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1. Introduction

1.1. Use of the Express Voucher

The Express Voucher can be used to pay for supplies, subscriptions, memberships, conference registration, third-party payments, etc., where you have an invoice or other documentation to verify the amount of the payment.

The Express Voucher is used to generate a payment for requisitioned items of less than $4,999.99. At Georgia State University, the Express Voucher replaces the Non-personal Services (NPS) form, which was a manual process.
2. How to Enter an Express Voucher

Each step in the online process of entering an express voucher will be described below. Compare your screen to the ones shown in the example for each step.

2.1. Selecting your panel Group

Click on GO, Administer Procurement, Enter Voucher Information.
2.2. Creating an Express Voucher
Click on Use, Express Voucher, Add.

2.2.1. Adding Express Voucher Dialog Box

You will see a dialogue box. The Spectrum System default for Business Unit is GSUFS (Georgia State University Financial System). The other Business Units, GSUAA and GSURF, will be used less frequently and by those authorized to process transactions for the Athletic Association or the Research Foundation.

The Voucher ID is automatically assigned by the system. **Caution:** Do not change the value in this field.

Click OK to proceed.
2.3. Disclaimer Message

To proceed entering the voucher you must read and accept the disclaimer message shown below. Press OK when ready to continue entering the transaction.

Express Voucher Disclaimer

By submitting this express voucher, I certify and affirm the following:

Non Personal Services
Under criminal penalty of a felony for false statements, subject to punishment by a fine of not more than $1,000 or by imprisonment for not less than one year nor more than five, or both, the statements contained herein are true. The described item(s) are for institutional purposes only, reimbursement or payment has not been previously requested or paid by Georgia State University, and payment has not been requested or paid by any other source. The Governor's Exec. Order requires payment of invoices within thirty (30) days of the later of the date of the invoice, receipt of goods, or receipt of invoice. Payment requests that do not meet this requirement must be accompanied by an explanation.

Fee for Service
The services are essential and cannot be met in the time required by personnel receiving salary support in the area, the individual selected is the most qualified available for the nature and extent of the services required, time and compensation constraints, and the fee is appropriate for the qualifications of the individual and his/her normal charges.

Registration Fee Payment
This is the only registration fee payment request for this item and a subsequent claim will not be filed.

OK
2.4. Invoice Header Panel

After accepting the Disclaimer Message you will begin entering data for the transaction. The first panel will be Invoice Header.

2.4.1. Selecting your Vendor

There are a four ways a Vendor can be selected:

- **Enter Short Name in Name field:** The user will write vendor short name in name field and then tab to the next field. If short name is correct Vendor information will appear in screen.

- **Drop Down Button:** Will allow you to look at the first 300 Vendor in table.
- **Select from Vendor Table**: Enter a couple of letters in Vendor name field and then double click for all possible options.
• **Search for Vendor:** By selecting the flashlight icon the system will take you into a panel for Vendor search

In order to do a search you need to enter some data or input into the name field. Once the criteria have been established you should press the search button (dog). This will bring the Vendors that match your criteria into the bottom of the screen.

Review details by selecting the magnifying glass button next to the vendor you would like to select.

If the details match the vendor criteria press the select button (green checkmark). This will load vendor data into the Invoice Header Panel Tab.

You can proceed with the transaction data entry.
2.4.2. Invoice Header Information
To complete this panel the user will need to fill required fields:

- Invoice date
- Invoice Number
- Gross Amount: This should include all related charges.
- Voucher Type
- Received Date
- Distributed By
- Description of payment concept
- Speedchart

2.4.3. Invoice Date
Enter Invoice date. This date will be obtained from received invoices.
2.4.4. Invoice Number
Enter invoice number in the field shown below.

2.4.5. Gross Amount
Enter invoice total amount of invoice in field shown below. This must include all related charges (freight, taxes and other charges) that will be paid with this invoice.

2.4.6. Voucher Type
Enter voucher type, this a requirement for the transaction Workflow. To view all vouchers types available hit the drop down button and then select by double clicking or highlighting and pressing enter.
2.4.7 Project and Department ID

Depending on the type of voucher you have selected you will be required to enter a Project or Department ID. If the user selects DRG (Department Regular) or DSP (Department Special) type the system will require that an Organization be assigned. If the user selects PRJ or PRS the system will required that a project be assigned. These are important fields, as it will help determine Workflow requirements.

To select an Organization or a Project ID use the Drop Down Box or enter criteria and then double click in the selection. If you decide to use the Drop Down Box the system will only allow you to see the first 300 items in the table. Search Box looks like the one below for both the Organizations and Projects.
2.4.8. Received Date
This field is used for entering the date on which goods were received or the date invoice was received, whichever is later. This is a required field.

2.4.9. Distributed By
This field will be defaulted to Amount Tab into the Distributed by field to select between Amount and Quantity.

2.4.10. Line Description
Tab into the description field and enter payment description. This could be an item, goods, services or a general description.

Tab into the quantity field and enter the amount.

Tab into the unit of measurements field and select by using the drop down button to see all valid values. You can select by double clicking your selected value or highlighting and pressing the enter key.

To delete a line you do not wish to use, place your cursor in one of the fields in the line description and press the F8 function key or the Delete Row icon. To insert a row, place your cursor in one of the fields in the line item and press the F7 function key or press the Insert Row icon.

**INSERT ROW** Icon (same as F7 function key)

**DELETE ROW** Icon (same as F8 function key)
2.4.11. Speedchart Selection

In order for the system to allow you to select or enter a Speedchart you must click on the checkbox.

To select a Speedchart use the drop down box or enter a partial description and double click to get all available options. A dialog box will appear (see below).

After selecting your Speedchart all Chartfields combination fields except account will be populated (see below). The account field is required and needs to be completed by the voucher creator.

To select an account press F4 or enter a partial description and double click to get all available options. A dialog box will appear (see below). If you press F4 you will only be able to see the first 300 valid values.
3. Comments Panel Tab
You may enter comments in your voucher. You can do that by selecting the Comments Panel Tab. This field is unlimited in both comment fields (*Voucher and Payment*). These comments will not be printed in any document or check that may be sent to the vendor.
4. Budget Check Process

Once all required information has been completed you need to proceed with the Budget Checking Process. To start this process you need to move to the Accounting Information panel tab.

![Image of Accounting Information Panel]

**4.1. Running the Budget Check Process**

To run Budget Check the Voucher click on the Budget Check Button.

![Image of Budget Check Process]

If the transaction meets Budget Check requirements a Dialog Box like this will appear. Click on Yes to refresh the panel and validate the transaction. Clicking on Yes will automatically save the transaction.
If Voucher Budget Check process was successful the Accounting Information panel should show a valid status (see below).

**Note:**

If the process fails it will show *Error* instead of *Valid*. You will need to review your Invoice Header Panel for possible errors in selected chartfields.