

Recurring Voucher Contract Instructions

When to use:

1. Stipend payments
2. Lease payments
3. Other payments of equal amount made at preset intervals

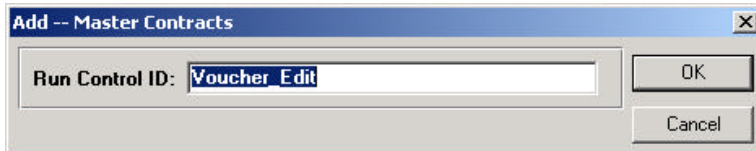
Setup a Master Contract Run Control ID

(You must do this one time before creating your first recurring voucher contract.)

1. Navigate as follows:

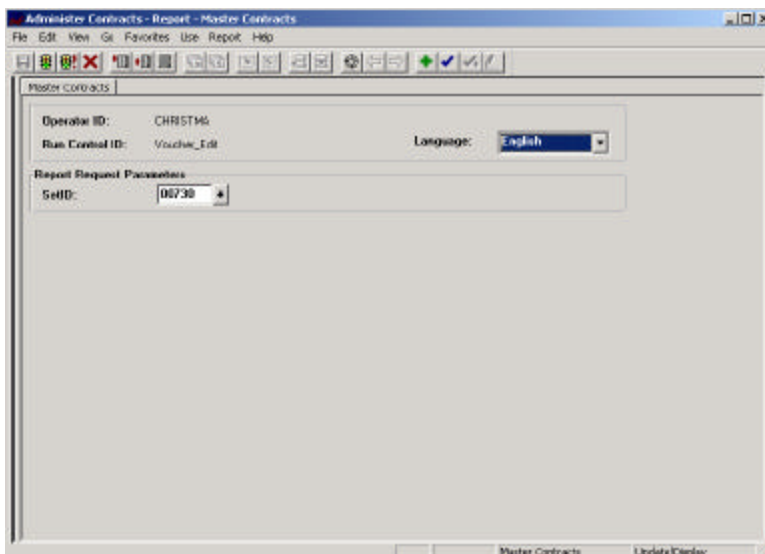
Go
Administer Procurement
Administer Contracts

Report
Master Contracts
Add



The screenshot shows a dialog box titled "Add -- Master Contracts". It has a text input field labeled "Run Control ID:" containing the text "Voucher_Edit". To the right of the field are two buttons: "OK" and "Cancel".

2. Add – Master Contracts
 - Run Control ID: Voucher_Edit
 - Click OK



The screenshot shows a web application window titled "Administer Contracts - Report - Master Contracts". The window has a menu bar (File, Edit, View, Go, Favorites, Use, Report, Help) and a toolbar. The main content area shows the following fields:
Operator ID: CHRISTMS
Run Control ID: Voucher_Edit
Language: English (dropdown menu)
Report Request Parameters:
SetID: 00730 (dropdown menu)
At the bottom of the window, there are two buttons: "Master Contracts" and "Update/Display".

3. Master Contracts panel
 - SetID: business unit (00730, 00783)
 - Save panel

Create a Recurring Voucher Contract

1. Navigate as follows:

Go
Administer Procurement
Administer Contracts

Use
Recurring Voucher Contracts
Enter Contract Voucher
Add

2. Add – Recurring Voucher Contracts

- Select correct business unit
- Contract ID: enter a unique name (20 characters max)
- Click OK

3. Enter Contract Voucher panel

- Select arrow next to ShortName
- Type up to first 10 characters of vendor's name in Vendor Short Name (no spaces or punctuation)
- Click Search
- Select Vendor from list
- Click OK (tab out of field)
- Select AP Unit from list
- Change Begin Date
- Enter Expire Date
- Enter Gross Amount (monthly payment)
- Enter Invoice Number
- Enter Description for Recurring Voucher Contract
- Enter Description for Voucher Line
- Deselect Withholding and Discount boxes
- Enter Account, Fund, Dept ID, Program, and Project/Grant
- Select Schedule Contract panel

Create a Recurring Voucher Contract

Administrator Contracts - User - Recurring Voucher Contracts

File Edit View Go Favorites Use Process Inquire Report Help

Enter Contract Voucher Schedule Contract Contract Details

SetID: 00730 Contract ID: THOMAS_STIPEND Manage

Repeat Voucher

Interval: Monthly
 Do This: 1 1st Day of
 Every: 1 Every Month

Contract Duration

Start Date: 11/01/2001 Expire Date: 09/31/2002
 Unit
 For
 Times

Repeat voucher on the 1st Day of Every Month starting 2001-11-01 until 2002-09-31

Invoice Dates Generated

1	11/01/2001
2	12/01/2001
3	01/01/2002
4	02/01/2002
5	03/01/2002
6	04/01/2002
7	05/01/2002
8	06/01/2002
9	07/01/2002

Schedule Contract Add

4. Schedule Contract panel
 - Change Repeat Voucher information, if needed
 - Change Contract Duration, if needed
 - Click Calculate Dates Push Button (calculator icon)
 - Click Explode Vouchers (multiple pages icon)

Administrator Contracts - User - Recurring Voucher Contracts

File Edit View Go Favorites Use Process Inquire Report Help

Enter Contract Voucher Schedule Contract Contract Details

SetID: 00730 Contract ID: THOMAS_STIPEND Manage

Totals

Vouchers: 10 Voucher Total: 2,000.00 Commit

Business Unit: 0078 Invoice Date: 11/01/2001
 Voucher ID: NEXT Acctg Date: 11/01/2001
 Invoice Number: Thomas Stipend-1 PD Unit:
 Gross Amt: 200.00 USD PD:

1	Amount	Item ID	Long Description	Code	Withholding
	200.00		Thomas FY2002 Stipend		Discount

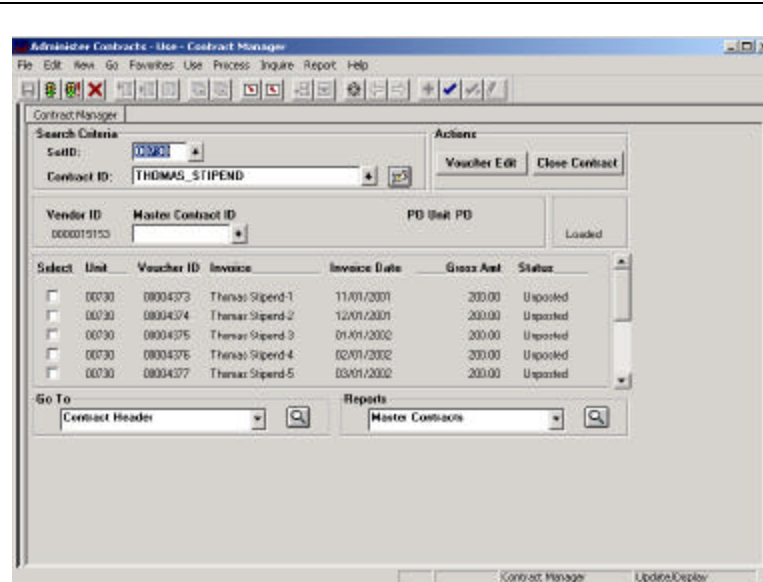
Entry Event:

1	Amount	Acct	Fund	DeptID	Program	Class	Bdgt Pct	Prp/Ent	SL Unit
	200.00	0481	2000	10010	F1&13		SP200	NA	0073

Contract Details Add

5. Contract Details panel
 - If desired, you can change dates, amounts, descriptions, and cost centers on this panel.
 - Click Commit button

Create a Recurring Voucher Contract

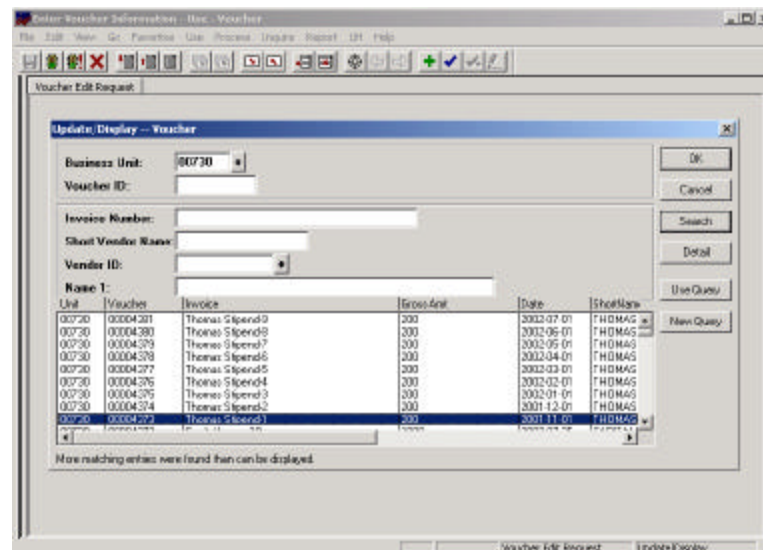


6. Contract Manager panel
 - Note the voucher numbers created
 - Save the panel
7. The vouchers will be edited in an overnight process and can be completed the next day.

8. Navigate as follows (next day):

Go
Administer Procurement
Enter Voucher Information

Use
Voucher
Invoice Header Information
Update/Display



9. Update/Display – Voucher
 - Select voucher from list
 - Click OK

Create a Recurring Voucher Contract

The screenshot shows the 'Enter Voucher Information' window with a 'Date Calculation' dialog box open. The dialog box contains the following information:

- Date Calculation Basis: Prompt Pay Basis
- Basis Date: 11/01/2001
- Invoice Receipt Date: 11/01/2001
- Invoice Date: 11/01/2001
- Goods Receipt Date: 11/30/2001
- Acceptance Date: 11/30/2001

Buttons: OK, Apply, Cancel

10. Invoice Header Information panel
- Click Transfer to Date Calculation Basis (calculator icon)
 - Enter dates: Invoice Received, Goods Receipt, and Acceptance
 - Click OK (to return to Invoice Header Information panel)
 - Navigate to Schedule Payment panel

The screenshot shows the 'Enter Voucher Information' window with the 'Schedule Payment' panel active. The panel contains the following information:

- Payment Details:**
 - Bank: CHASH
 - Account: DISB
 - Net Due: 11/30/2001
 - Discount Due: 11/01/2001
 - Handling: BP
- Payment Action:**
 - Schedule
 - Gross Amt: 300.00
 - Discount: 0.00
 - Separate: [] [] []
 - [] [] []
 - Schedule ID:
- Payee:**
 - Result ID: 0000015153
 - Location: V

11. Schedule Payment panel
- Save the voucher (to calculate due dates)
 - *If you get an error message about the date being out of range, change the Accounting Date on the Accounting Information panel to today's date.*
 - Change Schedule Payment Date
 - Select Handling code, if needed
 - Change Address, if needed
 - Navigate to Comments panel

Create a Recurring Voucher Contract

The screenshot shows the 'Enter Voucher Information' window with the 'Comments' panel selected. The window title is 'Enter Voucher Information - UH - Voucher'. The menu bar includes File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, UH, and Help. The toolbar contains various icons for navigation and actions. The main area displays voucher details: Unit: 00730, Invoice: Thomas Stipend1, Vendor: THOMAS, MICHAEL, Voucher: 00004373, Date: 11/01/2001, ID: 00001153, and Pay Group. Below this, there are two text input fields: 'Voucher Comments' containing 'Purpose/Remark: FY2002 stipend payments to Michael Thomas from the Department of Sociology' and 'Payment Comments' with a table showing one payment entry.

12. Comments panel

- Enter Voucher Comments
- Enter Payment Comments, if needed
- Navigate to Accounting Information panel

The screenshot shows the 'Enter Voucher Information' window with the 'Accounting Information' panel selected. The window title is 'Enter Voucher Information - UH - Voucher'. The menu bar and toolbar are the same as in the previous screenshot. The main area displays voucher details and accounting settings. The 'Accounting Instructions' section includes Accounting Date (11/21/2001) and Accounting Template (STANDARD). The 'Accounting Policy' section includes Amount At (Net). The 'Voucher Processing' section includes checkboxes for Put Voucher (checked), Delete Voucher, and Close Voucher. The 'Non-Reservable VAT' section includes a checked checkbox for Prorate Non-Reservable VAT. The 'Voucher Proration Rules' section includes checkboxes for Sales Tax, Use Tax, Freight, Late Charge, and Disc Earn/Lost. The 'Budget Checking' section includes a Budget Check icon and a status of 'Valid'.

13. Accounting Information panel

- Click Budget Check icon
- Save the voucher before closing