

Best Practices-Paying With Vouchers

Use This Document For:

Best practices when paying for goods and services with a voucher

A. When vendor will need additional information about check

1. While creating voucher, display the Payments Tab and select AT in Handling Code

B. When budget error occurs:

1. Make sure you have your chartstring correct.
2. If it is correct, then confirm you have money in the budget through Commitment Control
3. If not enough funds, request a transfer and wait until voucher has a valid budget check before sending paperwork.

C. Confirming accuracy of online information:

1. Double check the Invoice and Amount fields are accurate on the Online Voucher

D. Before Budget Checking / Saving:

1. Go to Payments Tab and choose correct *Remit Address* and *Payment Handling Code*
2. Then return to invoice tab to budget check and save

E. When to send paperwork:

1. You must include backup of all necessary AP paperwork when submitting vouchers. Do not mail until there is a Valid budget status and all approvals are complete. (including departmental and fund code approvals)

F. How to update amount after *Budget Checking*

1. Find an existing voucher
2. Display *Invoice Information Tab* on Voucher screen
3. Change Total field
4. Under Invoice Lines: **Extended Amount** field
5. Under Distribution Lines: **Amount** field
6. Display *Payments Tab* on voucher screen
7. Change **Gross Amount** field
8. Return to invoice tab to *budget check and save*