Cheat Sheet for CLIBA payments

Begin the process of creating a Non P.O. Voucher

Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
The Invoice Number should be Last 10 digits of the card
Change the Pay Terms to N4EOM

Select the Basis Date Calculation
Service Start Date is the 1st day of the billing cycle

Service End Date is the last day of the billing cycle
Option 1: One Invoice Line with Multiple Distribution Lines

- Enter Line Amount
- Enter SpeedChart
- Enter a Description (ex. CLIBA payment for cardholder Jane Doe) this field is limited to 30 characters
- Select the cardholders Employee ID
Split Distribution Lines by Merchandise Amount, Account and ChartField.
Option 2: Multiple Invoice Lines with One or More Distribution Lines

- Enter SpeedChart
- Enter a Description (ex. Airfare for TA1234) this field is limited to 30 characters
- Enter Line Amount
- Select the cardholders Employee ID
Complete the regular process of creating a Non PO voucher

Enter a SpeedChart

Enter a Description for the new line item

Distribution for line 1 lodging and distribution for line 2 is lodging tax