AP Voucher Entry
1) On the Main Menu (left hand side), click Accounts Payable. 2) On the Accounts Payable Menu, under the Vouchers Folder, click on the Add/Update folder.
3) Click on Regular Entry
To enter a new voucher, click on the Add a New Value tab. Click the Add button to customize the screen before the first voucher is entered.
Before your first Voucher - Customize your screen

“Customize” to hide the fields you see under distribution lines

Click on the Customize link
Customizing

After you click on the Customize link, your screen will look like this

Certain fields will not be needed so you can hide them
1) Hold down the Ctrl key and click on each field you want to hide

2) The Hidden check box will light up – click on it to make a check mark

3) Click on the yellow OK button to finish

The fields highlighted here are the ones most people can hide.
After Customizing, under Distribution Lines, you should just see the following fields:

- Amount
- Account
- Fund
- Dept
- Program
- PC Bus Unit
- Project
- Activity
- Budget Date

Click the Add button to save the Customize settings.
Step 1 - Review and approve invoice

- Stamp Invoice
- Funding information
- Department approval (approval and entry needs to be two different individuals)

Reminder:
- Cannot pay individuals on line or any contract services, lease agreements, computer equipment over $750.00 and other equipment over $5,000.00. These will need to be routed through the Accounting Office on a AP Voucher.
Step 2 – Add a New Value Tab

Enter as much as possible into the initial screen – under the Add a New Value tab

- Use Vendor ID lookup and search by “Name 1” on Vendor ID Lookup screen. Write down Vendor ID on invoice. Then use Vendor Location Lookup. Vendor Location is the key to getting the check/ACH to the proper destination. Eligible locations: ACH-NDSU, Remit, MAIN. Ineligible locations: VR Use Only, Bids, FMS, PO

- Enter based on original vendor invoice

- Click Add when information is entered
Review Address here and on Payments tab, making sure it matches where the payment should go. Use Location lookup to change both location and address.

Do Not Change Accounting Date (except at fiscal year-end). Pay Terms should be 00 (Now)

Calculate buttons should not be needed, unless discrepancies exist

Under the Invoice Lines bar, must enter a good Description.

Under the Distribution Lines bar, fill in chartfields: Account, Fund, Dept, etc.
Use + & - buttons if splitting invoice lines or distribution lines necessary

Do not use Misc Charge Amount or Freight Amounts
Clicking Save button (bottom of screen), saves the voucher in Oracle, creates Voucher ID (write this on invoice), and creates two new tabs (Summary and Related Documents). Any subsequent changes, Save again.
Step 4 – Review & Update Payment tab

Make sure Addresses match where the payment should go (as shown on the invoice). Use Location lookup on this screen to find alternate address. If correct location is not available, contact Accounting Office.

Enter a message, such as your customer account number with the vendor. This will help the vendor apply the payment properly.

Select hold payment and a hold reason, if you do not want a payment issued yet.

Make sure to SAVE after any updates to this screen.
Step 4 - Review Tabs, as needed

Summary tab - shows Budget Status, which needs to show “Valid” before a payment will be generated.

Review other tabs (Related Documents, Error Summary) as needed.
Step 5 – Review for Budget Errors & Batch Totals

- Run query NDU_AP63_VOUCHER_BY_USER
- Download to Excel and sum amounts
- Reconcile query total to manual total of invoice batch
- Resolve any Budget Check errors
Travel & Moving Expenses
NDSU Travel Expense Voucher

Navigation to helpful information

- www.ndsu.edu/accounting/
  - Guidelines and Policies
  - Guidelines
  - PeopleSoft Information

- Travel & Moving Expense Resources:
  - NDSU Policy on Travel for Employees & Nonemployees
  - Meal Allowance Rates for Out of State & International Travel
  - Authorization for Out-of-State Travel (Internal Use)
  - Reference Number Generator
NORTH DAKOTA STATE UNIVERSITY TRAVEL EXPENSE VOUCHER

Name: ___________________________ EMPLID #: ___________________________
Address ___________________________ City/State/Zip ___________________________

Department: ______________________ Dept #: ___________________________
PO Box #: ___________________________

Purpose of Trip: ___________________________

<table>
<thead>
<tr>
<th>YEAR 200</th>
<th>OUT-OF-STATE TRAVEL</th>
<th>IN-STATE TRAVEL</th>
<th>Acct Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTURE AND RETURN TIME</th>
<th>MEALS</th>
<th>AIR TRANS IN/OUT OF STATE</th>
<th>OTHER TRANS AND MISC EXP</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TAXABLE</td>
<td>NON-TAX</td>
<td>LODGING</td>
<td>TAXABLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPT #</th>
<th>OTHER TRANS</th>
<th>MISC. EXP</th>
<th>AMOUNT AUTHORIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>FUND</th>
<th>DEPT</th>
<th>PROGRAM</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify this itemized statement representing a claim for per diem, mileage and/or travel expenses or combination thereof is truthful and accurate.

Traveler's Signature ___________________________ Date ___________________________ Phone Number ___________________________

Departmental Approval ___________________________ Date ___________________________

Print Name ___________________________ Phone Number ___________________________

Additional Approval (if required) ___________________________ Date ___________________________

Audited ___________________________ G & C ___________________________ Input Operator & Process Date ___________________________
1: Obtain a reference number, using the reference number generator, located on the accounting office website.

2: Complete ALL information in this section. Name should match EmplID. Be sure to complete purpose of trip.
### 3: Points traveled

- Fill in each day of travel and where traveled.
- Include time of departure and return to NDSU/Fargo.
- Each month traveled must be filed on a separate form.

<table>
<thead>
<tr>
<th>DATE (MO/DAY)</th>
<th>POINTS COVERED BY TRAVEL</th>
<th>DEPARTURE AND RETURN TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/8</td>
<td>Fargo-Minneapolis, MN</td>
<td>7:00am</td>
</tr>
<tr>
<td>3/9</td>
<td>Minneapolis-Fargo</td>
<td>4:00pm</td>
</tr>
<tr>
<td>3/10</td>
<td>Fargo-Grand Forks-Fargo</td>
<td>3:00-11:00pm</td>
</tr>
</tbody>
</table>

**Year:** 2008
4: Out-of-State Travel

- Record all meals and lodging, personal vehicle miles, if used.
- Meals are taxable if travel is NOT overnight.
5: In-State Travel

- Record all meals and lodging, personal vehicle miles, if used.

- Meals are taxable if travel is NOT overnight.

<table>
<thead>
<tr>
<th>MEALS</th>
<th>TAXABLE</th>
<th>NON-TAX</th>
<th>LODGING</th>
<th>VEHICLE MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>521035</td>
<td>521020</td>
<td>521015</td>
<td>521030</td>
<td></td>
</tr>
<tr>
<td>12.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6: Air Transportation & OTHER

- Record cost for air transportation.

- Any OTHER/MISC transportation expenses must be described in the detailed section…
  - Examples…phone calls, internet, taxi, shuttles, registration fees, etc…

- Airfare & Lodging package—list in ‘Other’ and describe.
6: Misc Expense Detail

- Any reimbursable items listed in the other/misc expense must be explained. Use as much detail as possible.

- Receipts are required for items over $10...if under $10, clarify amount and item.

- Can use additional paper to describe expenses incurred.

<table>
<thead>
<tr>
<th>MISC. EXPENSE DETAIL</th>
<th><em>(Detail for note column above)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>3/8: $6.00 admission; $34.64 gas; 3/9: $6.00 admission; $30.11 gas; 3/10 $10.00 admission (no receipt), $27.16 gas</td>
<td>SEE ATTACHED FOR ADD'L DETAIL ON MISC EXPENSE.</td>
</tr>
</tbody>
</table>
7: Proper approval

- Obtain proper signatures on your expense voucher **before** you send to the accounting office for final payment.

- If signatures are missing when it is received your reimbursement will be delayed.
8: Total to reimburse

- Review your travel voucher totals for accuracy.
- Individual expense lines must equal funding sources used.

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>ACCOUNT</th>
<th>FUND</th>
<th>DEPT</th>
<th>PROGRAM</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$96.00</td>
<td>521080</td>
<td>10000</td>
<td>3100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$76.64</td>
<td>521075</td>
<td>10000</td>
<td>3100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$12.50</td>
<td>521035</td>
<td>10000</td>
<td>3100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$113.91</td>
<td>521065</td>
<td>10000</td>
<td>3100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AMOUNT AUTHORIZED</td>
<td>$299.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL EXPENSES:</td>
<td>$299.05</td>
</tr>
</tbody>
</table>
Things to remember!
In-State and Out-of-State Travel

- Indicate time left and time of return
- Use correct account codes
- Each travel month needs to be on separate voucher
- Original receipts are needed
- Proper signatures
- Meals are taxable if travel is the same day
Things to remember! International Travel

- Credit card statements showing charges for travel need to be attached to voucher

- If cash is used to pay for travel...use the Currency Converter web site to convert to the US dollar amount...
  
  www.oanda.com/convert/classic  or  
  www.ndsu.edu/accounting/guidelines/PS.shtm  
  click on  
  International Meal Allowance Rates
Common things that can cause a delay in travel reimbursement:

- Not properly approved/signatures missing.
- No original receipts included with request.
- Total expenses amount and amount authorized do not balance.
- Information section not completed.
- No detail provided for items listed in ‘Other’ column of form.
- Two or more months of travel expenses on one expense voucher.
- Budget/funds not available or correct.
Moving Expenses

3 forms are needed for reimbursement
Request to Reimburse moving Expenses

- Must be properly approved
- All sections must be completed in full
- Original form needs to be attached to Voucher
Moving Expense Documentation Form

- 2 page form...page 2 is a list of instructions
- Original receipts must be included with form for all expenses
- Totals are audited; paid only to the approved amount

**NORTH DAKOTA STATE UNIVERSITY**
Moving Expense Documentation Form

**Employee Name**

**SSN#**

**Purpose of Form** – This form is to be completed by the employing department to assist the Accounting Office in breaking down the expenses between what is reported to the employee as non-taxable and taxable on IRS form 4782. The instructions and definitions on the back of this form are intended to help with expense classification and provide additional guidance on reimbursable moving expenses under NDSU policy.

(Account 521050) NON-TAXABLE MOVING EXPENSES

1. Transportation expenses related to moving personal effects and household goods from old to new home.

   $ 

2. Travel and lodging payments for expenses of the employee and immediate family while in transit from old to new home.

   $ 

(Account 521055) TAXABLE MOVING EXPENSES

3. Pre-move househunting expenses.

   $ 

4. Meal expenses.

   $ 

5. Temporary Living Expenses.

   $ 

[Notes: The figures entered in 3, 4, and 5, above, are totaled and entered on IRS form 4782, line 3, by the Accounting Office.]

See Instructions and Definitions on Reverse side
**Explanation as to why payment is being requested**

**Attach needed documentation**

**Who and where is reimbursement going to**

**All sections need to be completed in Full**

---

**NORTH DAKOTA STATE UNIVERSITY**

Accounts Payable Voucher

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Requesting Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fund**

<table>
<thead>
<tr>
<th>Program</th>
<th>Project</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of Goods or Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Instructions:**

**Non-employees only**

**Social Security Number**

**Federal ID Number**

**Reminder!!** Don't forget to enter the reference #!!

---

Please refer to the Accounting Office web site at www.ndsu.edu/accounting for procedures used to complete this form.
Common things that can cause a DELAY in MOVING EXPENSE reimbursement:...

- Accounts payable voucher missing/not completed.
- Not properly approved/signatures missing.
- No original receipts included with request.
- Listed expenses; taxable/non-taxable, and original receipts do not balance.
- Moving expenses listed as non-taxable but should be taxable or vice versa.
Use of NDSU equipment off-campus

- If using NDSU equipment off-campus, this form needs to be completed and kept on file within your department.
- Form can be found on the Accounting website under forms.
Training?
Contact:
Michele Kuppich
(701) 231-7823
michele.kuppich@ndsu.edu

Travel Policy Questions?
Contact:
Dorothy Davis
(701) 231-7433
dorothy.davis@ndsu.edu