

Financial
System
Upgrade
Changes

WHAT'S NEW

VOUCHERS & PO VOUCHERS

Last Updated – 6/30/2008



Vouchers

Changes to Look for

- Navigation
- Start the transaction with more invoice details
- Distribution Line and new tabs for KU data
- Add a multiple distribution to an invoice line
- Completing a PO Vouchers
- Category ID not used

Conversion Notes

- No historical voucher information being converted to FinSys 9
- PO's with outstanding balances are converted using the 7.5 PO ID
- Active SpeedCharts are converted using the 7.5 SpeedChart value
- Vendor ID's are renumbered with 7.5 values saved as an attribute

General Upgrade Changes

- Shared data tables for the followings:
 - Chartfields – Account, Fund, Deptid/Cost Center
 - Vendor file

Regular Vouchers

➤ Menu Navigation:

Accounts Payable - Vouchers - Regular Entry

Same access for Regular Voucher and PO Voucher



➤ Add a Voucher:

Include more invoice information when adding the voucher

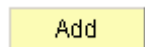
- Vendor
- Invoice # and Date
- Gross Amount
- No. of payment lines

Voucher

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

Business Unit:	<input type="text" value="UKANS"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text" value="BATEMAN-001"/>
Vendor ID:	<input type="text" value="0000000088"/>
Vendor Location:	<input type="text" value="01"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text" value="123ABC"/>
Invoice Date:	<input type="text" value="06/06/2008"/>
Gross Invoice Amount:	<input type="text" value="500"/>
Freight Amount:	<input type="text" value="0.00"/>
Misc Charge Amount:	<input type="text" value="0.00"/>
Estimated No. of Invoice Lines:	<input type="text" value="2"/>

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



To continue the transaction

➤ **Complete the Invoice Information page:**

Information carries over from the “Add” page

- Invoice Number and Date
- Vendor
- Total Invoice Amount

Invoice Information		Payments	Voucher Attributes
Business Unit: UKANS	Invoice Number: 123ABC		
Voucher ID: NEXT	Invoice Date: 06/06/2008		
Voucher Style: Regular		Print Invoice	
Copy from a Source Document			
PO Unit: <input type="text"/>	Purchase Order: <input type="text"/>	Copy PO	Worksheet Copy Option: None
Vendor: 0000000088	Pay Terms: NET30 net30	Basis Dt Type Inv Date	
Name: BATEMAN-001	Control Group: <input type="text"/>	Comments(0)	
Location: 01	Accounting Date: 06/25/2008	Additional Info	
Address: 1 Advanced Vendor Search	Currency: USD	Non Merchandise Summary	
JANE BATEMAN INC 2101 W. 28TH TERR LAWRENCE, KS 66047	Total: 500.00	Calculate	Session Defaults

➤ **Additional Info hyperlink with a slight change:** [Additional Info](#)

- Topeka Statements
- Purchasing Request Number
- Contract Number

Additional Information

Please check all that apply to this transaction. Information will be reported to the State based on the items selected.

<input type="checkbox"/> KU KSA 75-3738, 75-3740a	<input type="checkbox"/> Fees Collected
<input type="checkbox"/> KLETC Expenses	<input type="checkbox"/> State Employee - No subst
<input type="checkbox"/> Scholarship / Fellowship	<input type="checkbox"/> Membership / Subscription Stay
<input checked="" type="checkbox"/> Receipt Request	<input type="checkbox"/> Postage
<input type="checkbox"/> Certify Correct / Unpaid	<input type="checkbox"/> Old Year / New Year

Purchasing Request ID: 01234	Contract ID: <input type="text"/>
-------------------------------------	--

➤ Look for the Comments page – access via hyperlink: [Comments\(1\)](#)

Voucher Comments (Maximum number of characters allowed for comments is 254)

Detailed comments for auditing purposes

Payment Message
 Message will appear on remittance advice

➤ Complete the Invoice Lines and Distribution Lines:

Chartfield String = Combination of Account, Fund, Dept, Bud Ref, Project and CF1

Invoice Lines Find | View 1 | First 1-2 of 2 | Last

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Product 1				300.00

Ship To: SpeedChart:

Use One Asset ID Calculate

▼ Distribution Lines Customize | Find | View All | First 1 of 1 | Last

GL Chart	Assets	Reimbursable	Related Travel Authorization	State PO Info

Amount	Quantity	GL Unit	Account	Fund	Dept	Bud Ref	Project
300.00		UKANS	13690	003	1510000	2008	

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Amount		Service 1				200.00

Ship To: SpeedChart:

Use One Asset ID Calculate

▼ Distribution Lines Customize | Find | View All | First 1 of 1 | Last

GL Chart	Assets	Reimbursable	Related Travel Authorization	State PO Info

Amount	Quantity	GL Unit	Account	Fund	Dept	Bud Ref	Project
200.00		UKANS	12990	700	1524000	2008	

➤ New tabs on the Distribution Line:

Reimbursables – tracking information when using funds to be reimbursed by KUCR or KUEA

- 720/721 – KURES Dept or KURES Project will cover these expenses
- 725/925 – KUEA will cover these expenses

Distribution Lines		
GL Chart	Assets	Reimbursable
KURES Deptid		KURES Project ID
KUEA Account Number		
+	-	2970704
		NSF0000176

Travel Authorization – travel expenses link back to Travel Authorizations

- Select Travel Authorization or Traveler's Name
- KUEA Travel Advancements reported to KU Endowment Association

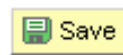
Distribution Lines			
GL Chart	Assets	Reimbursable	Related Travel Authorization
Travel Authorization ID	Traveler ID	Travel Purpose	Endowment Loan Amount
+	-	0000000001	0000000003
		Alliance Conference	700.00

State PO Info – information reported to the state specific to your encumbrance

- Central staff use this information when reporting with the state

Distribution Lines		
GL Chart	Assets	Reimbursable
State PO ID		State Suffix
State Modifier		
+	-	

➤ Save the pending Voucher entry:



PO Vouchers

➤ Menu Navigation:

Accounts Payable - Vouchers - Regular Entry
 Same access for Regular Voucher and PO



Voucher

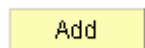
➤ Add a Voucher:

For the PO Voucher limit information to

- Invoice Number
- Invoice Date

Voucher

Business Unit: UKANS
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number: ABC123
Invoice Date: 6/20/08
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1



To continue the transaction

- Select the PO to copy into the Voucher and complete the Copy PO action:

Invoice Information [Payments](#) [Voucher Attributes](#)

Business Unit: UKANS Invoice Number: ABC123
 Voucher ID: NEXT Invoice Date: 06/20/2008
 Voucher Style: Regular [Print Invoice](#)

Copy from a Source Document

PO Unit: UKANS Purchase Order: 0000000035 [Copy PO](#) Worksheet Copy Option: None

- Confirm the Invoice Lines Amount and Distribution Lines Account:

Invoice Lines Find | View All First 1 of 1 Last

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		VICTORIAN DRESSES	4.0000	EA	1,500.00000	6,000.00

Ship To: C-O_223 SpeedChart: Use One Asset ID [Calculate](#)

[Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines Customize | Find | View All | First 1 of 1 Last

Amount	Quantity	GL Unit	Account	Dept	Fund	Bud Ref	Budget Date	Finalize	PO Finalized
6,000.00	4.0000	UKANS	13690	1510000	700	2008	07/03/2008	<input type="checkbox"/>	N

- Complete the Comments on the voucher: [Comments\(0\)](#)

Voucher Comments (Maximum number of characters allowed for comments is 254)

Detailed comments for auditing purposes

Payment Message 30 characters will go on check

Message will appear on remittance advice

- Review the Comments that copied from the PO via the Purchase Order & Receiver Info hyperlink:



- PO Header Comments are viewable on all lines of the voucher
- PO Line Comments are only viewable on the related line copied into the voucher

- Save the pending Voucher entry:

