

Entering Multiple Supplier-Payment Vouchers at One Time

Overview

You can enter payment vouchers to several different suppliers at one time.

The example shown in this work instruction is the refund of registration fees to several customers or clients.

This work instruction shows how to:

[Enter Multiple Supplier-Payment Vouchers at One Time](#)

[Review Multiple Supplier-Payment Vouchers](#)

This instruction contains [Additional Functions and Options](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Accounts Payable.

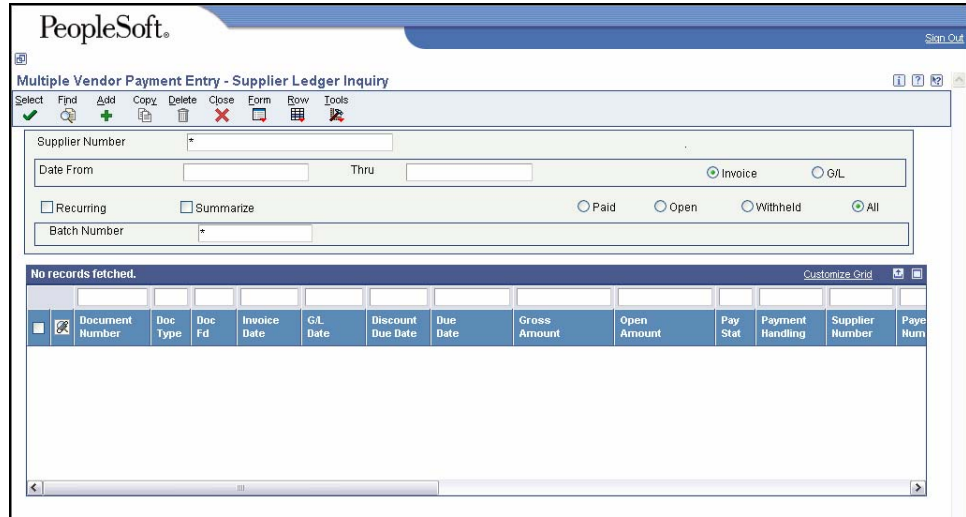
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Payable.)

Payables > Voucher Processing > Voucher Entry > Multiple Vendor Payment Entry

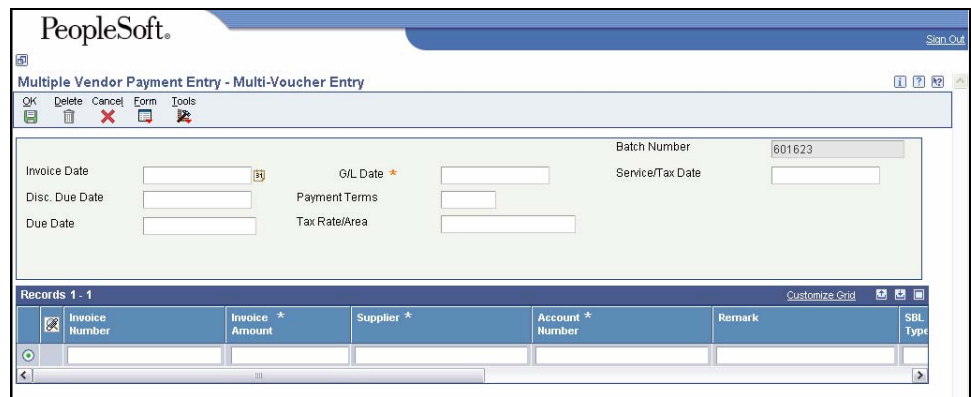
Steps

Enter Multiple Supplier-Payment Vouchers at One Time

Start this instruction from the Multiple Vendor Payment Entry – Supplier Ledger Inquiry window.




1. Click **Add**. The Multi-Voucher Entry window appears.




2. Write down the batch number found in the header for future reference.

3. Complete the following header fields:

- Invoice Date – Type today's date.
- G/L Date – Type the current date.
- Payment Terms – Due Upon Receipt

 You would type 000 for refunds, otherwise you would enter the terms for the particular vendors.

 If left blank, due dates will be calculated based on the supplier's payment terms as defined in the Address Book and from invoice dates entered in the grid.

4. Click in the grid and complete the following for each detail line:

- ✎ The warrant will print with one line per detail line.
 - Invoice Number – Type the supplier's invoice number.
 - Invoice Amount – Type the gross amount printed on the invoice.
 - ✎ For Credit Memos, enter the amount as a negative amount.
 - ✎ To record Nebraska State Income Tax, enter amount as a negative, using account 76550.2114XX, where XX is the Agency Number.
 - ✎ Split the amount between different detail lines/account numbers, as needed.
 - Supplier – Type the supplier's Address Book number.
 - ⚠ If you change the supplier number after you have entered data in the explanation field you must delete the lines in the grid that you have already input and reenter them. If these steps are not followed it will appear that the supplier number changed but the original supplier will be paid.
 - Account Number – Type the G/L account number to be charged.
 - Remark – Type a brief description of the multi-voucher payment.
 - ✎ The remark will be printed on the warrant, up to 30 characters, so this field can be used to provide additional information to the payee.
 - ✎ Entering the agency name and phone number in the Remark field is recommended.
 - Subledger – Type a number for the entity associated with the expense, if needed. For example, type the Address Book number of an employee.
 - Sub Type – If you typed a Subledger number, type the code that describes the Subledger. For example, type **A** (Address Book).
 - Invoice Date – Defaults from Header, *but can be overwritten*.
 - Tag Number - optional. Enter the Tag Number if this voucher is for a Fixed Asset.
 - Press the down arrow on the keyboard to add additional vouchers.
5. Click **OK** to display the Processed Voucher Summary window.

PeopleSoft

Multiple Vendor Payment Entry - Processed Voucher Summary

Just Processed:

Count	2
Amount	220.00


Accumulated Totals:

Count	2
Amount	220.00

Push OK button to Continue

6. Click **OK** to accept the multiple vouchers and clear the Multi-Voucher Entry window.

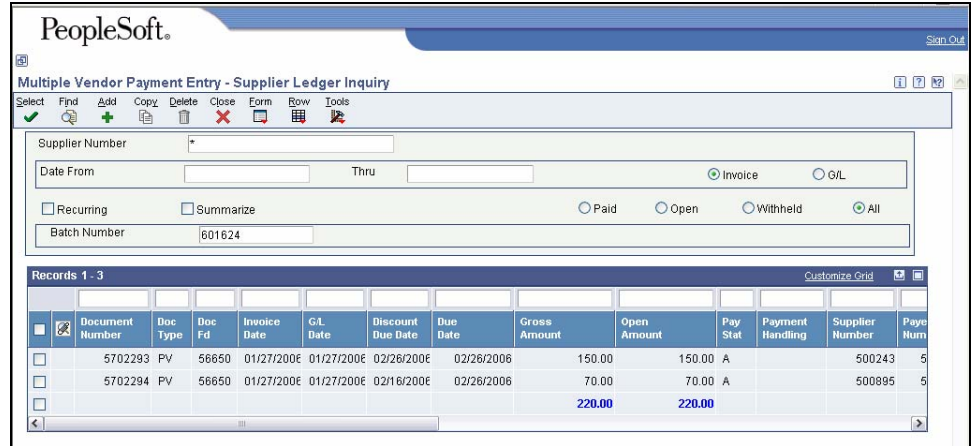
- Click **Cancel** to return to the Supplier Ledger Inquiry window.

 The batch number displays in the Batch Number header field.

Review Multiple Supplier-Payment Vouchers

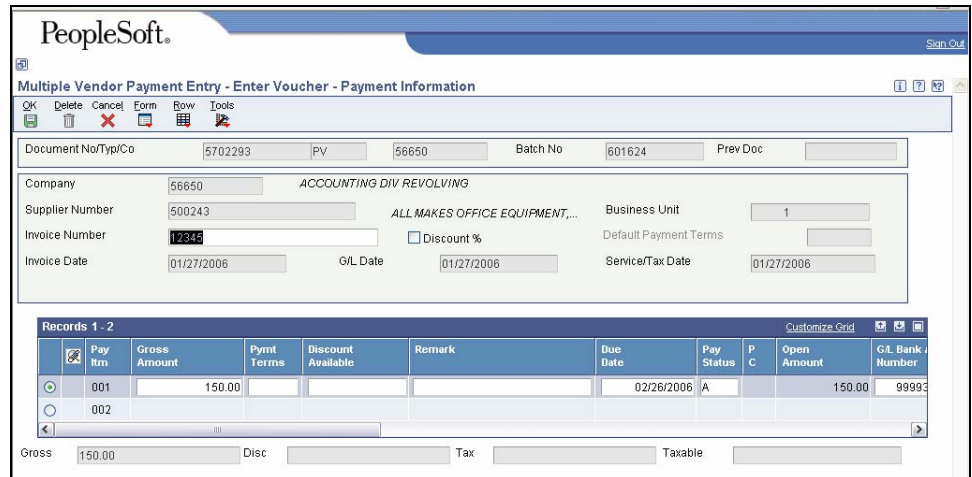
Continue this instruction from the Multiple Vendor Payment Entry – Supplier Ledger Inquiry window.

- Verify All is selected.
- Click **Find**.



Document Number	Doc Type	Doc Id	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Payment Handling	Supplier Number	Page Num
5702293	PV	56650	01/27/2006	01/27/2006	02/26/2006	02/26/2006	150.00	150.00	A		500243	5
5702294	PV	56650	01/27/2006	01/27/2006	02/16/2006	02/26/2006	70.00	70.00	A		500895	5
							220.00	220.00				

- Notice the unique voucher Document Number assigned to each supplier payment.
- Scroll to the right to review all detail fields for each voucher.
- Choose a voucher to review.
- Click **Select** to display the Multiple Vendor Payment Entry – Enter Voucher - Payment Information window.



Pay Item	Gross Amount	Pymt Terms	Discount Available	Remark	Due Date	Pay Status	P C	Open Amount	G/L Bank Number
001	150.00				02/26/2006	A		150.00	99993
002									

- Review the voucher, as needed.
- Click **Cancel** to return to the Supplier Ledger Inquiry window.
- Click **Close**.

Additional Functions and Options

To	Do This
Review supplier master information.	From the Multi-Voucher Entry window; click Form, Supplier Master to display the Supplier Master Revision window.