Non-PO Voucher - Invoice Information tab

Updating the Invoice Information tab

The **Invoice Information** tab displays with the invoice details previously entered on the **Add a New Value** tab. Continue entering additional invoice data (e.g., pay terms, invoice lines, distribution lines, etc.) using the steps below.

1. Validate **Invoice Number**.
2. Validate **Invoice Date**.
3. Update **Origin Code** field with the Origin code (agency for which voucher is being created) to route the voucher to the correct OSS participating agency approver. **EXPAND**
4. Update the **Supplier information** (i.e., Supplier Name, Location, and Address). **EXPAND**
5. Enter **Last Receipt Date** based on the Determining Invoice Date and Last Receipt Date process.
6. Update **Total** (Invoice Total) with the invoice total from the Invoice.

   When creating vouchers with the EFT payment method, do not enter a single voucher exceeding $99,999,999.99 (the payment must be split into separate payments). If processing the voucher to pay via warrant (CHK), the total may exceed the $99,999,999.99 ceiling.

   Enter or update the **Gross Amt** with the lesser of "current charges" or "balance due" as it appears on the invoice image.

   - The amount entered should exclude "sales tax" listed on the invoice image when the vendor's "remit to" is in Ohio (other taxes such as county tax or bed tax should be included).
   - The amount entered should exclude past due charges.
   - The amount entered should exclude late payment fees (unless the vendor and service is a utility regulated by the Public Utilities Commission [PUCO]).

7. Click **Comments** link to enter necessary voucher comments.

   Enter Comments anytime deviation from the standard process is necessary. Some specific deviation examples are:

   - The amount on the receipt does not match the amount on the invoice.
   - OAKS rounding issues.
     - If account code(s) can not be debited, pay closest to invoice amount.
     - If account code(s) can be debited, debit code the remaining balance of the invoice.
   - CRM Cases (Include CRM Case number).
   - Reversal/Corrective Vouchers.
     - Once the Reversal Voucher has been completed, enter the original voucher number on the Corrective Voucher.
     - Enter Corrective Voucher number on the original voucher.
   - Stop Payments/Warrant Cancellations.
   - **MBE/EDGE** field is grayed out and cannot be changed.

8. Select the **Attachments** link if supporting documentation needs to be attached to the voucher.

   If an attachment is added, the **Invoice information** page displays the number of attachments next to the **Attachments** link.

9. Select the **Pay Terms** from the dropdown list (automatically displays the supplier's preferred payment terms, based on the supplier record). **EXPAND**