



SPECTRUM+ SYSTEM

Accounts Payable

Regular Voucher Entry

User Guide for Departments

PeopleSoft Version 9.2

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Table of Contents

What is Accounts Payable?	2
The Payables Process In Spectrum Plus	2
Uses of Regular Vouchers	3
Creating Regular Vouchers for Non-PO Related Invoices	4
Creating a Regular Voucher for Vendor’s Invoice or Payment Request (Non-PO Related).....	4
Creating a Regular Voucher for a Credit Invoice or Credit Memo	9
Creating a Regular Voucher from Travel Expense Statement (Non-PO Related)	9

What is Accounts Payable?

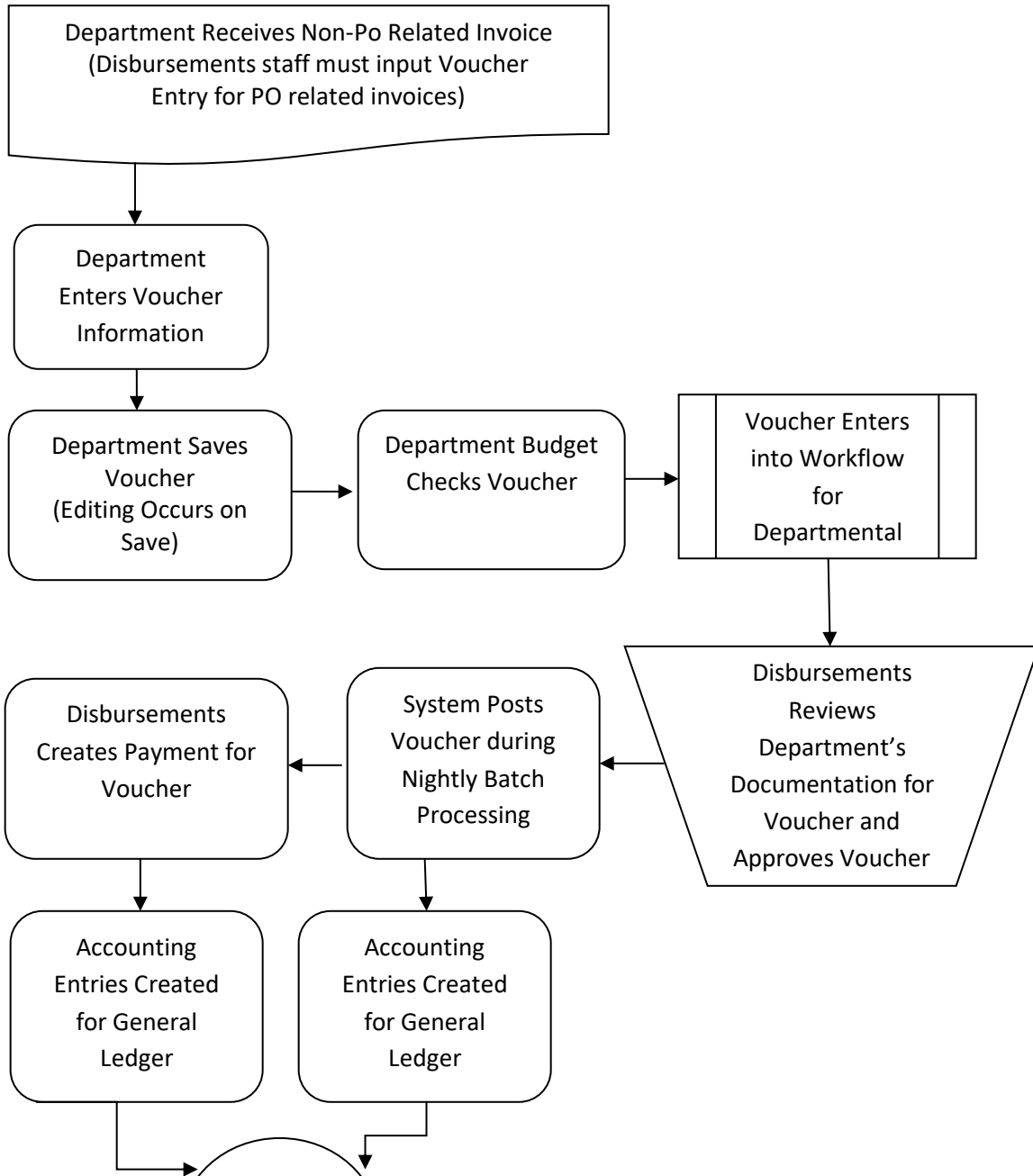
Georgia State University operates under the oversight of the Board of Regents of the University System of Georgia. Refer to Board of Regents Accounts Payable Policy at http://www.usg.edu/business_procedures_manual/section6/.

A payable is a current liability owed to creditors and/or suppliers for goods and services obtained in the normal course of business. When an invoice is entered for payment, the entry will debit the expense account and credit accounts payable. When an invoice is paid, the transaction will debit accounts payable and credit cash in the bank.

Access to the Accounts Payable module is managed by the Spectrum Office. Payment transactions are initiated by authorized system users and approved through the electronic workflow process by authorized system approvers. Documented signature approval is required prior to payment processing. As of 2012, payables for most goods and services are initiated in Panther Mart. Refer to the Panther Mart resources page at the following URL <http://tools.finance.gsu.edu/training/panthermart-guides/>

IMPORTANT NOTE: Do not enter Payables in Spectrum unless instructed to by your Department Manager or Disbursements.

The Payables Process In Spectrum Plus



Uses of Vouchers

Regular vouchers are used to pay for supplies, subscriptions, memberships, conference registrations, third-party payments, travel, consulting agreements, etc.

Creating Regular Vouchers for Non-PO Related and Non P-card Related Invoices

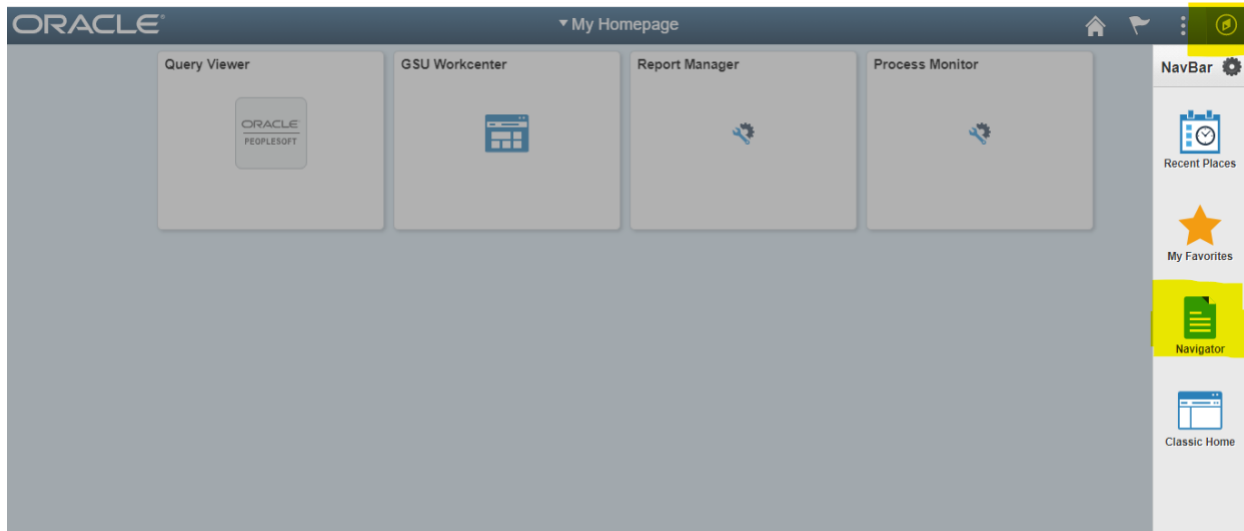
Creating a Regular Voucher for Vendor's Invoice or Payment Request (Non-PO Related and Non-Pcard)

Example: The University Research Foundation receives an invoice from A & K Office Products on 9/16/2015 for the purchase of four boxes of letter size folders. The cost per box is \$15. The invoice number and date is 1234TEST and 9/15/2015 respectively. The total invoice is \$60.

Navigation:

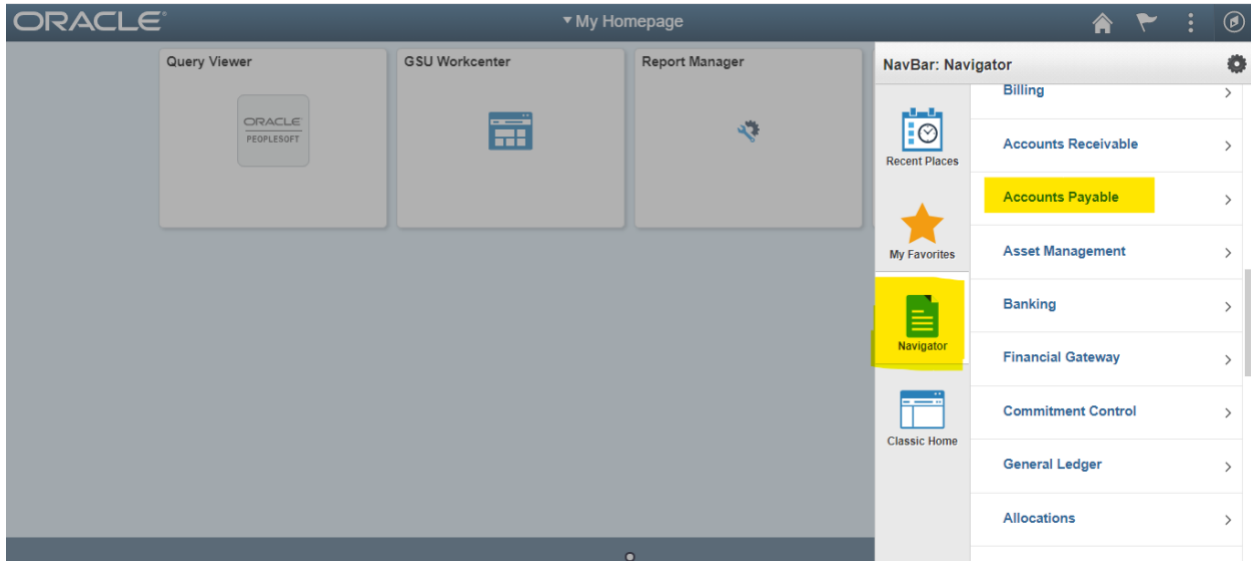
From the Homepage, click on the NavBar in the upper right corner.

Then click on the Navigator icon.

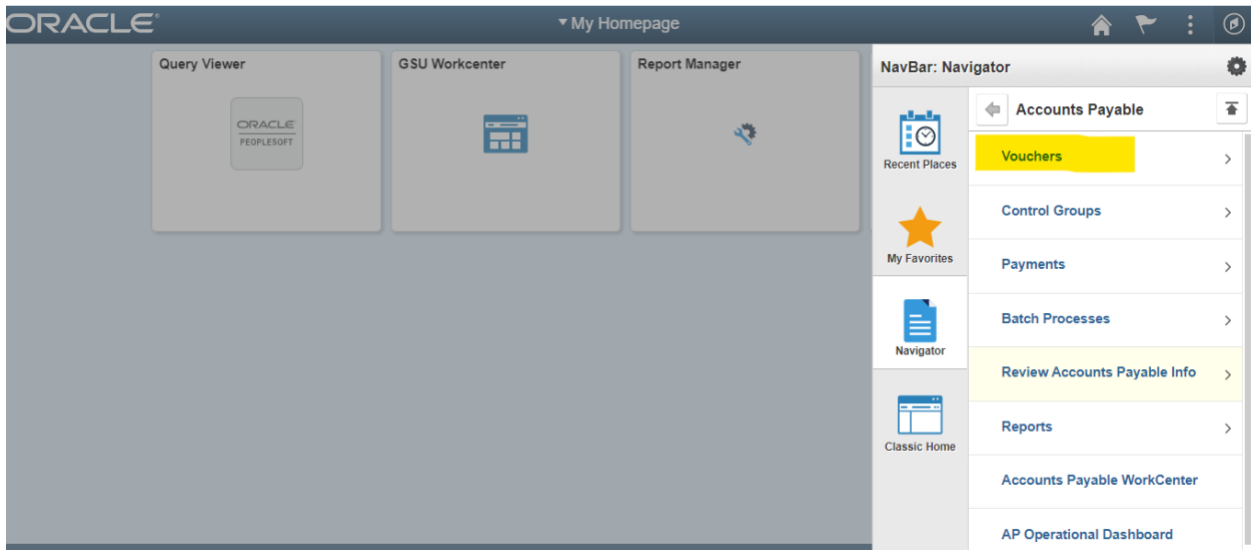


Accounts Payable End User Training Guide

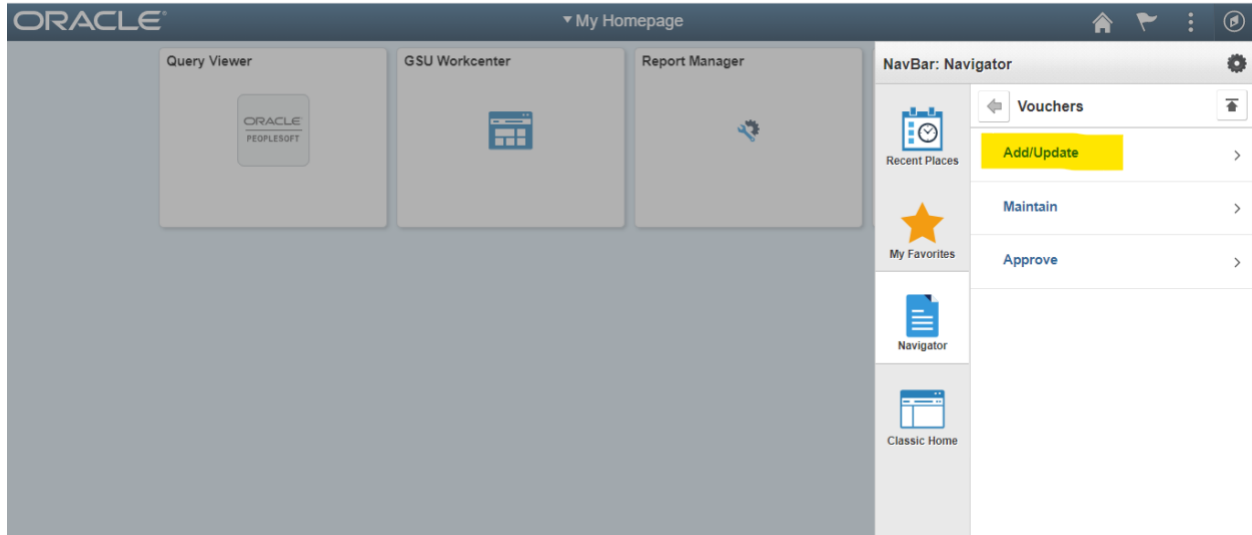
Select Accounts Payable:



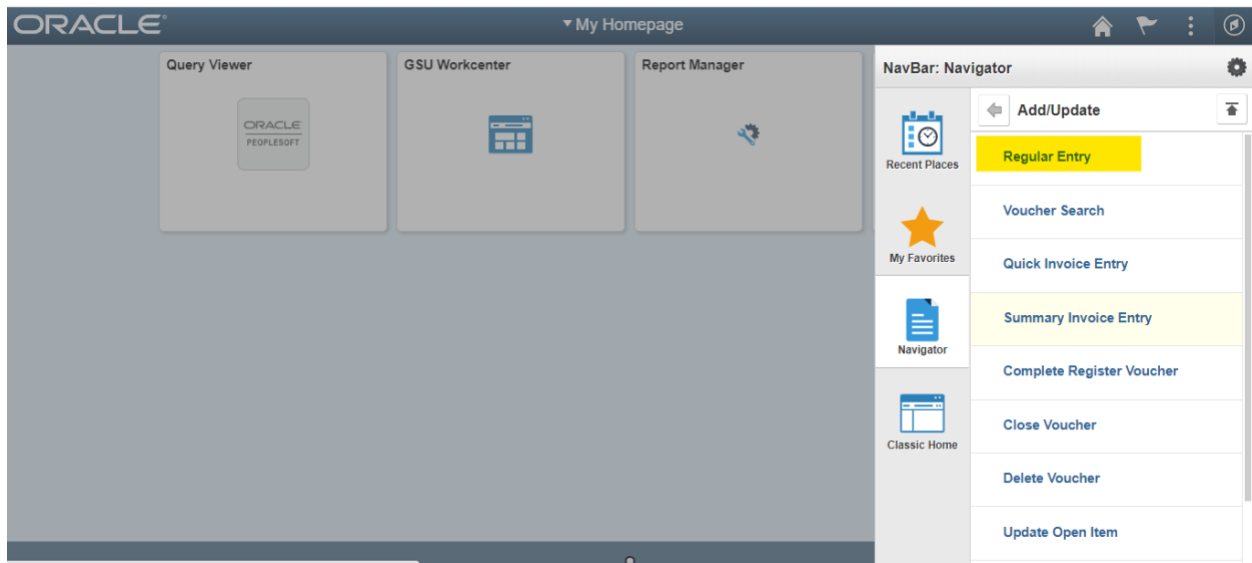
Vouchers:



Add/Update:



Regular Entry:



Accounts Payable → Vouchers → Add/Update → Regular Entry → Add New Value

1. The "Business Unit" field will default to GSUFS.
2. The "Voucher ID" field will default to Next.
3. The "Voucher Style" field will default to Regular Voucher.

4. Click the Short Vendor Name or Vendor ID Look-Up icons to aid in the selection of the vendor. Select "0000004661".
5. The "Location" and "Address" fields will populate when the vendor is selected.
6. In the "Invoice Number" field, enter the invoice number "1234TEST".
 - Omit dashes, spaces, and symbols
 - Enter the actual invoice number from a vendor's invoice.


Note: In the case of a reimbursement, payment to an individual, or payment to an entity where no invoice exists, create an invoice number that provides sufficient reference for the payment, i.e. ReimbSuppliesJul09, Registration: REGMFranklin09152015, Travel: AugustaGA09152015, Monthly Invoices: Customer Number + Month and Year of billing.

7. In the "Invoice Date" field, enter the invoice date as shown on the invoice "9/15/2015".

Note: In the case of a reimbursement, payment to an individual, or payment to an entity where no invoice exists, choose an invoice date that provides sufficient reference to the payment. i.e. the date of the purchase.

8. Enter the Gross Amount for the payment "60.00".
9. Leave the "Freight" field 0.00.
10. Leave the "Miscellaneous Charge" field 0.00.
11. Enter the estimated number of lines to be used during voucher input "1".
12. If the invoice is related to a Purchase Order, enter the PO Business Unit and PO Number. Otherwise, leave the fields blank.
13. Click Add.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)



Voucher

Business Unit:

Voucher ID:

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

PO Business Unit:

PO Number:

Estimated No. of Invoice Lines:

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Note: You will receive a notice requesting certification as to the accuracy and appropriateness of the payment request.

The Invoice screen appears. Many of the fields are pre-populated based on the entries from the Add a New Value screen.

13. The “Invoice Received Date” field is used by Disbursements to record the date the payment documentation is stamped as received by the Office of Disbursements.
14. The “Type” field indicates workflow: Use DRG for Department Regular and PRJ for Project Related. In the “Type” field, select “DRG”.

- DRG prompts the user to enter the department which corresponds with the department's workflow in the ORG field. Enter "214000000".
 - PRJ prompts the user to enter the project workflow in the Prj field.
15. The "Pay Terms" field will default to Due Now.
 16. Departments will not use the "Control Group" field.
 17. The "Accounting Date" field will default to today's date.
 18. The "Currency" field will default to USD (U.S. Dollars).
 19. In the "Total" field, Gross Amount entered in step 8 will default.
 20. In the "Comments" field, enter any information which may be useful for the workflow approver. Departments can use this area to communicate details related to the voucher.

Quantity (Quantity is used when procuring goods)

21. In the "Distribute By" field, select Quantity.
22. In the "Description" field, enter "Letter Size File Folders" for the item purchased.
23. In the "Quantity" field, enter "4".
24. From the "UOM" (Unit of Measure) field, use the Look-Up icon to choose the UOM "EA" for Each.
25. In the "Unit Price" field, enter 15 (for the price for each unit).
26. In the "SpeedChart" field, enter the SpeedChart "GSURF".

Amount (Amount is used when procuring services)

27. The "Distribute By" field will default to Amount.
28. In the "Description" field, enter "Letter Size File Folders" for the item purchased.
29. In the "Extended Amount" field, enter "60" for the amount for the line.
30. In the "SpeedChart" field, enter the SpeedChart "GSURF".

Accounts Payable End User Training Guide

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ORACLE Vouchers Search >> Advanced Search

Invoice Information Payments Voucher Attributes

Business Unit: GSUFS
 Voucher ID: NI X1
 Voucher Style: Regular Voucher
 Invoice Date: 09/15/2015
 Invoice Received:
 DAVIS, TOMMY

Supplier ID: 000004861
 ShortName: DAVISTOMMY-001
 Location: 000001
 *Address: 1

Invoice No: 1234TEST
 Accounting Date: 09/16/2015
 *Pay Terms: 00 Due Now
 Basis Date Type: Inv Date

Origin: DRG Department: 21400000
 Control Group:
 Incomplete Voucher

Invoice Total

Line Total: 60.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 60.00
 Difference: 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy

 Action:

▶ Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by: Quantity
 Item:
 Quantity: 4.0000
 UOM: EA
 Unit Price: 15.00000
 Line Amount:

SpeedChart: GSURF
 Ship To: CENTRAL
 Description: letter Size file folders
 Packing Slip:

Note: After the SpeedChart is entered, the corresponding chartfields on the distribution lines become visible.

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by: Quantity
 Item:
 Quantity: 4.0000
 UOM: EA
 Unit Price: 15.00000
 Line Amount:

SpeedChart: GSURF
 Ship To: CENTRAL
 Description: letter Size file folders
 Packing Slip:

▶ Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity
				<input type="checkbox"/>	1	60.00	4.0000	GSUFS	714100	98000	214000000	42000	64000	20116			

Distribution Lines

31. On the Distribution Line, enter "4" (the amount which corresponds with the line entry).
32. On the Distribution Line, enter "714100" (the 6-digit expense account lane which corresponds with the line entry).

Balancing

33. Verify that the total for the payment is correct. The payment documentation total due and the system total should match. If the invoice amount is adjusted, both entries must reveal the invoice adjusted amount. These amounts must equal the total lines/distributions.

34. Click Calculate (Calculate is Optional, Save also performs the calculate function)

The screenshot displays the 'Invoice Information' tab of a software application. It contains various input fields for invoice details such as Business Unit (GSUFS), Invoice No (1234TEST), Accounting Date (09/16/2015), and Supplier Name (DAVIS, TOMMY). A summary box on the right shows 'Invoice Total' with 'Line Total' at 60.00 and 'Total' at 60.00. At the bottom of the form, a row of buttons includes 'Save', 'Save For Later', 'Run', 'Calculate' (highlighted with a red box), and 'Print'. Below this is a section for 'Invoice Lines' with a 'Calculate' button also highlighted in red. At the very bottom, a 'Distribution Lines' table is visible with columns for Line, Merchandise Amt, Quantity, and various accounting codes.

35. Click Save (Required. You must click Save before you can budget check voucher.)

A single button labeled 'Save' is shown, highlighted with a red rectangular border.

36. Budget-check the voucher. In the Action field, select Budget Checking.

37. Click Run.

This screenshot shows a portion of the software interface. An 'Action' dropdown menu is set to 'Budget Checking'. To its right, a row of buttons includes 'Run' (highlighted with a red box), 'Calculate', and 'Print'.

38. Submit the Voucher into Workflow by clicking the Submit Approval button.

This screenshot shows the 'Action' dropdown menu and a row of buttons: 'Run', 'Calculate', 'Print', and 'Submit Approval' (highlighted with a red box).

Creating a Regular Voucher for a Credit Invoice or Credit Memo

The process is the same as for regular invoice entry except the amount will be preceded by a negative sign (—) to indicate a credit.

For example:

A vendor may issue a credit memo instead of issuing a check to the University to offset an overpayment. The credit may be for \$14.00. In the amounts field of the voucher entry panels, enter -14.00.

When entering a credit, record as much detail as possible on the description line. This will help to identify the source of the credit.

Creating a Regular Voucher from Travel Expense Statement (Non-PO Related)

When a purchase order is not entered for the travel engagement, the department will enter a regular voucher for payment, based on the Travel Expense Statement when submitted by the traveler. The traveler will submit a Travel Expense Statement to the department representative on return from the engagement. The representative will enter a voucher for workflow approval and subsequent payment by Disbursements. Follow these steps for entering a regular voucher from a Travel Expense Statement.

Example: Marsha Aaron has completed her trip to Birmingham, Alabama. The purpose of the trip was for Marsha, a business manager, to attend a Business Manager's Conference from September 10-14, 2015. Marsha's total expense for the trip was \$1,000. She has submitted all receipts and a copy of the approved Travel Authorization for reimbursement.

Follow these steps for entering a regular voucher from a Travel Expense Statement when travel is not related to a Purchase Order entry.

1. The "Business Unit" field will default to GSUFS.
2. The "Voucher ID" field will default to Next.
3. The "Voucher Style" field will default to Regular Voucher.

4. Click the Short Vendor Name or Vendor ID Look-Up icons to aid in the selection of the vendor. Select **"000038798"**.
5. The "Location" and "Address" fields will populate when the vendor is selected.
6. For travel vouchers only, the invoice number represents the traveler's destination. In the "Invoice Number" field, enter the traveler's destination e.g. BirminghamAL. To avoid duplicates, include the date e.g. **BirminghamAL09102015**
7. For travel vouchers only, the invoice date represents the first day of the travel. In the "Invoice Date" field, enter the beginning date for the travel e.g. if the travel began on 09/10/2015, enter **09102015**.
8. Enter the Gross Amount for the travel reimbursement. Enter **"1000.00"**.
9. Leave the "Freight" field 0.00.
10. Leave the "Miscellaneous Charge" field 0.00.
11. Enter the estimated number of lines to be used during voucher input. Should you fail to enter the required lines on the Add a New Value page, you may add lines as needed on the Voucher information page. Note: There are two accounts for mileage: Employee Mileage and Student Mileage. Mileage cannot be combined with travel expenses. Mileage must be entered as a separate line item. For this exercise, enter "1".
12. Click **Add**.

Note: The Invoice screen appears. Many of the fields are pre-populated based on the entries from the Add a New Value screen.

13. For travel vouchers only, the invoice received date represents the day the traveler returned from the travel engagement. In the "Invoice Received Date" field enter the traveler's return date e.g. If the travel ended on 09/14/2015, enter 09142015.
14. The "Type" field indicates workflow: Use DRG for Department Regular and PRJ for Project Regular. In the "Type" field, select "DRG".
 - DRG prompts the user to enter the department which corresponds with the department's workflow in the ORG field. Enter "110600000".
 - PRJ prompts the user to enter the project workflow in the Prj field.

15. The “Pay Terms” field will default to Due Now.
16. Departments will not use the “Control Group” field.
17. The “Accounting Date” field will default to today’s date.
18. The “Currency” field will default to USD (U.S. Dollars).
19. In the “Total” field, the amount entered on the previous screen “1000.00” will default.
20. In the “**Comments**” field, enter the **purpose for the travel** and include any information which may be useful during an audit or communication with an approver.

Invoice Lines

21. For travel voucher entries, in the **Distribute By** field, use the default “**Amount**”.
22. In the “Description” field, enter a description e.g. Meals, lodging, airfare, etc. Enter a line for each expense type or group all travel expenses together (with the exception of mileage) and enter as Travel Reimbursement.

Note: Mileage must be entered on a separate line and charged to the corresponding mileage account. Mileage accounts are 640500 (Employee Mileage) and 650500 (Student Mileage).

23. In the “Extended Amount” field, enter the amount for the line. Accept the amount that defaults “1000.00”.
24. In the “SpeedChart” field, enter the SpeedChart to be charged. Enter “BIOLI”.

Distribution Lines

25. On the Distribution Line, enter the amount.
26. On the Distribution Line, enter the 6-digit expense account number e.g.
 - 640100 Employee Reimbursement
 - 640500 Employee Mileage
 - 650100 Student Reimbursement
 - 650500 Student Mileage
27. Click **Save**.

Accounts Payable End User Training Guide

The screenshot displays the Oracle Vouchers interface. At the top, there is a search bar and an 'Advanced Search' button. Below this, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, showing fields for Business Unit (GSUFS), Voucher ID (NI XI), Invoice Style (Regular Voucher), Invoice Date (09/10/2015), Invoice Received, Supplier ID (000003798), ShortName (ADOLPHKARE-001), Location (00001), and Address (1). The 'Invoice No' is BirminghamAL09102015, and the 'Accounting Date' is 09/16/2015. The 'Pay Terms' are 00, and the 'Basis Date Type' is Inv Date. The 'Origin' is DRG and the 'Department' is 110:000:00, which is highlighted with a red box. The 'Invoice Total' section shows a Line Total of 1,000.00, Currency of USD, and a Total of 1,000.00. The 'Action' field is currently empty. Below the invoice information, there is a 'Copy From Source Document' section and an 'Invoice Lines' section. The 'Invoice Lines' section shows a single line with a Line Amount of 1,000.00. The 'Distribution Lines' section is a table with columns for Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, Class, Bud Ref, PC Bus UNIT, Project, and Activity. The table contains one row with the following values: Copy Down (checkbox), Line (1), Merchandise Amt (1,000.00), Quantity, *GL Unit (GSUFS), Account (640100), Fund (10000), Dept (110:000:00), Program (111:00), Class (110:00), Bud Ref (21116), PC Bus UNIT, Project, and Activity.

28. Select 'Budget Checking' for Action field.
29. Click **Run**.
30. Submit the Voucher into Workflow using the Submit Approval button.

This close-up shows the 'Action' field with a dropdown arrow. To the right of the field are four buttons: 'Run', 'Calculate', 'Print', and 'Submit Approval'. The 'Submit Approval' button is highlighted with a red box.