

## Standard Voucher Entry



Use standard voucher entry for more complex entries such as those that require split payments or modifications upon entry.

1. From the **Supplier & Voucher Entry** menu, select **Standard Voucher Entry**.
2. Click **Add** to add a new voucher for an existing supplier.
3. Complete the following required fields in the header section: **Company, Supplier, Business Unit, Invoice Number, Invoice Date,** and **G/L Date**.
4. Complete the following required fields in the grid: **Gross Amount** and **Remark**.
5. Click **OK**.
6. Complete the following required fields in the grid: **Account Number, Amount** and complete the following fields if necessary: **Sub Ledger, Sub Type,** and **1099 Flag**.
7. Click **OK**.
8. Click **Cancel** and **Close** to exit this screen.

**Note:** If an invoice has more than one business unit, it needs to have separate vendors.

Accounts Payable

## Single Voucher Holds



Once you post vouchers, you might need to put them on hold then later release the vouchers from hold.

1. From the **Document Processing** menu, select **Speed Status Change**.
2. Enter the voucher you want to hold in the **Document Number** field, or search using any available criteria in the header section or by entering information in the QBE line.
3. Click **Find**.
4. Check the box to the left of the row containing the voucher you want to put on hold.
5. Click **Select**.
6. Enter **H** in the **Pay Status** field.
7. Click **OK**.
8. Click **Cancel** or **Close** to exit this screen.

Accounts Payable

## Employee Advance Entries



You can use standard or speed voucher entry steps to enter an advance. This example uses speed entry procedures.

1. From the **Supplier & Voucher Entry** menu, select **Speed Voucher Entry**.
2. Complete the following required fields in the header section: **Supplier Number, Company, Invoice Number, Invoice Amount, Invoice Date, G/L Date,** and **Payment Remark**.
3. Complete the following required fields in the grid: **Account Number, Sub Ledger,** and **Sub Type**.

**Note:** For advances, you must enter the Sub Ledger and Sub Type to complete the process.

4. Click **OK**.
5. Click **Cancel** and **Close** to exit this screen.

Accounts Payable

## Partial Advance Clearances



### Dewberry Owes Employee

Partial clearance procedures are the same as the Zero Balance steps, except you must enter the amount owed to the employee in the Invoice Amount field in the header. In this case, after all expenses have been recorded and posted, they total *more* than the advance, leaving a balance due to the employee.

When the system detects a situation such as this, it will show as Open Aging in the system and produce a check in the next check run.



### Employee Owes Dewberry

All procedures for a partial clearance where the employee owes Dewberry are the same as the Zero Balance steps. In this case, after all expenses have been recorded and posted, they total *less* than the advance, leaving a balance due to Dewberry from the employee.

To pay the amount due, the employee gives a check to Accounts Receivable.

Accounts Payable