Non-Tax Levy Voucher Lifecycle

Create Vouchers	Approve Vouchers	Payment Info on Vouchers
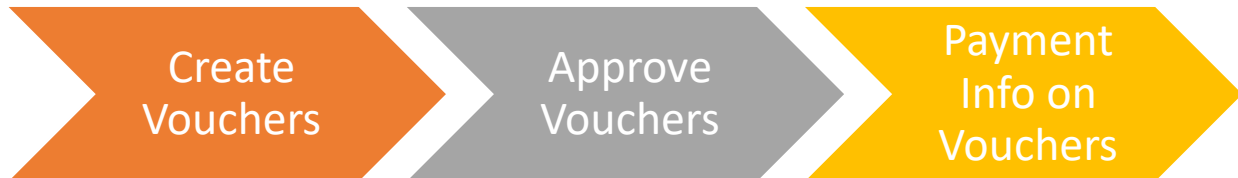
BASIC PROCESSES	
1 – CREATE VOUCHERS	3 – PAYMENT INFO ON A VOUCHER
2 – APPROVE VOUCHERS	

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

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 one-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".

CUNYfirst
Fully Integrated Resources & Services Tool

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

Voucher

| Find an Existing Value | **Add a New Value** |

Business Unit:	MEC55
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	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
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number: PO11051519
Invoice Date: 05/06/2019
Action: ⌄ Run   Print Invoic

Copy from a Source Document

PO Unit: MEC55 🔍 **Purchase Order:** 🔍 Copy PO   **Worksheet Copy Option:** None ⌄

Vendor: 🔍
Name: 🔍
Location:
***Address:**   Advanced Vendor Search

***Pay Terms:** 30 🔍 Net 30
Control Group: 🔍
Accounting Date: 05/15/2019
***Currency:** USD 🔍
Total: 0.00   Calculate

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 ⌄	🔍			🔍		0.00

Ship To C-C11 🔍   **SpeedChart** 🔍   ☐ Use One Asset ID   Calculate

▼ **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
➕ ➖	☐	1	0.00		MEC55	🔍	🔍	🔍	🔍	🔍

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
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number: PO11051519
Invoice Date: 05/06/2019
Action: [ ] Run   Print Invoic

Copy from a Source Document

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

Vendor: 0000001299
Name: CDW GOVERN-001
Location: EPAY
*Address: 1   Advanced Vendor Search
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: 2,000.00   Calculate

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	2.0000	EA	1,000.00000	2,000.00

Ship To A1-L190   **SpeedChart**

[ ] Use One Asset ID [ ] Force Price Calculate

Override PO Pc

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	O U
+	-	[ ]	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:	[dropdown] Run Print Invoic

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:**		Comments(0)
Location:	EPAY	**Accounting Date:**	05/15/2019	
*Address:	1 Advanced Vendor Search	***Currency:**	USD	Non Merchandise Summary
CDW Government LLC		**Total:**	1,000.00 Calculate	
75 Remittance Dr Ste 1515				Session Defaults
Chicago, IL 60675				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	SpeedChart		
A1-L190		☐ Use One Asset ID ☐ Force Price Calculate	

Override PO Pc

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	O U
➕ ➖	☐		1	100.0000	100.0000	1,000.00	1.0000	MEC55	53912		99

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 [Save] 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
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number: PO11051519
Invoice Date: 05/15/2019
Action: [▼] Run | Print Invoic

Total: 1,000.00

Common Attributes

*Invoice Received Date: 05/15/2019

Goods Receipt Date:

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

Business Unit: MEC55
Voucher ID: 00000014
Voucher Style: Regular

Invoice Number: PO11051519
Invoice Date: 05/15/2019
Action: [▼] Run | Print Invoic

Total: 1,000.00

Common Attributes

*Invoice Received Date: 05/15/2019

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.
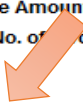
Step 1: In order to create a non-PO voucher, the voucher entry employee must have both the vendor invoice and the chartfields to be charged for this expense. Work with the college Budget office to determine the correct chartfields. Chartfields must be manually entered on the voucher to complete the voucher 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

Add

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.

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 [SpeedChart field] 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.

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
        C-C11 🔍   [   ] 🔍   ☐ Use One Asset ID   Calculate

▼ **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	PC Bus Unit	Project	Activity	Entry Ev
➕➖	99 🔍	12 🔍	80233 🔍	99999 🔍	500 🔍	9999 🔍	[ ] 🔍	[ ] 🔍	[ ] 🔍	[

  ◀   ▶

Business Unit: MEC55   **Balancing**
Voucher ID: NEXT   Invoice Lines   29.99
Print Invoic   Misc Charge Amount   [   ] 📲
                                         Freight Amount   [   ] 📲

                              (minus)   Total   [29.99]   Calculate

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

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	**Pay Terms:**	Net 30
	500 Staples Dr	**Voucher Source:**	Online
	Framingham, MA 01702		
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

[Save] [Return to Search] [Notify] [Refresh]   [Add] [Update/Display]

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
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number: mec04 childcare
Invoice Date: 05/13/2019
Action: [▼] [Run] [Print Invoic]

Copy from a Source Document

PO Unit: [ ] 🔍 **Purchase Order:** [ ] 🔍 [Copy PO] **Worksheet Copy Option:** None ▼

Vendor: 1000000375 🔍
Name: TOYS IN BA-001 🔍
Location: MAIN 🔍
*Address: 1 🔍 Advanced Vendor Search
TOYS IN BABELAND LLC
707 E PIKE ST
Seattle, WA 98122

*Pay Terms: 30 🔍 Net 30 📧
Control Group: [ ] 🔍
Accounting Date: 05/13/2019 📅
*Currency: USD 🔍
Total: 79.90 [Calculate]
Difference: 0.00

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 1 ***Distribute by** Quantity ▼ **Item** [ ] 🔍 **Description** nursery supplies **Quantity** 2.0000 **UOM** EA 🔍 **Unit Price** 39.95000 **Extended Amount** 79.90

Ship To A1-L190 🔍 **SpeedChart** [ ] 🔍

☐ Use One Asset ID [Calculate]

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	Pr
➕ ➖	☐	1	79.90	2.0000	MEC04	51004 🔍	🔍	9999 🔍	12 🔍	60021 🔍	999

Business Unit: MEC04
Voucher ID: NEXT
[Print Invoic]

Balancing

Invoice Lines		79.90	
Misc Charge Amount	[ ]		📧
Freight Amount	[ ]		📧

(minus) **Total** 79.90 [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: ☐   MEC0MTL99

Invoice Line Withhold Information   Find | View All   First ◀ 1 of 1 ▶ Last

Line	Description	Withholding Code	*Withholding Applicable		
1	nursery supplies	🔍	☑	1000000375	MAIN

Withholding Details   Personalize | Find | View All | 🗗 | ⊞   First ◀ 1 of 1 ▶ Last

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	IRS 🔍	1099 🔍	FED 🔍	07 🔍			🔍	Payment	☑	➕	➖

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 vouches 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 or the full year payment is anticipated to 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

View All						First ◄ 1-4 of 4 ► Last	
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:	LAG03
Voucher ID:	NEXT
Voucher Style:	Single Payment Voucher
Short Vendor Name:	STUDENT ST-001
Vendor ID:	9000000001
Vendor Location:	1
Address Sequence Number:	1
Invoice Number:	LAG test
Invoice Date:	t
Gross Invoice Amount:	100.00 ×
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Add

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

City/State Payment	Voucher Attributes	CUNY Voucher Attributes	Attachments	**Single Payment Vendor**

Vendor Information

Vendor Bank   Vendor Bank Address   Transfer to EFT options

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

Name: Jane Jones

Country: USA 🔍 United States

Address 1: 1234 Main Street

Address 2:

Address 3:

City: East Northport

County: **Postal:**

State: NY 🔍 New York

Email ID: jane.jones@cuny.edu ✕

📁 Save   ✉ Notify   ↻ Refresh   📑Add   📋Update/Display

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 [SpeedChart 🔍] 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.

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 🖫Save button.

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 the college 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:	= ∨	MEC55 ✕ 🔍
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): 300

| Search | Clear | 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.

Fully Integrated Resources & Services Tool

Approval | Line Information | Charge Information

Unit: MEC55   Invoice: 1235689   Vendor: CDW Government LLC

Voucher: 00000008   Date: 05/01/2019   ID: 0000001299

Approval Information

○ Pending
○ Approved
○ Denied

Voucher Details

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   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

Review attachment or additional information related to the voucher.

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

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

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   1 To   1 Of   1   Fetch

Line Detail		Personalize | Find | View All |	First 1 of 1 Last
Line	Description	Quantity	Amount
1	FY19 - Computers for Office St	2.0000	2000.00

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approve Voucher

Approval | Line Information | **Charge Information**

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

Line Number From   1 To   1 Of   1   Fetch

Details   Find \| View All   First 1 of 1 Last

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

Accounting Charge Information   Personalize \| Find \| View All \| First 1 of 1 Last

GL Chart

	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			

Save | Return to Search | Notify

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".

OK | Cancel

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

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

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.
  - o 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 IMPLEMENTATON**
- 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: [▾] Run   Print Invoic

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

Look Up Method   ✖

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

  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

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   Exp
Payment Note

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.

Step1: Navigate to **Accounts Payable > Vouchers > Add/Update > Delete Voucher**.

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

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.

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

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:

CLOSING A VOUCHER

Whenever a posted voucher needs to 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:	= ∨	∨
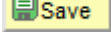
☐ Case Sensitive
Limit the number of results to (up to 300): 300

| 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!**

Step 3: Click on the [Save]

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

Step 5: Click on [Yes] 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.

Step1: 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:	= ∨	BMC55 🔍
Voucher ID:	begins with ∨	00000129
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): 300

| Search | Clear | 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 Unpost button.

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

Step 4: Click on [OK] button to complete transaction.

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

Step2: Click on the Yes button to continue the finalizing.

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 Run .

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   2

Voucher ID: 00000007   **Invoice Date:** 05/16/2019

Voucher Style: Regular   **Action:** [_____] Run   Print Invoic

Copy from a Source Document

PO Unit: GRD55   **Purchase Order:** 0000000002   Cop   1   Option: None

Budget Checking
Match, Doc Tol, Bdgt
Voucher Post

Vendor: 0000001299   X1501   Net 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	equal to		🔍	
Match Status	equal to		∨	
Voucher ID	All Values			
Vendor SetID	All Values			
Vendor ID	All Values			

Max Rows to Retrieve: 300

| Search | Clear | 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: [300]

[Search]   [Clear]   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: [300]

[Search]   [Clear]   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

Personalize | Find | View All | 🗔 | ⊞   First ◀ 1 of 1 ▶ Last

| Details | More Details | |

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Matched	Auto - Matched	BAR04	00000032	0000002204 📄		unmatch voucher	5349.00	USD

☑ Select All   ☐ Clear All

Action: [▼]   [Run]

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.

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

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.

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 [Add] button.

SpeedChart

Find an Existing Value	Add a New Value
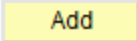
SetID:	NCC55 🔍
SpeedChart Key:	STIPEND
User ID:	🔍
Primary Permission List:	🔍
Effective Date:	07/01/2018 📅

[Add]

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

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.