

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



Voucher

Find an Existing Value

Keyword Search

Add a New Value

Business Unit	<input type="text" value="UTSA1"/>	<input type="button" value="🔍"/>
Voucher ID	<input type="text" value="NEXT"/>	
Voucher Style	<input type="text" value="Regular Voucher"/>	▼
Supplier Name	<input type="text" value="CITIBANK NA"/>	<input type="button" value="🔍"/>
Short Supplier Name	<input type="text" value="CITIBANK N-001"/>	<input type="button" value="🔍"/>
Supplier ID	<input type="text" value="0000011664"/>	<input type="button" value="🔍"/>
Supplier Location	<input type="text" value="UTSA2"/>	<input type="button" value="🔍"/>
Address Sequence Number	<input type="text" value="1"/>	<input type="button" value="🔍"/>
Invoice Number	<input type="text" value="8123456789"/>	
Invoice Date	<input type="text" value="05/04/2019"/>	<input type="button" value="📅"/>
Gross Invoice Amount	<input type="text" value="500.00"/>	
Freight Amount	<input type="text" value="0.00"/>	
Misc Charge Amount	<input type="text" value="0.00"/>	
PO Business Unit	<input type="text"/>	<input type="button" value="🔍"/>
PO Number	<input type="text"/>	<input type="button" value="🔍"/>
Estimated No. of Invoice Lines	<input type="text" value="1"/>	

The Invoice Number should be Last 10 digits of the card

Add

Business Unit UTSA1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 05/04/2019
Invoice Received
CITIBANK NA
Supplier ID 0000011664
ShortName CITIBANK N-001
Location UTSA2
*Address 1

Invoice No 8123456789
Accounting Date 05/29/2019
*Pay Terms N4EOM
Basis Date Type Inv Date
Control Group
Pay Schedule Manual
 Incomplete Voucher

Invoice Total	
Line Total	500.00
*Currency	USD
Total	500.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Change the Pay Terms to N4EOM

Select the Basis Date Calculation

Save Save For Later

Action Run Calculate Print

Copy From Source Document

Service Start Date is the 1st day of the billing cycle

Date Calculation

[Back to Invoice](#)

Date Calculation Basis

Fed Pymnt Basis Date

Invoice Receipt Date Invoice Date

Goods/Services Receipt Date Acceptance Date

Service Dates

Edit Project Service Dates

Service Start Date

Service End Date

Service End Date is the last day of the billing cycle

Distribution Lines												
Personalize Find View 1 First 1-2 of 2 Last												
GL Chart Exchange Rate Statistics Assets												
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Centr	Function	Program	Pr
<input type="checkbox"/>	<input type="checkbox"/>	1	820.59	1.0000	UTSA1	20110						
<input type="checkbox"/>	<input type="checkbox"/>	2	28.10	1.0000	UTSA1	20110						

Split Distribution Lines by Merchandise Amount, Account and ChartField.

Distribution for Line 1

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Centr	Function	Program
	1	150.00		UTSA1	62101					

Copy from:

Invoice Lines

Line: 1

*Distribute by: Amount

Ship To: CR10104

SpeedChart:

Item:

Unit Price:

Line Amount: 150.00

Description: AIRFARE FOR TA 0000000001

Add a Line

Enter number of rows to add:

OK

Cancel

Invoice Lines ?

Enter a SpeedChart

Enter a Description for the new line item

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 250.00

SpeedChart:

Ship To: CR10104

Description: Lodging for TA1234

One Asset

Calculate

*Service Start: 05/29/2019

*Service End: 05/29/2019

Date: 6001018830

Empl ID: Cuadros, Elisabeth M

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets					Activity	Cost Center
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	200.00		UTSA1	62106			
<input type="checkbox"/>	<input type="checkbox"/>	2	50.00		UTSA1	62105			

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

Complete the regular process of creating a Non PO voucher