

Processing Manual Vouchers



OSS AP Associates will create vouchers manually for the following reasons:

- By direction of an AP coach,
- for ENC Purchase Orders,
- for 15 Purchase Order lines,
- for Single Pay Vouchers, and
- for future dated invoices within three business days of the current date.

Follow the steps below to create a voucher manually from the AP **VOLT** page.

Steps

 OAKS FIN > Main Menu > Accounts Payable > Batch Processes > Extracts and Loads > VOLT Landing Page

1. Update the **Business Unit** field with the buying agency's Business Unit i.e., the state agency receiving the goods and/or services as reflected on the invoice image .
2. Update the **Origin Code** field with the [Origin Code](#) of the agency location or division for which the voucher is being created to route the voucher to the correct OSS participating agency approver.
 - [Origin Code Guidance](#)
 - If the origin code is changed after the ChartField information has been populated, unhide the ChartField string.
3. Click the **Supplier ID Lookup** icon and search for the correct supplier.
 - The Volt page displays with the **Supplier ID**, default **Location**, and default **Address** fields populated.
4. Select the **Pay Terms** automatically displays the supplier's preferred payment terms, based on the supplier record .
 - [Pay Terms Guidance](#)
5. Enter **Invoice Number** based on the "[Determining Invoice Number](#)" process.
 - If the **Invoice Number** field populates with "Critical," click [here](#)?
6. Enter the **Invoice Date** based on the "[Determining Invoice Date](#)" process.
 -  Future Dated Invoices can be processed if the date is within three business days of the current date if the invoice date is greater than three business days from the current date, see "[Working a Exception Code 10: Future Dated Invoice](#)."
 - Acceptable payments that can be made prior to receiving the goods or service [include](#)?
 - If a determination is made that the goods were received e.g., service dates or deliver dates , the voucher can be created using the **Sorter Date**.
7. Enter the **Invoice Received** Date based on the "[Determining Invoice Date](#)" process.
8. Enter the date on which the goods or services were [received](#) in the **Last Receipt Date** field.
 -  For more information on the Last Receipt Date, refer to the "[Determining Last Receipt Date](#)" topic in the FIN Process Manual.
9. Enter any additional information provided on the invoice.
10. Click **Create Manual**.
 - The **Manual Entry** page displays.
11. Select the **Reason Code** lookup icon and select the correct Reason Code.
12. Click **OK**.
 - The **Voucher** page displays with the values from the AP **VOLT** page populated.
13. To process:
 - a [Non-PO Voucher by direction of an AP Coach](#), refer to "[Creating a Non-PO Voucher](#)."
 - a [PO Voucher by direction of an AP Coach](#), refer to "[Creating a PO Voucher](#)."
 - a [ENC Purchase Order](#), refer to "[Creating a PO Voucher](#)."
 - a [Purchase Order with 15 PO Lines](#), refer to "[Creating a PO Voucher](#)."
 - a [Single Pay Voucher](#), refer to "[Creating a Single Payment Voucher](#)."
 - a [Future-Dated Invoice](#) PO Voucher, refer to "[Creating a PO Voucher](#)."
 - a [Future-Dated Invoice](#) Non-PO Voucher, refer to "[Creating a Non-PO Voucher](#)."