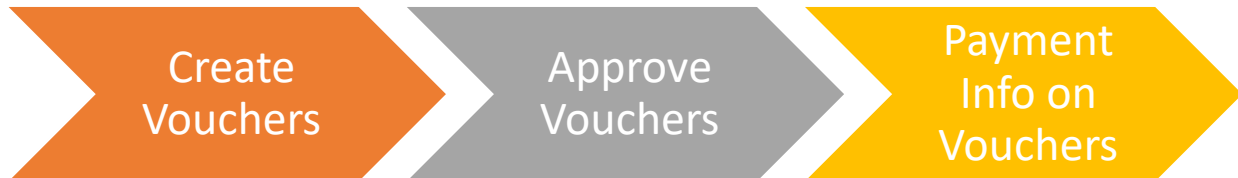


Non-Tax Levy Voucher Lifecycle



BASIC PROCESSES

1 – CREATE VOUCHERS	3 – PAYMENT INFO ON A VOUCHER
2 – APPROVE VOUCHERS	

ADDITIONAL PROCESSES

A – DELETE A VOUCHER	D – VOUCHER UN-POST
B – CLOSE A VOUCHER	E – VOUCHER UN-MATCH
C – FINALIZE A VOUCHER	F – SPEEDCHARTS

Table of Contents

CREATING VOUCHERS	3
Creating PO Vouchers	3
Creating Non-PO Vouchers	11
Creating a Single Pay Voucher	19
Approving Vouchers	23
PAYMENT INFORMATION ON A VOUCHER	28
DELETING A VOUCHER	33
CLOSING A VOUCHER	35
UNPOSTING A VOUCHER	38
FINALIZING A VOUCHER	40
UNMATCHING A VOUCHER	42
CREATING A SPEEDCHART	45

Voucher and Payment Processing

BUSINESS OBJECTIVE: The Accounts Payable Department prepares vouchers in CUNYfirst to pay vendors for goods and services received. For NTL business units, vouchers may be created by department personnel if that process is approved for their business unit.

There are three types of vouchers in CUNYfirst that are used to pay vendors:

- **PO vouchers** are associated with Purchase Orders that have been created by the Purchasing Department and reflect the amount to be paid to the vendor. PO vouchers must be matched against the corresponding purchase order and the receipt entered by the recipient of the goods/services.
- **Non-PO vouchers** can be created to pay vendors for goods/services that are below the clip level established by the college for each business unit. Purchase orders and the corresponding PO vouchers are required for any vendor payment that exceeds the clip level established for each business unit by the college, is associated with a contract or if a PO is requested by the vendor. In addition, non-PO vouchers should be used to pay stipends if they are subject to 1099 reporting. **Departments may not enter vouchers that are associated with a Purchase Order**
- **Single Pay vouchers** should be used to make time payments for the following:
 - Service Student stipends that do not involve provided services
 - Non-employee reimbursements

CREATING VOUCHERS

Creating PO Vouchers

STEP 1: Navigate to Accounts Payable>Vouchers>Add/Update/Regular Entry. On the “Add a New Value” tab, select the correct business unit and click on “Add”.

Voucher

Find an Existing Value

Add a New Value

Business Unit:	<input type="text" value="MEC55"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text"/>
Vendor ID:	<input type="text"/>
Vendor Location:	<input type="text"/>
Address Sequence Number:	<input type="text" value="0"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>
Gross Invoice Amount:	<input type="text" value="0.00"/>
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="1"/>

Add

STEP 2: On the Invoice Information tab, enter the Invoice number and the Invoice Date. Enter the PO Unit and the PO number if you know it. If not, you can search for the purchase orders that are available to pay. (Click on the lollipop to the right of the Purchase Order blank. You will see the list of purchase orders.

Invoice Information Payments City/State Payment Voucher Attributes CUNY Voucher Attributes Attachments

Business Unit: MEC55 Invoice Number: PO11051519
 Voucher ID: NEXT Invoice Date: 05/06/2019
 Voucher Style: Regular Action:

Copy from a Source Document
 PO Unit: MEC55 Purchase Order: Worksheet Copy Option: None

Vendor: *Pay Terms: 30 Net 30 Basis Dt Type Inv Date
 Name: Control Group: Comments(0)
 Location: Accounting Date: 05/15/2019
 *Address: [Advanced Vendor Search](#) *Currency: USD Total: 0.00 [Non Merchandise Summary](#)
[Session Defaults](#)
 Lease Number:
 Packing Slip:

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	<input type="text"/>				0.00
		Ship To	SpeedChart				
		C-C11	<input type="text"/>				
				<input type="checkbox"/> Use One Asset ID		<input type="button" value="Calculate"/>	

Distribution Lines										
Copy Down	Amount	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept		
<input type="checkbox"/>	1 0.00	<input type="text"/>	MEC55	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 3: Select the correct purchase order and click on “Copy PO”. The PO will be populated onto the voucher. Make any changes to the voucher that are applicable – e.g. change the quantity if needed, or the amount on an “amount only” voucher.

Invoice Information | Payments | City/State Payment | Voucher Attributes | CUNY Voucher Attributes | Attachments

Business Unit: MEC55 Invoice Number: PO11051519
 Voucher ID: NEXT Invoice Date: 05/06/2019
 Voucher Style: Regular

Copy from a Source Document
 PO Unit: MEC55 Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: Name: Location: *Address: Advanced

Look Up Purchase Order
 PO Business Unit: MEC55
 PO Number: begins with

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-9 of 9 Last

PO Number	Purchase Order Date	Short Vendor Name	Vendor ID	Name 1	Purchase Order Gross Amount
0000000003	05/02/2019	CDW GOVERN-001	0000001299	CDW Government LLC	1000
0000000004	05/12/2019	DELL MARKE-001	0000001413	Dell Marketing LP	10
0000000005	05/12/2019	DELL MARKE-001	0000001413	Dell Marketing LP	14
0000000006	05/14/2019	STAPLES CO-001	0000002013	Staples Contract & Commercial Inc	239.92
0000000007	05/14/2019	CDW GOVERN-001	0000001299	CDW Government LLC	5125
0000000008	05/14/2019	XEROX CORP-001	0000002205	XEROX Corp	559
0000000009	05/14/2019	BLACKBOARD-001	0000001248	BLACKBOARD	10698
0000000010	05/14/2019	WW GRAINGE-001	0000002204	WW GRAINGER	297.95
0000000011	05/15/2019	CDW GOVERN-001	0000001299	CDW Government LLC	2000

Invoice Lines
 Line *Distribute by Item
 1 Amount
 Ship To C-C11
 Distribution Lines
 GL Chart Exchange Rate
 Copy Down Amount

Invoice Information Payments City/State Payment Voucher Attributes CUNY Voucher Attributes Attachments

Business Unit: MEC55 Invoice Number: PO11051519
 Voucher ID: NEXT Invoice Date: 05/06/2019
 Voucher Style: Regular Action: [Dropdown] Run Print Invoice

Copy from a Source Document

PO Unit: MEC55 Purchase Order: 0000000011 Copy PO Worksheet Copy Option: None

Vendor: 0000001299 *Pay Terms: 30 Net 30 Basis Dt Type Inv Date
 Name: CDW GOVERN-001 Control Group: [Dropdown] Comments(0)
 Location: EPAY Accounting Date: 05/15/2019
 *Address: 1 *Currency: USD Non Merchandise Summary
 CDW Government LLC Total: 2,000.00 Calculate Session Defaults
 75 Remittance Dr Ste 1515 Withholding
 Chicago, IL 60675 Lease Number: [Dropdown] Packing Slip: [Dropdown]

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity	[Dropdown]	FY19 - Computers for Offic	2.0000	EA	1,000.00000	2,000.00

Ship To: A1-L190 SpeedChart [Icons] Use One Asset ID Force Price Calculate

Override PO Pc Purchase Order & Receiver Info Associate Receiver(s)

▼ Distribution Lines Personalize | Find | View All | [Icons] First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	PO Percent	Percent	Amount	Quantity	*GL Unit	Account	OpenItem	CU
				<input type="checkbox"/>	1	100.0000	100.0000	2,000.00	2.0000	MEC55	53912	99

Be sure to validate that the total amount is accurate. . If quantity or amount is changed at the line level, the total dollar amount of the voucher will need to be changed to match the total amount of the lines.

For example, the total amount for this voucher must be changed to \$1000 since the vendor invoice is for quantity 1 @ \$1000.

Business Unit: MEC55
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number: PO11051519
Invoice Date: 05/15/2019
Action:

Copy from a Source Document
PO Unit: MEC55 Purchase Order: 0000000011 Worksheet Copy Option: None

Vendor: 0000001299
Name: CDW GOVERN-001
Location: EPAY
*Address: 1
CDW Government LLC
75 Remittance Dr Ste 1515
Chicago, IL 60675

*Pay Terms: 30 Net 30
Control Group:
Accounting Date: 05/15/2019
*Currency: USD
Total: 1,000.00
Basis Dt Type Inv Date
[Comments\(0\)](#)
[Non Merchandise Summary](#)
[Session Defaults](#)
[Withholding](#)
Lease Number:
Packing Slip:

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		FY19 - Computers for Offic	1.0000	EA	1,000.00000	1,000.00

Ship To: A1-L190 SpeedChart Use One Asset ID Force Price

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

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	PO Percent	Percent	Amount	Quantity	*GL Unit	Account	OpenItem
				<input type="checkbox"/>	1	100.0000	100.0000	1,000.00	1.0000	MEC55	53912

STEP 4: On the CUNY Voucher Attributes tab, enter the Invoiced Received Date. Please note that the Invoiced Received date is the date the physical invoice was received by the appropriate college personnel for payment. This is a required date or the voucher cannot be saved.

Once this data is entered, click the button. The voucher will be saved and a voucher number assigned.

[Invoice Information](#) | [Payments](#) | [City/State Payment](#) | [Voucher Attributes](#) | [CUNY Voucher Attributes](#) | [Attachments](#)

Business Unit: MEC55 **Invoice Number:** PO11051519
Voucher ID: NEXT **Invoice Date:** 05/15/2019 [31]
Voucher Style: Regular **Action:** [v] Run Print Invoice

Total: 1,000.00

Common Attributes

*Invoice Received Date: 05/15/2019 [31]

Goods Receipt Date:

[Invoice Information](#) | [Payments](#) | [City/State Payment](#) | [Voucher Attributes](#) | [CUNY Voucher Attributes](#)

Business Unit: MEC55 **Invoice Number:** PO11051519
Voucher ID: 00000014 **Invoice Date:** 05/15/2019 [31]
Voucher Style: Regular **Action:** [v] Run Print Invoice

Total: 1,000.00

Common Attributes

*Invoice Received Date: 05/15/2019 [31]

Goods Receipt Date:



Save Notify Refresh Add Update/Display

STEP 5: Once the voucher is saved, it is eligible to be picked up by the batch process that runs budget checking, document tolerance and matching. For a PO voucher to be ready for approval, it must successfully pass budget checking and tolerance. For matching to be valid, the PO, receipt, and in this case, the inspection receipt, must all match.

Matching compares the Voucher amounts and quantities to the PO and related receipts generating exceptions if they exceed predetermined tolerances. Matching is a batch process that will run hourly throughout the day.

To conform to three-way matching, the voucher, purchase order and receipt must exist and match within the set tolerance limits. All PO vouchers require three way matching.

To conform to four-way matching, the voucher, purchase order, receipt and a system inspection must exist and match within the set tolerance limits. The types of procurement subject to four-way matching are:

- Information Technology
- Hazardous materials
- Furniture and facilities

Matching will run as a scheduled batch process. Requestors will be notified of missing receipts daily.

Document tolerance compares the PO to the Voucher and will show an error if the difference exceeds the permitted tolerance. For NTL PO vouchers, the tolerance is set at 10%, not to exceed \$500. CUNYfirst will run the document tolerance process along with budget checking as a batch process.

Budget Check runs to relieve any related encumbrances and to verify that sufficient funds exist for the voucher. It will run as a batch process on an hourly basis, or can be initiated by AP.

For PO vouchers that do not pass Budget Check, AP should validate that the chartfields and the amount of the voucher are consistent with the PO. Under normal circumstances, PO vouchers should pass budget check. If there is a budget check error, it indicates that a mistake has been made – in either the chartfields or the amount of the voucher. The amount of the voucher can exceed the PO up to the document tolerance level for the PO.

Creating Non-PO Vouchers

Non-PO vouchers may be used to pay for goods/services that are below the college's business unit dollar maximum for purchases requiring a purchase order and that are not an asset or associated with a contract. **Non-PO vouchers may not be used to pay invoices associated with a contract or a CUNY asset, or where a purchase order is required by the vendor.** Non-PO vouchers **must be used** to pay student payments that are 1099 reportable. All non-PO vouchers must have the appropriate documentation scanned and attached to the voucher including the invoice. Vouchers that require additional documentation (e.g. catering, travel vouchers, etc.) must have that documentation attached to the voucher as well.

Non-PO vouchers require the vendor to be in the NTL vendor file.

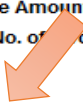
Step 1: In order to create a non-PO voucher, the voucher entry employee must have both the vendor invoice and the chartfields to be charged for this expense. Work with the college Budget office to determine the correct chartfields. Chartfields must be manually entered on the voucher to complete the voucher entry process. Each business unit must establish a process for validating the chartfields before the voucher is entered and ensuring that a receipt is attached to the voucher. Since there is no purchase order associated with the voucher, a CUNYfirst receipt is not available so each voucher must have manual receipt attached. This can be a scanned, signed copy of the invoice or a similar document.

Step 2: Navigate to **Voucher Entry page Accounts Payable > Vouchers > Add/Update > Regular Entry**. Select the correct business unit, enter the vendor, invoice ID, invoice date and amount then click Add.

Voucher

Find an Existing Value Add a New Value

Business Unit:	MEC55
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	STAPLES CO-001
Vendor ID:	0000002013
Vendor Location:	MAIN
Address Sequence Number:	1
Invoice Number:	paper test
Invoice Date:	05/02/2019
Gross Invoice Amount:	29.99
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1



If the information for the header was not provided when adding the voucher, the following fields must be supplied:

- Vendor ID, Invoice ID, Invoice Date, and Total Amount
- In the Invoice Lines section, enter description (optional), quantity (optional), UOM (optional), unit price and the Extended Amount.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | City/State Payment | Voucher Attributes | CUNY Voucher Attributes | Attachments

Business Unit: MEC55 Invoice Number:
 Voucher ID: NEXT Invoice Date:
 Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: MEC55 Purchase Order: Worksheet Copy Option: None

Vendor: 0000002013
 Name: STAPLES CO-001
 Location: MAIN
 *Address: [Advanced Vendor Search](#)
 Staples Contract & Commercial Inc
 500 Staples Dr
 Framingham, MA 01702

*Pay Terms: 30 Net 30
 Control Group:
 Accounting Date: 05/08/2019
 *Currency: USD
 Total: 0.00

Basis Dt Type Inv Date
[Comments\(0\)](#)
[Non Merchandise Summary](#)
[Session Defaults](#)

Lease Number:
 Packing Slip:

Invoice Lines Find | View All | First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Ship To: C-C11 SpeedChart:

Use One Asset ID

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	P
				<input type="checkbox"/>	0.00		MEC55	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Business Unit: MEC55
 Voucher ID: NEXT

Balancing

Invoice Lines	0.000	<input type="button" value="PDF"/>
Misc Charge Amount	<input type="text"/>	<input type="button" value="PDF"/>
Freight Amount	<input type="text"/>	<input type="button" value="PDF"/>

[Invoice Information](#) | [Payments](#) | [City/State Payment](#) | [Voucher Attributes](#) | [CUNY Voucher Attributes](#) | [Attachments](#)

Business Unit: MEC55 **Invoice Number:**
Voucher ID: NEXT **Invoice Date:**
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: MEC55 **Purchase Order:** **Worksheet Copy Option:** None

Vendor: 0000002013 ***Pay Terms:** 30 Net 30 **Basis Dt Type** Inv Date
Name: STAPLES CO-001 **Control Group:** [Comments\(0\)](#)
Location: MAIN **Accounting Date:** 05/08/2019 [Non Merchandise Summary](#)
***Address:** [Advanced Vendor Search](#) ***Currency:** USD [Session Defaults](#)
 Staples Contract & Commercial Inc
 500 Staples Dr
 Framingham, MA 01702

Total: 29.99
Difference: 0.00

Lease Number:
Packing Slip:

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount <input type="text"/>	<input type="text"/>	copier paper	1.0000	EA	29.99000	29.99

Ship To: C-C11 **SpeedChart:**
 Use One Asset ID

Step 2: Enter the chartfields provided by the department or by the Budget Office.

- In the Distribution Lines section, you must enter the Amount, Quantity, General Ledger Account, Operating Unit, Department, Program Code, Major Purpose, Special Initiative, and Funding Source. **BE SURE TO SCROLL ALL THE WAY TO THE RIGHT TO ENTER THE FUNDING SOURCE.**

If a speedchart has been created for your use, click on the to select the speedchart relevant to the voucher being entered. Once a speedchart is selected, it will populate the chartfields required. Changes can be made to the information. If you require a speedchart, contact your AP approver to create.

Look Up SpeedChart

SetID: MEC5
SpeedChart Key: begins with

Search Results
 View 100 First 1 of 1 Last

SpeedChart Key	Description
TEST	test-UAT

Packing Slip:

Invoice Lines										Find	View All	First	1 of 1	Last	
Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount								
1	Amount		copier paper	1.0000	EA	29.99000	29.99								
Ship To		SpeedChart								<input type="checkbox"/> Use One Asset ID Calculate					
C-C11															
Distribution Lines										Personalize	Find	View All	First	1 of 1	Last
GL Chart										Exchange Rate	Statistics	Assets			
per Unit	Fund	Dept	Program	MP	Sp Init	CC Desc	Unit	Project	Activity	Entry Ev					
39	12	80233	99999	500	9999										

Business Unit: MEC55

Voucher ID: NEXT

Print Invoice

Balancing	
Invoice Lines	29.99
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>
<hr/>	
(minus) Total	29.99 Calculate

Step 5: Navigate to the CUNY Voucher Attributes tab to enter the Invoice Received date and click Save.

[Invoice Information](#) | [Payments](#) | [City/State Payment](#) | [Voucher Attributes](#) | [CUNY Voucher Attributes](#)

Business Unit: MEC55
Voucher ID: 00000009
Voucher Style: Regular

Invoice Number: x
Invoice Date:
Action:
Total: 29.99

Common Attributes

***Invoice Received Date:**
Goods Receipt Date:

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [City/State Payment](#) | [Voucher Attributes](#) | [CUNY Voucher Attributes](#) | [Att](#)

Step 6: The voucher will be budget checked by the background budget check process or can be checked by the AP entry individual. If the budget is valid, the voucher will be staged to be approved by the Voucher approver.

For non-PO vouchers that do not pass Budget Check, AP should validate that the chartfields are accurate and the amount of the voucher is consistent with the invoice. If both are reviewed and are accurate, the voucher entry individual must work with the Budget Office to add budget.

When checking the Voucher Summary page, note that the Budget Status and Document Tolerance Status should both be "Valid" and the Match Status will be "No Match" since this is a non-PO voucher.

Summary	Related Documents	Invoice Information	Payments	City/State Payment	Voucher Attributes
Business Unit:	MEC55	Invoice Date:	05/02/2019		
Voucher ID:	00000009	Invoice No:	paper test		
Voucher Style:	Regular	Invoice Total:	29.99	USD	
Contract ID:					
Vendor Name:	Staples Contract & Commercial Inc 500 Staples Dr Framingham, MA 01702	Pay Terms:	Net 30		
		Voucher Source:	Online		
Entry Status:	Postable	Origin:	ONL		
Match Status:	No Match	Created:	05/08/2019		
Approval Status:	Pending	Created By:	10838704		
Post Status:	Unposted	Modified:	05/08/2019		
		Modified By:	23146007		
Document Tolerance Status:	Valid	ERS Type:	Not Applicable		
Budget Status:	Valid	Close Status:	Open		
Budget Misc Status:	Valid				
*View Related	Payment Inquiry		Go		
Summary	Related Documents	Invoice Information	Payments	City/State Payment	Voucher Attributes CUNY Voucher Attributes Attachments Err

Approval for a non-PO voucher is the same as approval for a PO voucher (see Voucher Approval section).

One of the most common issues when creating a non-PO voucher is to ensure that all the payment values on the voucher are consistent.

The sample below points out an area that must be verified/changed when creating a quantity based voucher, the “Distribute by” field. The values can be distributed by Amount or by Quantity. When creating a quantity based non-PO voucher, be certain that you select Quantity in the drop down box that indicates “Distribute By”. If the non-PO voucher is amount only, select that option.

Invoice Information Payments City/State Payment Voucher Attributes CUNY Voucher Attributes Attachments

Business Unit: MEC04 Invoice Number: mec04 childcare
 Voucher ID: NEXT Invoice Date: 05/13/2019
 Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option:

Vendor: 1000000375 *Pay Terms: 30 Net 30 Basis Dt Type Inv Date
 Name: TOYS IN BA-001 Control Group: [Comments\(0\)](#)
 Location: MAIN Accounting Date: 05/13/2019 [Non Merchandise Summary](#)
 *Address: 1 [Advanced Vendor Search](#) *Currency: USD [Session Defaults](#)
 TOYS IN BABELAND LLC Total: 79.90 [Withholding](#)
 707 E PIKE ST Difference: 0.00
 Seattle, WA 98122
 Lease Number:
 Packing Slip:

Invoice Lines Find | View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		nursery supplies	2.0000	EA	39.95000	79.90

Ship To:

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

Copy Down	Amount	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Pr
<input type="checkbox"/>	79.90	2.0000	MEC04	51004		9999	12	60021	999

Business Unit: MEC04
 Voucher ID: NEXT

Balancing

Invoice Lines	79.90
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>
(minus) Total	79.90 <input type="button" value="Calculate"/>

1099 Eligibility: To determine if a vendor has been set up as eligible for 1099 reporting, click on the Withholding link on the Invoice Information page. This will take you to a page that indicates the withholding status for that vendor. Note that for the vendor Toys in Babeland, the Withholding Applicable box is checked. If there is a voucher for which 1099 withholding is not appropriate, the box can be unchecked and this voucher will not be included in the 1099 reporting.

Withholding Information

[Back to Invoice](#)

Unit: MEC04 Invoice: mec04 childcare Vendor: 1000000375 TOYS IN BABELAND LLC
VAT Entity: Voucher: 00000013 Date: 05/13/2019

Withholding Option	
Postpone Withholding:	<input type="checkbox"/>

Invoice Line Withhold Information							Find View All	First	1 of 1	Last
Line	Description	Withholding Code	*Withholding Applicable							
1	nursery supplies	<input type="text"/>	<input checked="" type="checkbox"/>		1000000375	MAIN				
Withholding Details										
*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	IRS	1099	FED	07	<input type="text"/>	<input type="text"/>	Payment	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

If the withholding code needs to be changed based on the type of payment made, click on the

*Class
07

'Class' field and select the correct value. The default class is '07'.

Creating a Single Pay Voucher

Single Pay vouchers can be used for payments that satisfy a specific set of business conditions. These vouchers do not require that the recipient be in the CUNYfirst vendor file.

Criteria for Single Pay Vouchers:

1. Non-employee reimbursements
 - Non-employees may include consultants, independent contractors, individuals for employment interviews, etc.
 - The payee **must not** be a CUNY employee and **must** be a U.S. Citizen, a U.S. Permanent Resident, or a U.S. resident for tax purposes.
 - Single pay vouchers can be used to reimburse travel including meals, lodging and transportation.
2. Student Stipends that are non-1099 reportable
 - The payee must be a CUNY student
 - The payee must be a U.S. Citizen, a U.S. Permanent Resident, or a U.S. resident for tax purposes.
 - Single Pay vouchers may **not** be used to pay students for services that have been provided or will be provided to CUNY by the student. If the student provides services, the payment should be reported as wages on a Form W-2.

NOTE: Payments to students where the total amount paid to the individual student will be \$600 or greater, must be processed as a non-PO voucher and the recipient must be in the vendor file. This excludes non-service stipends.

Single pay vouchers should be used judiciously and should never be used to bypass CUNY's procurement policies.

Creation of a Single Pay voucher is similar to creating a non-PO voucher. However, the Voucher Style is Single Payment Voucher. This differs from non-PO vouchers where the Voucher Style is Regular Voucher.

The following vendor IDs should be used for these vouchers

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1	State Vendor ID	City Vendor ID
NTL99	9000000001	Single Pay	STUDENT ST-001	(blank)	Student Stipends Non-1099 Reportable	(blank)	(blank)
NTL99	9000000002	Single Pay	STUDENT PA-001	(blank)	Student Payments Non-1099 & Exc Stipends	(blank)	(blank)
NTL99	9000000003	Single Pay	NON-EMPLOY-001	(blank)	Non-Employee Reimbursements	(blank)	(blank)
NTL99	9000000004	Single Pay	OUC APPROV-001	(blank)	OUC Approved Special Payments	(blank)	(blank)

Step 1: Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry

On this first page, select the correct business unit and be sure to select the correct Voucher Style – Single Payment Voucher Select the correct Vendor ID from the drop down list available, enter the Invoice ID, Invoice Date and Gross Amount.

Voucher

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit:	<input type="text" value="LAG03"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Single Payment Voucher"/>
Short Vendor Name:	<input type="text" value="STUDENT ST-001"/>
Vendor ID:	<input type="text" value="9000000001"/>
Vendor Location:	<input type="text" value="1"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text" value="LAG test"/>
Invoice Date:	<input type="text" value="t"/>
Gross Invoice Amount:	<input type="text" value="100.00"/>
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="1"/>



Step 2: On the following page, enter the Name and address information for the person to be paid.

Vendor Information

[Vendor Bank](#) |
 [Vendor Bank Address](#) |
 Transfer to EFT options

Business Unit: LAG03 **Voucher ID:** NEXT **Payment Method:** CHK

Name:

Country:

Address 1:

Address 2:

Address 3:

City:


County: **Postal:**

State:

Email ID:

[Invoice Information](#) |
 [Payments](#) |
 [City/State Payment](#) |
 [Voucher Attributes](#) |
 [CUNY Voucher Attributes](#) |
 [Attachments](#) |
 [Single Payment](#)

Step 3: The voucher requires the entry of the appropriate chartfields. Ensure that the chartfields accurately represent the appropriate department, fund code, major purpose, program code and funding source for this payment. Be sure you select the correct GL account code for this payment.

If a speedchart has been created for your use, click on the  to select the speedchart relevant to the voucher being entered. Once a speedchart is selected it will populate the chartfields required. Changes can be made to the information. If you require a speedchart to be created, contact your AP approver.

Invoice Information | Payments | City/State Payment | Voucher Attributes | CUNY Voucher Attributes | Attachments | Single Payment Vendor

Business Unit: LAG03 **Invoice Number:** LAG test
Voucher ID: NEXT **Invoice Date:** 05/21/2020
Voucher Style: SinglePay **Action:**
Vendor: 9000000001 ***Pay Terms:** 000 Pay Now **Basis Dt Type** Inv Date
Name: STUDENT ST-001 **Control Group:** [Comments\(0\)](#)
Location: 1 **Accounting Date:** 05/21/2020 [Non Merchandise Summary](#)
***Address:** 1 ***Currency:** USD [Session Defaults](#)
 Student Stipends Non-1099 Reportable **Total:** 100.00
Difference: 0.00
Lease Number: **Packing Slip:**

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		student stipend	1.0000	EA	100.00000	100.00

GL Chart	Exchange Rate	Statistics	Assets
1			

Copy Down	Amount	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	P
<input type="checkbox"/>	100.00	1.0000	LAG03	51001		9999	12	10075	99

Step 4: Enter the invoice received date on the CUNY Voucher Attributes tab and click Save. The voucher will be assigned a voucher ID. Click on the button.

Invoice Information | Payments | City/State Payment | Voucher Attributes | **CUNY Voucher Attributes** |

Business Unit: LAG03 **Invoice Number:** LAG test
Voucher ID: 00000007 **Invoice Date:** 05/21/2020
Voucher Style: SinglePay **Action:**
Total: 100.00

Common Attributes

***Invoice Received Date:** 05/21/2020

Goods Receipt Date:

Approving Vouchers

Once the PO voucher has a valid budget check, document tolerance and matching status, the PO voucher is ready to be approved. AP entry can check the Voucher Summary tab to check the status of each of these elements.

Vouchers must be built by the AP staff and approved by the AP Director before they can be posted or paid in CUNYfirst.

There should be evidence that an agency has received proper value before a voucher is authorized for payment. This should consist of evidence that: (a) goods or services have been received; (b) items delivered were as specified; and (c) prices, terms and extensions shown on the vendor's invoices are correct. To ensure that maximum discounts are taken, vouchers should be paid within the due dates.

Incoming invoices must be properly prepared and sent directly to the Designated Payment Office of the correct Business Unit. A properly prepared invoice would contain the Purchase Order and Contract number if applicable and be compliant with the requirements as outlined on the Purchase Order or Contract.

The voucher will appear on the approval worklist after it is successfully matched. CUNY requires that the approver validate that budget check and document tolerance are valid prior to approval. The voucher approver will have access to the voucher through a link on the Voucher Approval page.

STEP 1: The AP approver can navigate to the AP approval page **Accounts Payable>Vouchers>Approve> Approve Voucher to see all vouchers that are ready for approval.**

Enter the correct Business Unit. If the voucher ID is known, enter it here. If not, click on Search to see the list of vouchers to be approved.

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: [=]

Voucher ID: [begins with]

Invoice Number: [begins with]

Short Vendor Name: [begins with]

Vendor ID: [begins with]

Name 1: [begins with]

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Step 2: If there are multiple vouchers to be approved, select the correct voucher. There are three tabs on this page. The first is the Approval Tab where the voucher approver indicates the action to be taken on a particular voucher. Vouchers can be either Approved or Denied. Before approving the voucher, the approver should review the information on both the Line Information and Charge Information tabs. These tabs contain information on the goods/services to be paid as well as the chartfield information for the payment.

In addition, the approver should review all attachments to the voucher by clicking on the View Attachments link. The vendor invoice, at a minimum, must be attached to the voucher.

Approval | **Line Information** | **Charge Information**

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
 Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Approval Information	Voucher Details
<input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Denied	Total: 2,000.00 USD Net 30 Sales Tax: 0.00 Freight: 0.00 Use Tax: 0.00 Entered VAT: 0.00

[View Attachments](#)
[View Attachments & Voucher Details](#)

Details			
Remit SetID	Remit Vendor	Name 1	Name 2
NTL99	0000001299	CDW Government LLC	

[Approval](#) | [Line Information](#) | [Charge Information](#)

Review attachment or additional information related to the voucher.

Voucher Attachments

[Back to Invoice](#) | [Back to Approve Voucher](#)

Unit: MEC55 Invoice: VILLA-ABC158 Vendor: 0000000052 VILLA ROMA RESORT & CONFERENCE CENTER
 VAT Entity: Voucher: 00000008 Date: 04/09/2019

Document Attachments			
Attached File			
ATTACHMENT.docx			

Go back to the voucher approval page to review additional information before approving

Approval **Line Information** Charge Information

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
 Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Line Number From To Of 1

Line	Description	Quantity	Amount
1	FY19 - Computers for Office St	2.0000	2000.00

Approval Line Information **Charge Information**

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
 Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Line Number From To Of 1

Line	Description	Quantity	Amount
1	FY19 - Computers for Office St	2.0000	2,000.00

Amount	GL Unit	Account	Operating Unit	Fund Code	Department	Program Code	Major Purpose Code	Special Initiatives	PC Business Unit	Project	Activity	Funding Source	Project Activity	ChartField 3	Affiliate
2000.00	MEC55	53912	9999	12	80233	99999	500	9999				999999			

Step 3: Once all the information on the voucher has been reviewed, including all attachments, select the Approved button on the screen and click Save.

NOTE: Some schools require two levels of vouchers. After the first approver approves the voucher a message will appear:

Message

Warning – You are the first approver for this Voucher, not the final approver. (7045,1)



Vouchers require 2 distinct individuals to approve a separate user at each of two levels. Once an approval is applied only another individual with authority at the approval level still pending can apply the second approval. Click "OK" to complete approval at your level or else press "CANCEL".


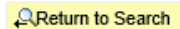

Click on the button to proceed. After save, the next approver must approve the voucher before it's approved for payment.

[Approval](#) | [Line Information](#) | [Charge Information](#)

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Approval Information	Voucher Details
<input type="radio"/> Pending <input checked="" type="radio"/> Approved <input type="radio"/> Denied	Total: 2,000.00 USD Net 30 Sales Tax: 0.00 Freight: 0.00 Use Tax: 0.00 Entered VAT: 0.00 View Attachments

Details 			
Personalize Find View All  First 1 of 1 Last			
Remit SetID	Remit Vendor	Name 1	Name 2
NTL99	0000001299	CDW Government LLC	

 Save  Return to Search  Notify

[Approval](#) | [Line Information](#) | [Charge Information](#)

Step 4: The voucher will now be eligible for payment through the Paycycle Process

PAYMENT INFORMATION ON A VOUCHER

The Payments Tab contains significant data regarding vendor payments. This section will describe the key elements of the Payments Tab and their use in CUNYfirst. This sample uses a non-PO voucher for a Childcare entity.

The Payments Tab contains the following key elements:

Payment Information:

- Payment Terms
- Remit to Address
- Location (drives the payment method)
- Schedule Due Date

Payment Method:

- Bank
- Account
- Method

Payment Options:

- Hold Payment
- Separate Payment
- Payment Message

Business Unit: MEC04 **Invoice Number:** mec04 childcare
Voucher ID: 00000013 **Invoice Date:** 05/13/2019
Voucher Style: Regular **Action:**
Total: 79.90
Vendor: TOYS IN BABELAND LLC ***Pay Terms:** 30 Net 30
 707 E PIKE ST
 Seattle, WA 98122

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

***Remit to:** 1000000375
Location: MAIN
***Address:** 1
 TOYS IN BABELAND LLC
 707 E PIKE ST
 Seattle, WA 98122

Gross Amount: 79.90 USD
Discount: 0.00 USD
Scheduled Due: 06/12/2019
Net Due: 06/12/2019
Discount Due:
Accounting Date:

Payment Method

***Bank:** CITI **Pay Group:**
***Account:** 5974 ***Handling:** RE
***Method:** CHK Check ***Netting:** N
Message: Messages
 Message will appear on remittance advice.

Schedule Payment **Payment Options**

***Action:** Schedule **Payment Date:**
Pay: **Reference:**
Hold Payment: **Separate Payment:**
Hold Reason:
Letter of Credit:

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)
[Payment Note](#)

Payment Terms: The invoice date plus the payment term will be used to calculate the payment due date. In this example the payment terms is Net 30 and the invoice date is 05-13-2019 so the payment date is set as 06-12-2019. The Payment terms can be selected from a drop down and the voucher creator can change the scheduled date on the voucher. If you want the payment to be made immediately, select "000" – Immediate as the payment term. The voucher will not get picked up for payment until the day of or after the schedule due date.

Payment Information: Payment information contains the information pertinent to the vendor being paid.

- Remit to: This is the vendor id for the vendor who will be paid. This vendor is entered on the Invoice Information tab and reflected here. If the voucher is a Single Pay voucher, please use the correct vendor ID for the type of payment being made.
- Location: This field indicates if the payee will be paid by check or ACH (EPAY). It will default to "MAIN" unless the vendor is set up for electronic payments (EPAY). If the vendor is set up for ACH in the vendor file, the Location can be changed here to check (MAIN) if necessary.
 - If the payment is being made by check, ensure the correct address is specified. Most vendors have only one address, but some have multiple addresses. Be sure to select the correct address for this payment. If it does not exist contact the Vendor Management Unit.
- Be sure to validate the gross amount of the payment here.

Payment Method: Payment information contained here includes:

- The Bank – Citibank (CITI) or TD Bank (TD)
- Account – These are the last 4 digits of the AP disbursement account established for a business unit. **THE BANK ACCOUNT MAY NOT BE CHANGED FOR THIS IMPLEMENTATION**
- Method is the payment method – in this sample, the payment method is "Check". There are three choices for Method. However, to pay by ACH or by wire transfer, the bank account information must have been configured in the vendor file prior to the creation of the voucher.

Payment Message: For checks, a message to the payee may be entered here. It will appear on the **check advice form**.

Business Unit: MEC04
Voucher ID: 00000013
Voucher Style: Regular
Invoice Number: mec04 childcare
Invoice Date: 05/13/2019
Action: [Dropdown] [Run] [Print Invoice]
Total: 79.90
Vendor: TOYS IN BABELAND LLC
 707 E PIKE ST
 Seattle, WA 98122
***Pay Terms:** 30 Net 30 [Schedule Payment]

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1
***Remit to:** 1000000375
Location: MAIN
***Address:** 1
 TOYS IN BABELAND LLC
 707 E PIKE ST
 Seattle, WA 98122
Gross Amount: 79.90 USD
Discount: 0.00 USD
Scheduled Due: 06/12/2019

Payment Method
***Bank:** CITI
***Account:** 5974
***Method:** CHK Check
Message:
 Message will appear on remittance advice

Schedule Payment
***Action:** Schedule
Payment Date:
Pay:
Reference:

Payment Inquiry [Holiday/Currency Options](#)
 Payment Note

Look Up Method [X] [Help](#)

Bank SetID: MEC01
Bank Code: CITI
Bank Account: 5974
Payment Method: [=] [Dropdown]

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

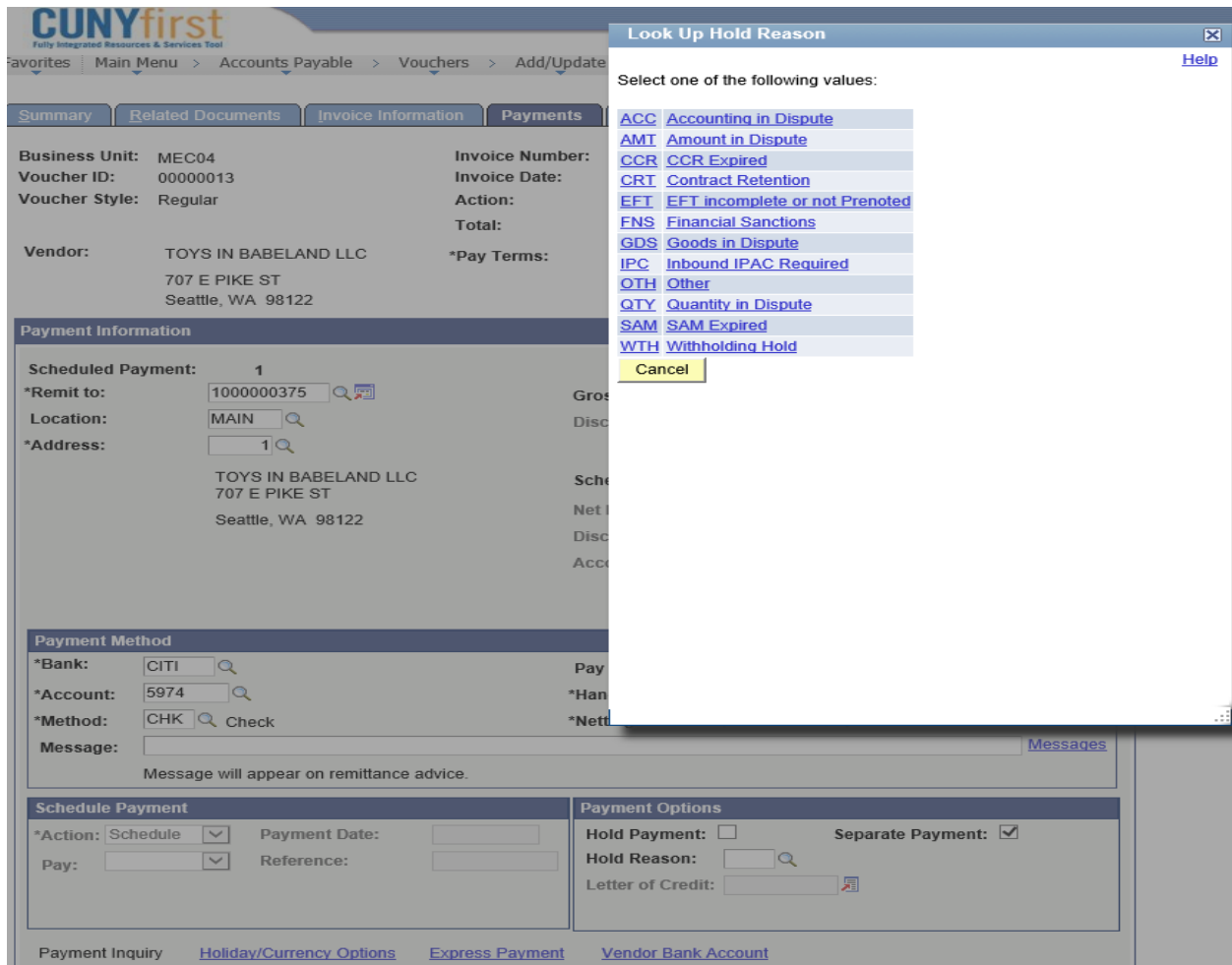
Search Results

View 100 First 1-3 of 3 Last

Payment Method	Description
ACH	Automated Clearing House
Check	System Check
Wire	Wire Transfer

Schedule Payment: There are several key capabilities of the Payments Tab

- Hold Payment – If the payment is to be held from processing for any reason, click here and select a Hold Reason from the drop down below. **If the Hold Payment is checked, the voucher will never be picked up by the Paycycle and paid to the vendor until the Hold Payment is unchecked on the voucher.**
- Separate Payment – If this box is checked, then each voucher will create a unique payment. If there are multiple payments to be made to a vendor at the same time, uncheck this box.



Be sure to Save the Voucher if any changes have been made on the Payments tab.

DELETING A VOUCHER

Vouchers that have never been selected for payment or posted to the General Ledger can be deleted. No portion of the voucher may have been paid. If the voucher is 'Matched' the voucher needs to be unmatched prior to deleting the voucher. If the voucher is not eligible to be deleted, it will not appear in the drop down list.

Once the voucher is deleted it can no longer be accessed in the system.

Step 1: Navigate to **Accounts Payable > Vouchers > Add/Update > Delete Voucher**.

Enter the voucher number to be deleted and select the voucher ID.

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: =

Voucher ID: begins with

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

Limit the number of results to (up to 300):

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Business Unit	Voucher	Entry Status	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
BAR55	00000018	Postable	50001	05/20/2019	CIGNA HEAL-001	000000003	Cigna Health & Life Insurance Co

Step 2: Review the voucher to be deleted including the Voucher Details tab. If this is the correct voucher to be deleted, selected the Delete button.

Delete Voucher Voucher Details

Business Unit: BAR55 **Voucher:** 00000018

Vendor	
Vendor:	0000000003 Cigna Health & Life Insurance Co
ShortName:	CIGNA HEAL-001

Voucher Information			
Invoice:	50001	Origin:	ONL
Date:	05/20/2019	Group:	
Gross Amount:	8,000.00 USD	Header Budget Status:	Error
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable

Delete

Step 3: You will receive a warning to ensure that this is the correct voucher to delete. Validate the voucher and click OK.

Message
<p>Warning – Delete Confirmation (7030,12)</p> <p>Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.</p> <p style="text-align: right;"> OK Cancel </p>

If the voucher is in a valid budget status, deleting a voucher invokes the budget process and deletes the budget transactions related to the voucher. A message will appear below:

Message
<p>Budget transactions related to this voucher have been deleted. (7030,473)</p> <p>Please review your budget account balance and activity.</p> <p style="text-align: center;"> OK </p>

CLOSING A VOUCHER

Whenever a posted voucher needs to be closed so that a payment is not made, the Voucher Close process is used to reverse the liability and expense of the voucher on the related transaction records.

Vouchers eligible for close must be:

- Posted
- Not selected for payment
- Not fully paid. If a voucher is paid, the payment must first be canceled then the voucher can be closed.

The PO voucher close function provides an option to make further adjustments to a PO voucher after it has been matched, budget checked and posted. The PO voucher close functionality will permit you to either restore the encumbrance or reopen a purchase order or to liquidate the remaining liability on a PO.

Step 1: Navigate to **Accounts Payable > Vouchers > Add/Update > Close Voucher**. Select the voucher to close.

Find an Existing Value

▼ Search Criteria

Business Unit: = ▾ BAR55 🔍

Voucher ID: begins with ▾ 00000047

Invoice Number: begins with ▾

Short Vendor Name: begins with ▾

Vendor ID: begins with ▾

Name 1: begins with ▾

Close Status Indicator: = ▾

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Business Unit	Voucher ID	Invoice Number	Short Vendor Name	Vendor ID	Name 1	Close Status Indicator
BAR55	00000047	bar test 120	APPLE INC-001	0000000040	Apple Inc	Open
BAR55	00000046	bar test 115	165 W 26TH-001	0000001101	165 W 26th Rest LLC	Open

Step 2: Review the voucher and verify the Manual Close Date. Change the date if appropriate. This is especially important during lapsing. If the voucher was created and posted in June but the voucher is being closed in July, manual close date needs to change back to June..

Check the “Mark Voucher for Closure” box. **Do not check this box unless you are sure that you want to close the voucher!**

Close Voucher | Voucher Details

Business Unit: BAR55 Voucher: 00000047 Action:

Vendor			
Vendor:	0000000040	Apple Inc	
ShortName:	APPLE INC-001		

Voucher Information			
Invoice:	bar test 120	Origin:	ONL
Date:	05/17/2019	Group:	
Gross Amount:	65.96 USD	Header Budget Status:	Valid
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable
		Close Status:	Open

Process Manual Close	
Manual Close Date:	<input type="text" value="06/10/2019"/> <input checked="" type="checkbox"/> Mark Voucher for Closure

Step 3: Click on the

Step 4: If this is a PO voucher, a new window will appear to take action:

- Click “Yes” to restore the encumbrance, liquidate the voucher liability and make the PO lines available for invoicing. The system will un-match the voucher.
- Click “No” and only the voucher liability will be liquidated
- Click “ Cancel” to take no action

Message
<p>You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)</p> <p>Note: This process cannot be Undone.</p> <p>If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected.</p> <p>Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.</p> <p>If 'No', only the voucher liability will be liquidated.</p>
<p style="text-align: right;"> <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> </p>

Step 5: Click on to complete the transaction.

Message

All associated POs have been reconciled. Do you wish to continue with PO Voucher Close? (7030,621)

All POs associated with the PO Voucher(s) have been reconciled. The POs cannot be reopened nor can the encumbrance be restored. Only the remaining liability may be liquidated. Do you still wish to continue?

Voucher Unmatching will NOT be performed.

Yes

No

When the voucher post process runs, the voucher will reverse the liability and expense.

UNPOSTING A VOUCHER

After a voucher is posted, accounting entries get generated and the distribution chartfields on a voucher cannot be edited. If the distribution information needs to be updated, the voucher can be unposted.

Vouchers that have been posted to the General Ledger, but not paid, can be unposted in order to update the voucher.

Step 1: Navigate to **Accounts Payable > Vouchers > Add/Update > Unpost Voucher**. Enter the voucher number to be unposted and select the voucher ID.

Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: [=] 🔍

Voucher ID: [begins with]

Invoice Number: [begins with]

Short Vendor Name: [begins with]


Vendor ID: [begins with] 🔍

Name 1: [begins with]

Voucher Style: [=]

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
BMC55	00000129	417	05/28/2019	CDW GOVERN-001	0000001299	CDW Gover

Step 2: The accounting date will default to the original voucher accounting date. For reversal accounting date, the business unit default, which is current date for CUNY, will default but can be overridden depending on the accounting period to reverse the transaction.

Click on the button.

UnPost Voucher | **Voucher Details**

Business Unit: BMC55 **Voucher:** 00000129

Vendor

Vendor ID: 0000001299 **CDW Government LLC**
ShortName: CDW GOVERN-001

Voucher Information

Invoice: 417 **Origin:** ONL
Date: 05/28/2019 **Group:**
Gross Amount: 2.00 USD

Update Voucher

*Accounting Date:

Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date Accounting Date:

Unpost

Step 3: A warning will be given asking to proceed. Click on button to proceed.

Message

Warning -- Proceed with Process? (7030,13)

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

Step 4: Click on button to complete transaction.

Message



Voucher 00000129 for business unit BMC55 has been unposted. (7030,89)

This Voucher has been unposted.

FINALIZING A VOUCHER

At times, the total amount being paid against a PO is less than the PO amount. In order to release the open encumbrances, you would finalize the voucher or the voucher line to release the funds. For example, the PO is for \$100 but you are only paying \$85. Finalizing would release the remaining \$15 and put it back in the budget.

Step1: Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value. Enter the voucher number and select the voucher ID.

Step2: Click on the  button to finalize the voucher. When finalizing at the header level, any open encumbrances will be released against this voucher. The  button is also at the line level if an encumbrance only needs to be released for a particular line.

Summary	Related Documents	Invoice Information	Payments	City/State Payment	Voucher Attributes	CUNY Voucher Attributes	
Business Unit:	GRD55	Invoice Number:	GRD55-test1				
Voucher ID:	00000007	Invoice Date:	05/16/2019				
Voucher Style:	Regular	Action:	<input type="button" value="Run"/>	<input type="button" value="Print Invoice"/>			
Copy from a Source Document							
PO Unit:	GRD55	Purchase Order:	0000000002	<input type="button" value="Copy PO"/>	Worksheet Copy Option:	None	
Vendor:	000001299	*Pay Terms:	X1501	Net 15	<input type="button" value="Print"/>	Basis Dt Type Inv Date	
Name:	CDW GOVERN-001				<input type="button" value="Print"/>	<input type="button" value="Print"/>	Comments(0)
Location:	EPAY	Accounting Date:	05/22/2019				
*Address:	1	*Currency:	USD				
CDW Government LLC	Advanced Vendor Search	Total:	5,125.00	<input type="button" value="Calculate"/>			Non Merchandise Summary
75 Remittance Dr Ste 1515		Difference	0.00				Session Defaults
Chicago, IL 60675							

Step2: Click on the button to continue the finalizing.

Message

This action will finalize all eligible distributions for this voucher. Continue? (7030,342)

Step 3: The voucher budget status will go back to 'Not Checked'. Run the budget check process to put the budget status back to 'Valid'. Click on 'Budget Checking' then .

Business Unit: GRD55
Voucher ID: 00000007
Voucher Style: Regular
Contract ID:
Vendor Name: CDW Government LLC
75 Remittance Dr Ste 1515
Chicago, IL 60675

Entry Status: Postable
Match Status: Matched
Approval Status: Approved
Post Status: Posted

Document Tolerance Status: Valid
Budget Status: Not Chk'd
Budget Misc Status: Valid

Business Unit: GRD55 **Invoice Number:** GRD55-test1
Voucher ID: 00000007 **Invoice Date:** 05/16/2019
Voucher Style: Regular **Action:** [Dropdown] **Run** **Print Invoice**

Copy from a Source Document

PO Unit: GRD55 **Purchase Order:** 0000000002

Budget Checking
Match, Doc Tol, Bdgt
Voucher Post

Option: None

Vendor: 000001200 **Y1501** **MAY 15** **Basis Dt Type** **Inv Date**

UNMATCHING A VOUCHER

There are situations where changes need to be made to the voucher or where the relationship between the voucher and a receipt needs to be removed.

Once a voucher successfully completes the matching process, authorized users are able to Unmatch the voucher in order to make changes to the voucher or remove the association of the voucher with a specific receipt. If the voucher is matched to the wrong receipt or purchase order, the voucher is entered for an incorrect amount, or other updates must be made to a matched, but unposted, voucher. **This process will be used anytime a voucher must be corrected after matching has run successfully, but before the voucher is paid or posted.**



Step 1: Navigate to **Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench**

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit	<input type="text" value="equal to"/>	<input type="text"/>
Match Status	<input type="text" value="equal to"/>	<input type="text"/>
Voucher ID	<input type="text" value="All Values"/>	
Vendor SetID	<input type="text" value="All Values"/>	
Vendor ID	<input type="text" value="All Values"/>	

Max Rows to Retrieve:

[Advanced Search](#)  [Save Search Criteria](#)  [Delete Saved Search](#) [Personalize Search](#)

Step 2: Enter the appropriate data in each of the fields on the Match Workbench page. To select a specific voucher, use the “equal to” option for each of the fields

- Business Unit – Equal to (Select from the drop down list)
- Match Status – Equal to (Typically select “Matched” from the drop down list to un-match a matched voucher)
- Voucher ID – Equal to (There are multiple options here. If you have a specific voucher to un-match, select “Equal To” and press search. You will be presented with a drop down list of vouchers for the business unit selected. Select the appropriate voucher that will be populated here.)
- Vendor SetID - Equal to “NTL99”. This value will automatically be populated if the business unit selected is a NTL business unit.

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit	equal to	BAR04
Match Status	equal to	Matched
Voucher ID	equal to	00000032
Vendor SetID	equal to	NTL99
Vendor ID	All Values	

Max Rows to Retrieve:

[Advanced Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)
[Personalize Search](#)

Step 3: Press the Search button. The selected voucher is displayed.

Use Saved Search: [Process Monitor](#)

Business Unit	equal to	BAR04
Match Status	equal to	Matched
Voucher ID	contains	32
Vendor SetID	equal to	NTL99
Vendor ID	All Values	

Max Rows to Retrieve:

[Advanced Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)
[Personalize Search](#)

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row. Select All Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	Matched	Auto - Matched	BAR04	00000032	0000002204		unmatch voucher	5349.00	USD

Select All Clear All

Action:

Step 4: Check the “Undo Match” box next to the voucher.

If the voucher is posted, the system will display a message that the voucher is posted and cannot be un-matched. In that case, follow the steps for the Voucher Unpost process.

Step 5: In the Action field, select “Undo Matching” from the drop down box.

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit: equal to

Match Status: equal to

Voucher ID: contains

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve:


[Advanced Search](#) [Personalize Search](#)

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row. Select All Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input checked="" type="checkbox"/>	Matched	Auto - Matched	BAR04	00000032	000002204		unmatch voucher	5349.00	USD

Select All Clear All

Action: 

Step 6: Select the Run button. The process will unmatch the selected voucher. The system will launch this process and a message will list the Process instance number. You can monitor the process by viewing the process monitor.

Step 7: Click on the process Monitor link at the top of the page to see the progress of this process;

The process is complete when the status of the process is Success and Posted.

[Home](#) [My Resources & Services](#)

Favorites | [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Vouchers](#) > [Match Workbench](#) > [Process Monitor](#)

[Process List](#) [Server List](#)

View Process Request For

User ID: Type: Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3556790		Application Engine	AP_MATCH	23407857	06/12/2019 3:57:30PM EDT	Success	Posted	Details

[Go back to Match Workbench](#)


Once the process completes, the voucher is available for corrections and to run the Matching process.

CREATING A SPEEDCHART


Non-tax levy entities will have a large number of non-PO vouchers to create in the system. SpeedCharts increase data efficiency by reducing the number of keystrokes required to enter chartfield information on the distribution lines of the voucher.

SpeedCharts will be unique to each non-tax levy entity in CUNYfirst. Only voucher approvers can create SpeedCharts but voucher entry users will be able to access the SpeedCharts on the voucher.


Step 1: Navigate to Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart


Step 2: Enter the SetID, which is equivalent to the non-tax levy entity, a Speedchart key indicate it's use and the Effective Date, which should be the first day of the current fiscal year. Click on the  button.


SpeedChart

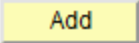

SetID: 


SpeedChart Key:

User ID: 

Primary Permission List: 

Effective Date: 

Step 3: Enter the description of the SpeedChart as well as the chartfield string related to the recurring expense. Click on the  button.

SpeedChart

SetID: NCC55 SpeedChart: STIPEND Eff Date: 07/01/2018 *Status: Active

Description: Total Percent: 0.00

Security Option **Definition**

Universal (All Users) Enter Percentages



One User Enter Weights UOM:


Permission

Description:

Speed Charts


Percent	Weight	GL Unit	Account	Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	PC Bus Unit	Pr
1	0.00	0.00000	NCC55	54154	12	10393	300	9999	99999	999999	9999		

As the AP entry person, when entering a non-PO voucher, can select the search icon  next to the Speedchart field. Once selected it will populate the chartfield values.

Invoice Lines Find | View All First 1 of 1




Line	*Distribute by	Item	Description
1	Amount		

Ship To: RF-567 **SpeedChart** 

Look Up SpeedChart

SetID: NCC55

SpeedChart Key: begins with

   [Basic Lookup](#)

Search Results

View 100 First 1 1-2 of 2 Last

SpeedChart Key	Description
STIPEND	(blank)
TEST	test - UAT

Business Unit: NCC55 Balan

GL Chart Exchange Rate Statistics Assets

*GL Unit	Account	Oper Unit	Fund	Dept	Program	MP	Sp Init	Fnd Src	PC Bus Unit
NCC55	54154	9999	12	75125	30012	100	9999	999999	