 1, 2, and so on. Make sure the value matches the one in the Remitting Addr (remitting address) field.

In this field:	Do the following:
Address	Look up, or enter the value that corresponds to the pay-to address on the invoice, or the location the payment should be sent to. This value typically defaults based on the vendor and vendor location you entered. If the vendor is paid by check, the remitting address is the location the University sends payment checks to. Notes: • If you have special payment requirements or instructions for Disbursement Services, enter comments in the voucher Comments field on the Invoice Information tab. • Vendors may have multiple, different remitting addresses; each address will have an associated code (1, 2, and so on). The actual physical address for the remitting address key is displayed to the right of the Address field. If the pay-to address you want to remit payment to is not available, use the *Requesting Changes to a Vendor* transaction to request the address is added to the vendor record.
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. 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.
Freight	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.
Total	Enter the total amount of the invoice, including any freight or miscellaneous charges. 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.
Difference	This is a system-calculated difference between the Line Amounts, Freight and Miscellaneous verses the invoice Total. Click the **Calculate** button to update this calculation.

2. Ignore the **Payment Terms** and **Basis Date** fields.

3. Click the **Calculate** button to update the system-calculated invoice totals.

Note:The system calculates the differences between the Line, Freight and Miscellaneous Amounts, against the invoice Total. If the voucher is in balance, the Difference is 0.00. If the voucher is out of balance, the Difference amount is displayed in red.



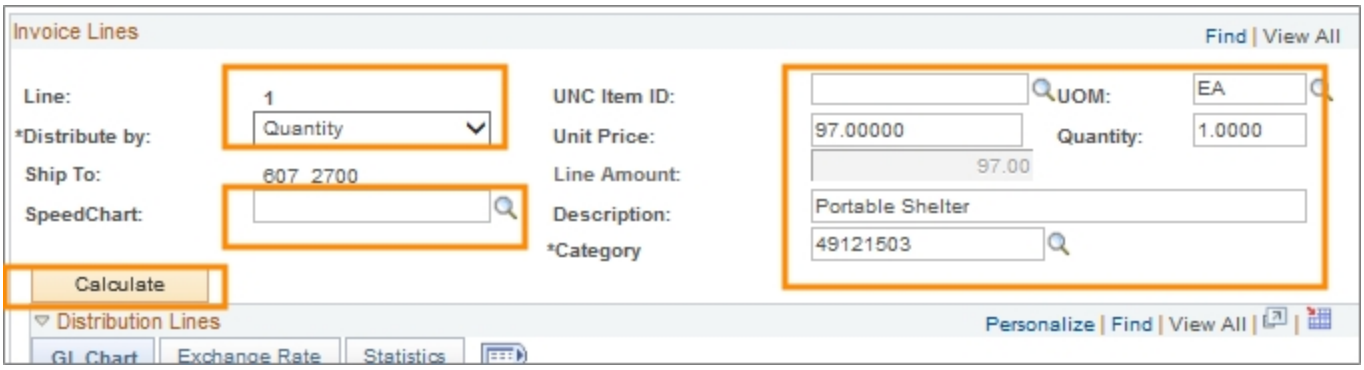
Invoice Lines Section - Invoice Information Tab

Note: To add an additional line item, click the **Add a New Row** in the upper-right corner of the Invoice Lines section. Alternatively, click the **Delete a Row** button, to remove a line you entered in error or no longer need.

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

In this field:	Do the following:
Distribute By	Choose the option you want: • **Quantity** if you want to enter goods. • **Amount** if you want 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	Look up, or enter, the Office of Sponsor Research (OSR) project number to have the system automatically enter the project's chartfield entries in the distribution line of the item.

In this field:	Do the following:
UNC Item ID	Do one of the following: • Look up and choose an ID that matches the good or service for the line item, if applicable. When you choose an option in this field, the system fills in the item description for you. • If the vendor item is not available in the options, enter the vendor's identification number for the good or service. • Leave the field blank. Not all goods or services have an item ID. If you leave this field blank, enter the item's description in the Description field.
UOM	Look up, or enter, the unit of measure as per the vendor's invoice. Typically, you will choose EA for each line item. Notes: • 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 enter an indication of the quantity and unit of measure in the line item Description field.
Unit Price	Enter the price per unit of measure. If you chose Amount in the Distribute By field, enter the total amount for the line item.
Quantity	Enter the quantity of goods or services for the line item. This is the quantity in the context of the unit of measure (UOM).
Line Amount	Enter, or verify, the total line amount. Note: If you chose quantity in the Distribute By field, this field displays a calculation of the line quantity times the unit price. Click the Refresh button within the system screen, not the browser's refresh button or icon, to update the calculated amount.
Description	Enter the description of the good or service for the line item. Note: If you've entered a UNC Item ID for 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: • Based on the category you enter here, a corresponding Account value will default 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. Note: If you've entered a UNC Item ID for the item, the system fills in this field for you.



Distribution Lines Setcion

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

   For more information on entering chartfield values, see *Understanding the CarolinaConnect Chartfields.* Additionally, consult with the key accounting personnel in your department for guidance.

2. To add an additional distribution line in order to allocate the line item to multiple chartfields, click the **Add a New Row** button to the left of a line item. Mark the **Copy Down** checkbox to replicate chartfields on the new distribution line. 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.

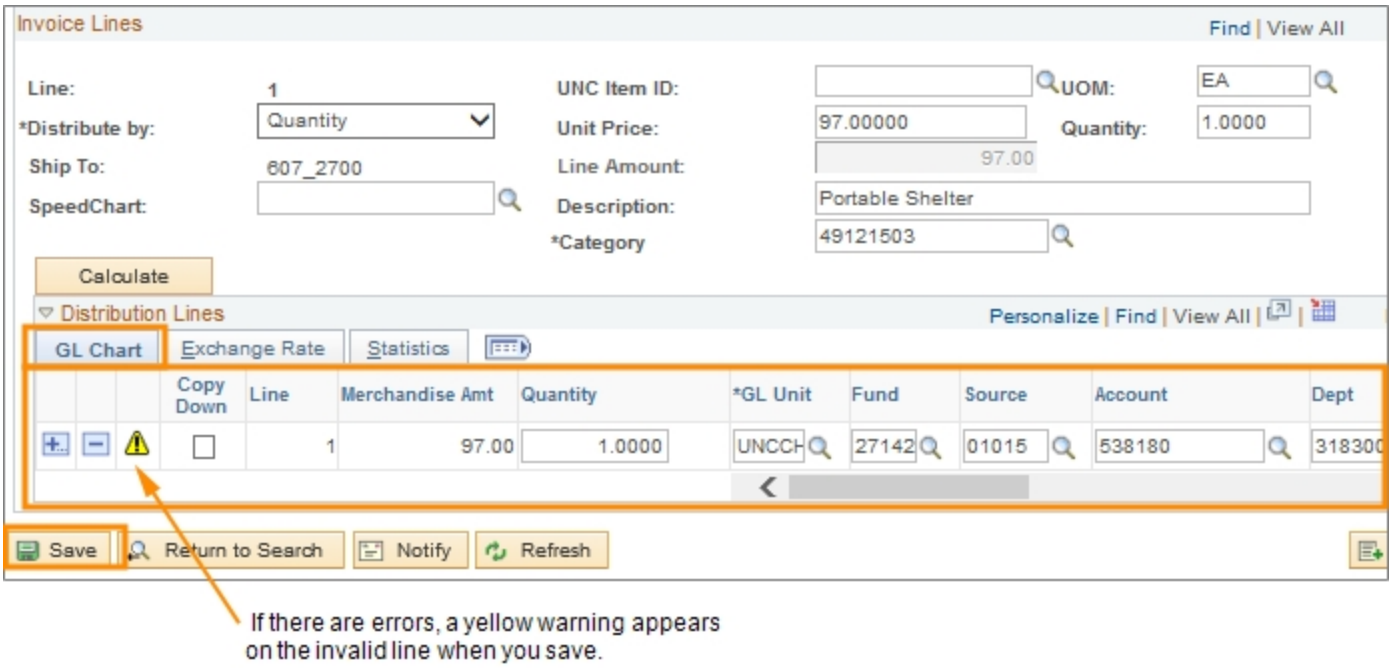
3. Click the **Refresh** button to see the system-calculated Merchandise Amt.

4. When you are finished with the distribution lines for the line item, click the **Save** button. When you do, the system:

   - Performs a combination edit check to ensure you've entered valid chartfield combinations. If there are errors, the system displays a warning message, and a warning appears on the invalid line.

   - The system displays additional tabs you can access in order to view voucher information.

   - Assigns the voucher ID number.

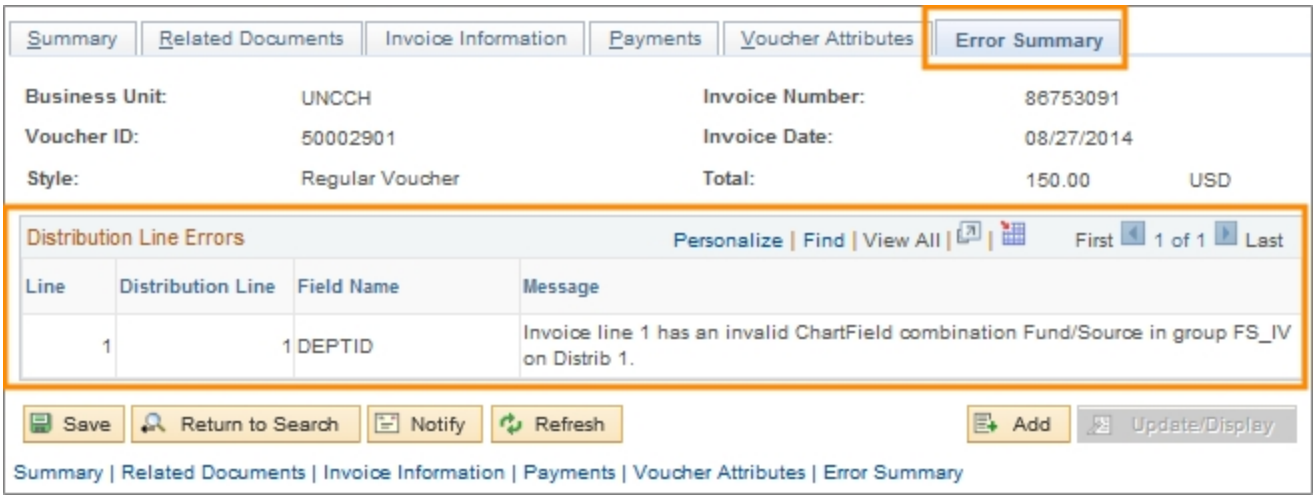


5. If you need to view chartfield combination errors, or to verify that there are no errors, click on the **Error Summary Tab**.

Error Summary Tab

1. View the Distribution Line Errors section which indicates any distribution line errors.

   Note: For more information on troubleshooting chartfield combination errors, see *Understanding Campus Combo Edit Errors.*



2. Click on the **Invoice Information** tab.

Invoice Information Tab

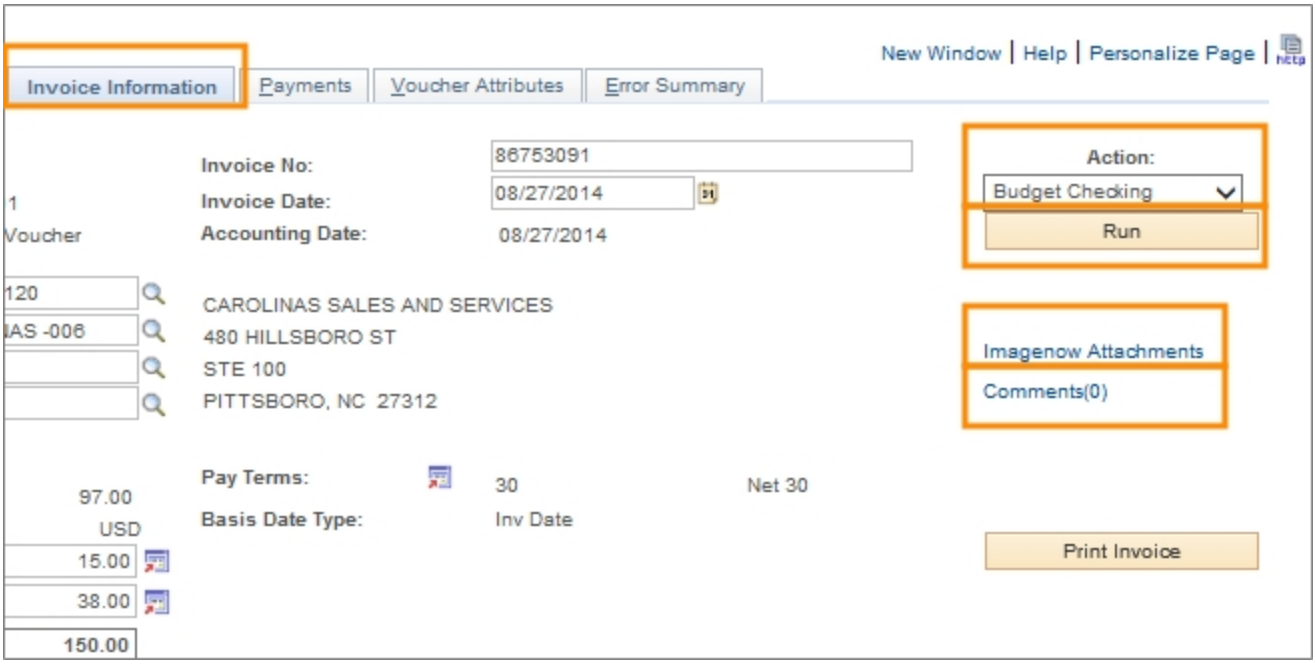
1. To attach supporting electronic documents such as scanned invoice, click on the **ImageNow Attachments** link.

2. To add informational comments, which may be used for approvals, historical reference or communications to Disbursement Services, click the **Comments** link.

3. In the Action field, choose **Budget Checking**.

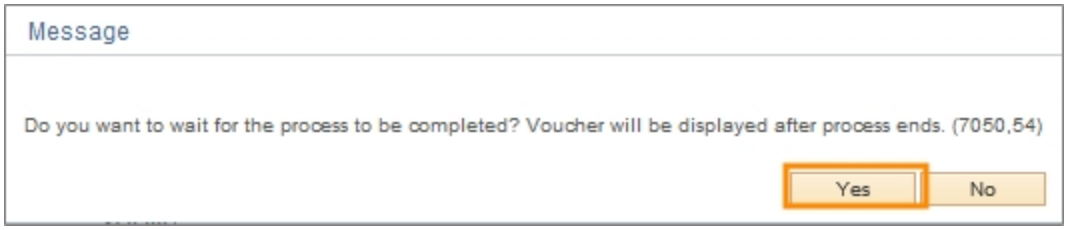
   Note: As an alternative to the manual budget-check steps shown here, the system also automatically performs a budget check as a part of a periodic background batch process, which looks for valid vouchers that have not yet been budget checked.

4. Click the **Run** button to have the system perform the budget check.



Results:The system displays a message window.

5. Click on the **Yes** button.



Result: The system performs the budget check, performing a series of validations based on the chartfield values you entered. This includes checking

for whether a valid budget exists for the chartfield combinations, as well as whether there are available funds for the payment within a valid budget.The voucher budget status must be Valid before it enters workflow approval stage.

6. Click on the **Summary** tab to view the voucher budget status.

Summary Tab

1. View the budget status. Key budget statuses include:

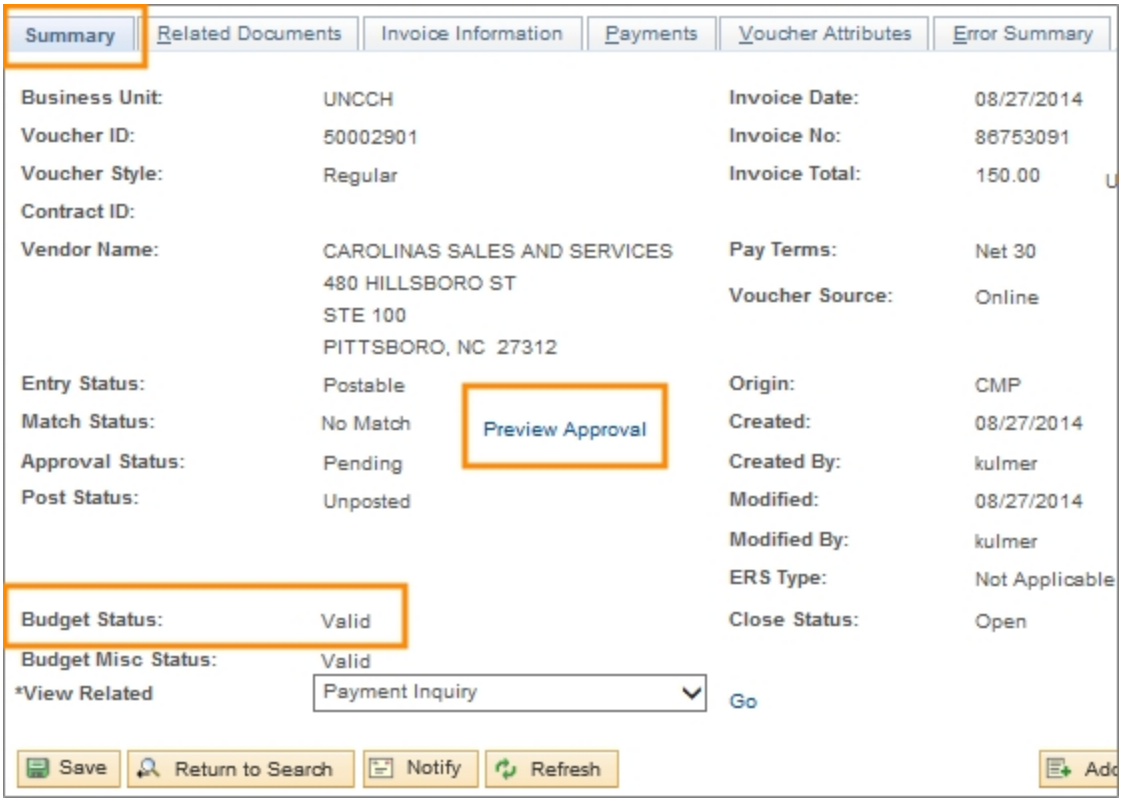
   - **Valid** which indicates the voucher has been budget checked, and passed. This status means the voucher can be submitted into the approval process manually, or will be picked up by a periodic batch process that submits the voucher into workflow automatically.

   - **Not Checked** which indicates the voucher has not yet been budget checked.

   - **Exceptions** which indicates there are budget check errors or warnings. Click the Exceptions link to view budget error details.

2. Click the **Preview Approval** link if you want to view the voucher approval path and status.

   Note: The presence of the Preview Approval link indicates the voucher has been budget checked, but not yet submitted into workflow approval. If the link says Approval History, that indicates that the voucher has been submitted into the workflow approval process.



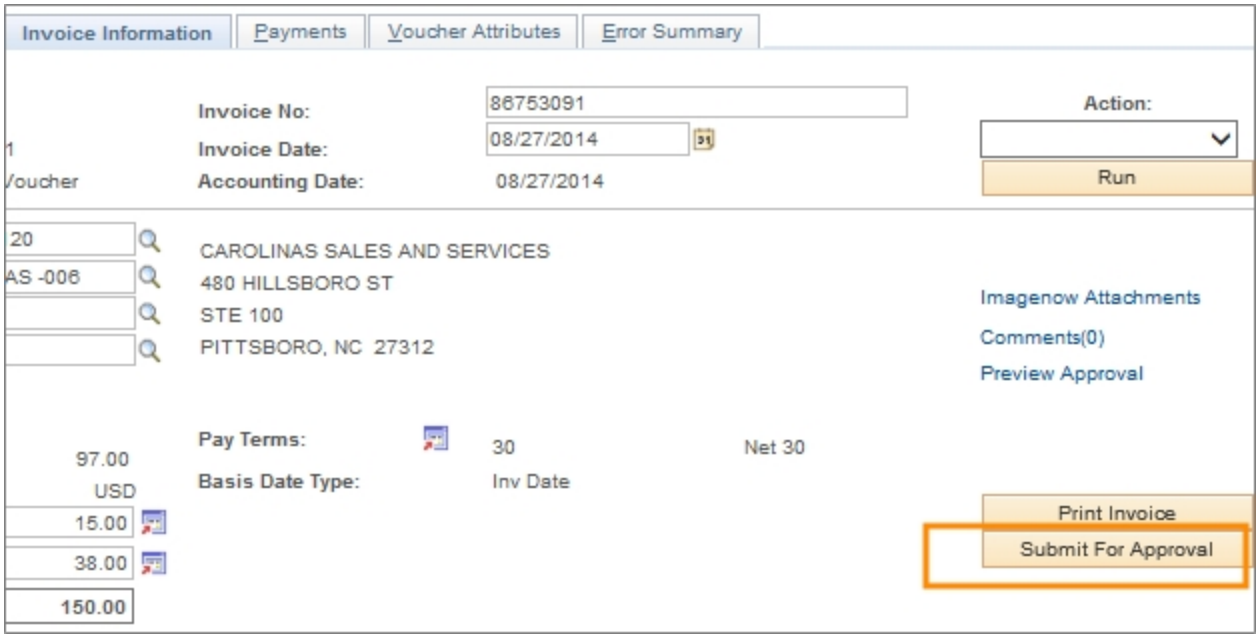
3. Click on the **Invoice Information** tab.

Invoice Information Tab

1. Click on the **Submit For Approval** button to submit the voucher into the workflow approval process.

   Notes:

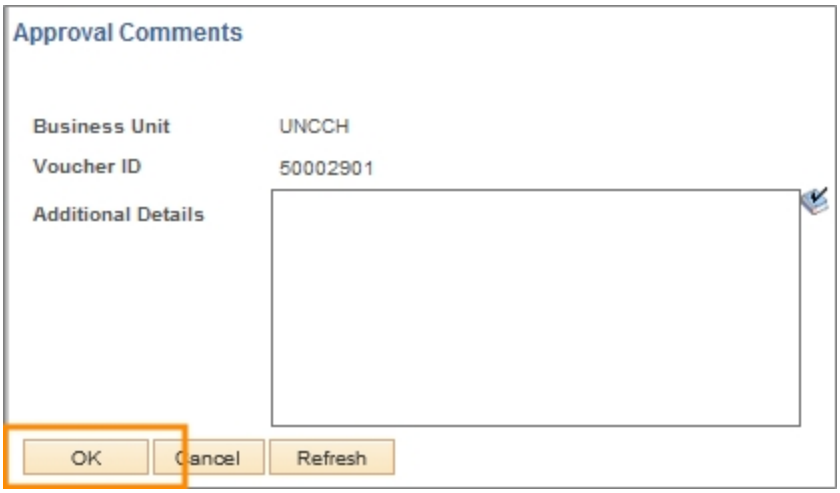
   - This option will be not available if there are errors in the voucher, or if the budget status is not Valid.
   - As an alternative to the manual steps shown here, the system may also automatically submit the voucher for approval as a part of a periodic batch process, which looks for vouchers in a Valid budget status.



   Result: The system displays the Approval Comments page.

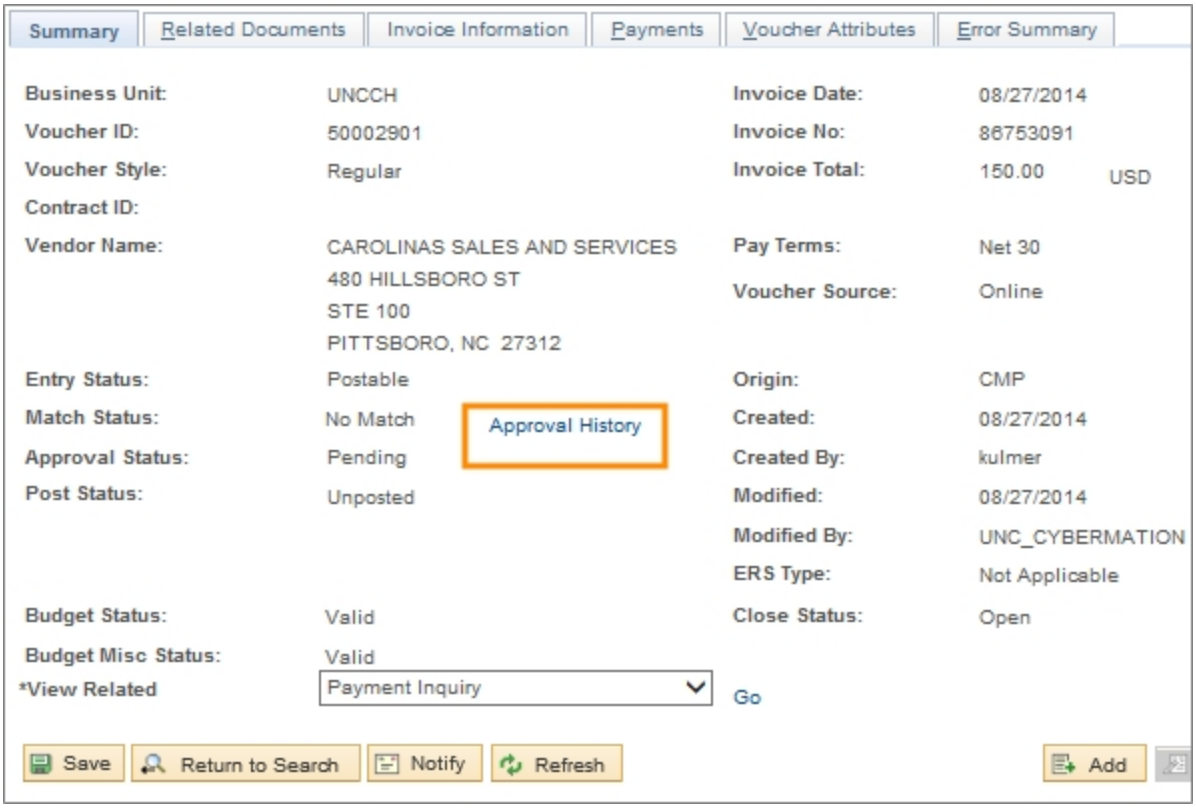
1. In the Additional Details area of the Approval Comments window, enter any messages you want to communicate to the approvers.

2. Click **OK**.



Result: The voucher is submitted into approval workflow.

3. Verify the voucher is in the approval workflow by verifying the presence of the Approval History link on the Summary tab. Click **Approval History** to view the approval route.



Running a Voucher Inquiry

Overview

Run a voucher inquiry to:

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

Related Reference

- *Quick Reference: Accounts Payable Voucher Statuses, Styles & Origins*

Menu Path

Main Menu > Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Steps - Running a Voucher Inquiry

Follow these steps to run a voucher inquiry:

1. Choose this menu option:

   Main Menu > Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

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 take you directly to the voucher you are looking for
   - Business Unit, Vendor ID, Invoice Date range, and User ID

   Note: For most fields there is 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 the business unit field for you. Change the value if necessary.
Voucher ID	If you know it, enter the voucher ID to access the voucher you want directly. Note: If you enter the voucher ID, the system opens the voucher instead of giving you a search results list.
Invoice ID	If you know it, enter the vendor's invoice number that corresponds to the invoice ID originally entered on the voucher.
Vendor SetID	If you are searching for vouchers based on vendor 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 Vendor Name 1 fields, you must enter a value in the Vendor SetID field.
Short Name	If you entered information in the Vendor SetID field, look up, or enter, the vendor's short name. Otherwise, leave this field blank. Note: If you are searching using the Short Name or Vendor Name 1 fields, you must enter a value in the Vendor SetID field.
Vendor Name 1	If you entered information in the Vendor SetID field, look up, or enter the vendor's primary name. Otherwise, leave this field blank. Note: If you are searching using the Short Name or Vendor Name 1 fields, you must enter a value in the Vendor SetID field.
Vendor Name 2	Leave this field blank.
Vendor ID	If you know it, enter the vendor's unique, numeric identifier, generated by the system when the vendor was created.
Vendor 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 Voucher Statuses, Styles, Sources and Origins quick reference card.
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 vendor's invoice date that corresponds to the vendor's invoice date as entered on the voucher.

In this field:	Do the following:
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 when the voucher was created.
Origin Set ID	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. Note: If you are searching using the Origin field, you must enter a value in the Origin SetID field.
Origin	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 Voucher Statuses, Styles, Sources and Origins quick reference card. Note: If you are searching using the Origin field, you must enter a value in the Origin SetID field.
Control Group ID	Leave this field blank.
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.
Purchase Order	Look up, or enter, the purchase order the voucher is for.
Item ID	Leave this field blank.
Amount Rule	Choose the amount rule that is to be used in conjuction 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. Note: When you choose an Amount Rule, you need to enter an amount in the Amount field.
Amount	Enter the voucher amount that is to be used in conjunction with the Amount Rule field. Note: When you enter an amount in this field, you need to also choose a rule in the Amount Rule field.
Currency	Leave this field blank.
Voucher Style	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 the Voucher Statuses, Styles, Sources and Origins.
Post Status	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 Voucher Statuses, Styles, Sources and Origins.

In this field:	Do the following:
Approval Status	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 Voucher Statuses, Styles, Sources and Origins.
Voucher Balance	Leave blank to see vouchers regardless of their balance, or choose a voucher balance indicator: • **Balance Remains**to view a list of unpaid vouchers • **No Balance**to view vouchers that have been paid.
Voucher Source	Leave blank to search for vouchers from any source, or choose a voucher source. For more information on voucher sources see the Voucher Statuses, Styles, Sources and Origins.
User ID	If you know it, enter the system user ID of the person that created the voucher.
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: • **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 Voucher Statuses, Styles, Sources and 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, choose one of the following sorting options: • **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 on the **Search** button:

Item ID
*Amount Rule: Any
Amount
Currency
*Voucher Style: All Vouchers
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: 300
Search
Clear
Sort Criteria
*Sort By: Voucher ID
*Sort Asc/Desc: Ascending
Sort Display

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

4. View the Voucher Inquiry Results and the voucher detail. Useful functions for examining results include:

- Click on the tab to see groupings of voucher data that are displayed in the columns of the tab.
- Click on the column header to sort the list by that field.
- Click on the**Accounting Entries, Match Workbench, Payment Information, Scheduled Payments,**or**Detail Lines**icons to access the related detail.
- Click on the**Personalize**link to customize the columns the system displays for you.

Voucher Inquiry Results

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status
UNCCH	50000054	CJH-0002	06/17/2014	0000032399	Postable		Not Applicable
UNCCH	50000055	MBH/TEST FOR SCOTT	05/12/2014	0000032506	Postable		Not Applicable
UNCCH	50000056	MBH/TEST FOR SCOTT-02	05/09/2014	0000032506	Postable		Matched
UNCCH	50000057	SG3E87301	03/18/2013	0000031719	Postable		Not Applicable

Note: When you click on links, such as Accounting Entries shown above, the system takes you to that related 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.