



GEARS

General Enterprise and Resource Support

Accounting Day

November 19, 2013



Regular Entry Vouchers Agenda

- **Introduction**
- **PO Receipt Vouchers**
- **Non-PO Vouchers - Expense reimbursements**
- **Budget Checking**

- ✓ Identify the Correct Vendor
 - Select the vendor that matches up with the address on the invoice
- ✓ Determine whether the PO in question is 'Quantity' or 'Amount Only' (e.g., PO Activity Summary)
- ✓ **Approvers:** Validation Process
 - Validate Purpose, Amount, Charge Codes, etc.
 - Ensure reasonable level of supporting detail
 - Attachments in the form of PDF

- ✓ **Follow DBF standards**
 - ✓ **Invoice Number** – Enter only the **earliest date** of the travel - followed by the traveler's first and last name **initials**
 - ✓ The format should read as follows: **yyyymmddXX**.
- ✧ *For example, if Esther Bouryng traveled from 11/19/2013 to 11/20/2013, the entry would be **20131119EB**.*

Budget Checking Exceptions

- 'Exceeds Budget Tolerance'
- 'No Budget Exists'