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

Add a New Value Find an Existing Value Keyword Search Business Unit UTSA1 Q Voucher ID NEXT Voucher Style Regular Voucher ۳ Supplier Name CITIBANK NA Q Short Supplier Name CITIBANK N-001 Q Supplier ID 0000011664 Q Supplier Location UTSA2 Q Address Sequence Number 1 Q Invoice Number 8123456789 Invoice Date 05/04/2019 Gross Invoice Amount 500.00 Freight Amount 0.00 Misc Charge Amount 0.00 PO Business Unit Q PO Number Q Estimated No. of Invoice Lines 1

The Invoice Number should be Last 10 digits of the card

Add

Invoice Information	Payments	Voucher Attributes						
Business U Voucher Voucher St Invoice D Invoice Receit Supplie ShortNa Locat *Addr Save Copy From Sou	Jnit UTSA1 r ID NEXT tyle Regular V late 05/04/2019 ved <u>CITIBANK</u> ion UTSA2 ess 1 <u>Save</u> urce Docume	Joucher Joucher <td< td=""><td>Invoice No 8123456789 Accounting Date 05/29/2019 *Pay Terms N4EOM Basis Date Type Inv Date Control Group Pay Schedule Manual Incomplete Voucher Action</td><td>N4d PR EOM Change t Terms to</td><td>Invoice Total Line Total *Currency the Pay N4EOM Tota Difference</td><td>500.00 USD</td><td>Non Merchandise Summar Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Supplier 360</td><td>Select the Basis Date Calculation</td></td<>	Invoice No 8123456789 Accounting Date 05/29/2019 *Pay Terms N4EOM Basis Date Type Inv Date Control Group Pay Schedule Manual Incomplete Voucher Action	N4d PR EOM Change t Terms to	Invoice Total Line Total *Currency the Pay N4EOM Tota Difference	500.00 USD	Non Merchandise Summar Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Supplier 360	Select the Basis Date Calculation

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

Date Calculation

Back to Invoice

Date Calculation Basis	exas Prompt Pay	,		Service Dates			
Fed Pymnt Basis Date						Edit Project Service Dates	
Invoice Receipt Date	5/04/2019	Invoice Date	05/04/2019		Service Start Date	05/04/2019	F
Goods/Services Receipt 05	5/04/2019	Acceptance Date	31		Service End Date	06/03/2019	Ð
Cancel Calculate		Date				Update ALL Voucher Lines	

Service End Date is the last day of the billing cycle

Option 1: One Invoice Line with Multiple Distribution Lines

Invoice Lines 🕜				Find View All	First 🕚 1 of 1 🕑 Last				
Line 1 Copy Down *Distribute by Amount	SpeedChart Ship To CR10104	Q Q	Enter SpeedChart	Calculate					
Quantity UOM Q Unit Price 500.00	Enter Line Amount		Enter a Description (cardholder Jane Doe 30 characters	ex. CLIBA payment for) this field is limited to	or O				
Select the cardholders Employee ID									
▼ Distribution Lines Personalize Find View All 🖉 🔢 First 🕥 1 of 1 🕑 Last									
GL Chart Exchange Rate Statistics Assets									
Copy Down Line Merchandise Amt	Quantity *GL Unit Account	Fund Dept	Function PC Bus Unit Pro	oject Activity	Cost Center				
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Split Distribution Lines by Merchandise Amount, Account and ChartField.

Option 2: Multiple Invoice Lines with One or More Distribution Lines

Invoice Lines 👔			Find View All First 🚯 1 of 1 🛞 Last						
Line 1 Copy Down *Distribute by Amount	SpeedChart Q Ship To CR10104 Q	Enter SpeedChart	One Asset						
Quantity Enter a Description (ex. Airfare for UOM Quantity Unit Price TA1234) this field is limited to 30 Line Amount 500.00									
Select t	he cardholders Employee ID	*Service 05/29/2019 3 *Service 05/29/2019 Start Date: End Empl ID: Q Date:	B						
▼ Distribution Lines		Personalize Find View All 💷 🔜	First 🚯 1 of 1 🛞 Last						
GL Chart Exchange Rate Statistics Assets									
Copy Down Line Merchandise Amt Quantity	*GL Unit Account Fund Dept	Function PC Bus Project Activ	ity Cost Center						
1 500.00			٩						
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Lin Dis	e: tribu	ite by:	1 A	mount	•	Item: Unit Pri	ice:	Add a	a Li	ine	: nti	ity:	9			• []	
Ship To: SpeedChart:		CI	CR10104 Q		Line Amount: Description:		AIRFARE FOR TA 00000		0.00000001								

Enter number of rows to add:



Invoice Lines ③	En	ter a SpeedChart	Find View	v All 🛛 First 🕚 1 of 1 🕑 Last
Line 1 Copy Down SpeedCha *Distribute by Amount V Ship Item Descripti	art Q To CR10104 Q on Lodging for TA1234	Enter a Description	for the new line item	One Asset Calculate
UOM Unit Price Line Amount 250.00		*Service 05/29/2019) * Start E Date: C Empl ID: 6001018830 Q Cuad M	Service 05/29/2019 End Date: Iros,Elisabeth	J
 Distribution Lines 		Personalize Fir	nd View All 🖾 🔜 🛛 First 🕚 1-2 (of 2 🕑 Last
GL Chart Exchange Rate Statistics Assets				
Copy Down Line Merchandise Amt Quantity *G	L Unit Account Distrib	bution for line 1 lodg	ing and Activity	Cost Center
★ ■ 1 200.00 U	TSA1 Q 62106 Q distrib	oution for line 2 is loo	dging tax	2
± = 2 50.00	TSA1 Q 62105 Q Q			2
4				4

Complete the regular process of creating a Non PO voucher