

Vouchers Styles and Their Uses



This JobAid details the different voucher styles and their intended use in Core-CT. While users can sometimes obtain the same results using a different voucher style, Core-CT has the following guidelines for each style and their use.

Regular Voucher:

Enter regular vouchers (this is the default style) to pay employees, vendors or other state agencies. This voucher style is created by copying from a source document (PO or PO Receipt), or by creating a stand-alone, non-PO voucher. Use of non-PO vouchers must have the approval of OSC Central Accounts Payable Division. Regular vouchers must have positive dollar amounts on the invoice lines, distribution lines and gross amount.

Reversal Voucher:

Reversal vouchers are used to reverse or “take back” a voucher that has already been voucher posted and cannot be deleted. Note that closing a voucher may be an alternative; an action performed only by OSC Central Accounts Payable Division. When unsure which action is most appropriate, log a HelpDesk ticket.

Reversal vouchers should relate to the original voucher (in the Related Voucher field), and may be referenced in the invoice ID. This allows you to update previously matched quantities/amounts, and to update the encumbrance on the PO (if PO-related). Reversal vouchers are ALWAYS for a negative dollar amount.

NOTE: to reverse a Reversal voucher, use a debit Adjustment voucher.

Adjustment Voucher:

Enter Adjustment vouchers for credit or debit memos. This voucher style should always relate to the original voucher that it is ‘adjusting’, and may be referenced in the invoice ID. If the adjustment is a general credit on account (i.e. purchasing/payment incentives), then relate it to the original voucher created for the monthly payment where the credit is given.

Credit adjustments – when a vendor sends a credit memo for previously-vouchered items, enter an Adjustment voucher. Use the ‘Copy from Worksheet’ link to copy the original voucher details. On the Voucher Worksheet, identify the line(s) for the credit, reducing the quantity to what is being credited. Select ‘Reverse Qty/Amount’ and then ‘Copy Selected Lines’ to the new voucher.

Debit adjustments – when you need to add a quantity/amount to previously-vouchered items. Create a debit adjustment using the same steps as a credit adjustment, but do NOT check ‘Reverse Qty/Amount’ on the Voucher Worksheet.

NOTE: Remember, this voucher needs to pass through matching too. If the original voucher was from a PO, you must be within quantity/amount tolerance. Otherwise, a change order is needed on the PO before additional quantities/amounts can be vouchered.

IMPORTANT REMINDERS:

1. When copying from a source document, always adjust your quantities/amounts, and use any checkboxes necessary on the Worksheet page BEFORE copying the information to the new voucher.

Vouchers Styles and Their Uses

2. The Related Voucher field should be used whenever possible. It is beneficial when troubleshooting a vendor's payment history from an agency.

Journal Voucher:

Journal vouchers are created to correct distribution coding errors on vouchers. Users must relate them to the original voucher. However, the entire distribution must be entered online because the coding does not copy from the original voucher. There should be at least two distribution lines on a Journal voucher. The first line should be the incorrect coding from the original voucher (with a -\$ amount). Once entered, click the + icon to add a new distribution row. This will automatically create the second row with the same coding as the first, but with a positive dollar amount. Update the field(s) where the distribution correction is needed.

NOTES:

1. Journal vouchers require approval, budget check and voucher post, but never pay. (Vendors do not see Journal vouchers; they are in-house coding corrections.)
2. Journal vouchers can only correct current-year coding errors. GL Journal entries are used to correct prior-year coding errors.

Template Voucher:

Template vouchers are an option to use when an agency creates many non-PO regular vouchers repeatedly, where the details of the voucher are the same, but the dates or amounts may change. Remember, non-PO vouchers must have the approval of OSC Central Accounts Payable Division. Template vouchers are simply forms that are saved as this style, to use repeatedly for copying when creating regular vouchers. Use the Worksheet Copy Option, copying from a Template. (Vendor information must be populated first.) Once copied, update any pertinent fields on the regular voucher and save.

NOTE: Template vouchers have both a Voucher ID and a Template ID (name). When creating a Template voucher, in the Template ID field, use a descriptive name, as this is what you will see during the copy step of creating a regular voucher from a template (not the Template Voucher ID).

Template vouchers can be changed at any time.

Template vouchers can also be inactivated, by checking the 'Inactive' checkbox on the Invoice Information page and then resaving the template. A date next to Inactive will appear immediately, identifying when the template was rendered inactive. Checking this means you DO NOT want this template to appear on the Copy Worksheet page as a candidate for use during voucher creation. The Inactive checkbox can be unchecked at any time to be re-activated. (The related date will immediately disappear.)

Since Template vouchers are simply forms used to create Regular style vouchers, they should have only positive dollar amounts on the invoice lines, distribution lines and gross amount.

NOTE: Template vouchers never voucher post or pay, and they cannot be deleted or closed.

Single Payment Voucher:

Vouchers Styles and Their Uses

Enter Single Payment vouchers exclusively for previously identified 'Single Pay Vendors' without having to add these vendors into a vendor file.

IMPORTANT NOTE: Agencies must obtain prior authorization from OSC Central Accounts Payable Division, and configuration must be completed by the Core-CT Support staff prior to using the Single Pay functionality.