

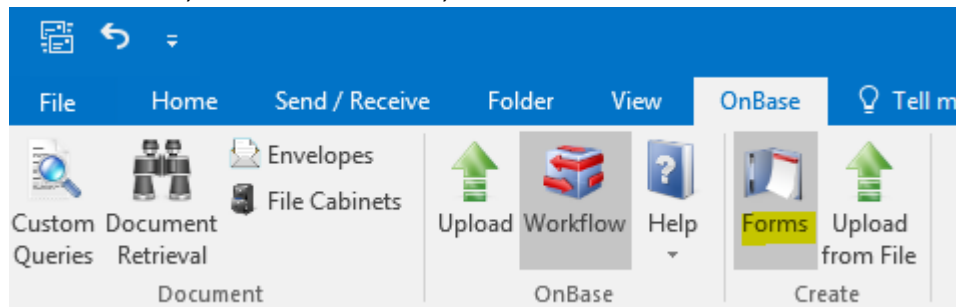
Invoice Submission Procedures for Traditional Users

“Traditional Users” are those employees who submit electronically, though OnBase.

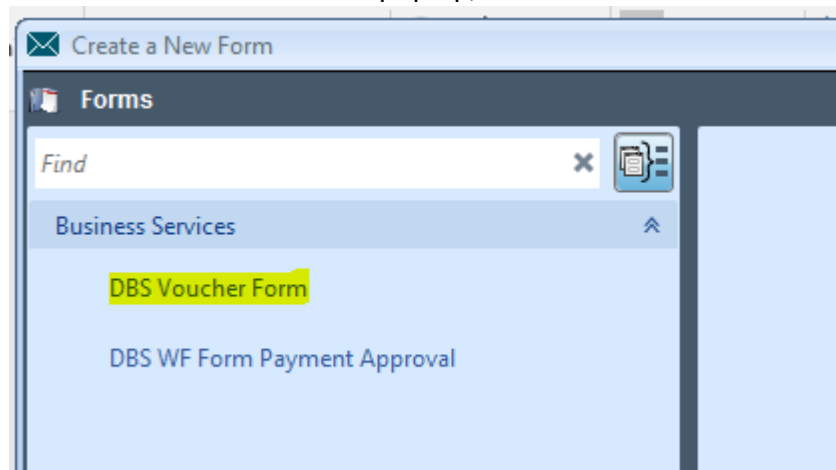
Step 1. Complete the DBS Voucher Form

1a. Open a new DBS Voucher Form

From Outlook, on the OnBase tab, click Forms



At the “Create a New Form” pop up, select DBS Voucher Form



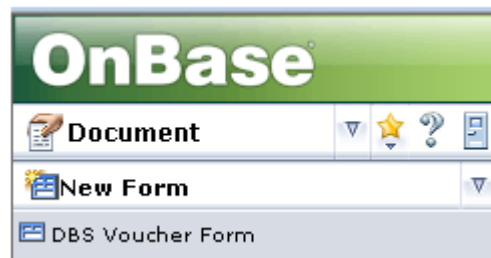
Business Services Guide for Traditional Users

The alternate way to access forms is to open the OnBase Thin client using the icon on your desktop or this link: document.davidson.edu (through Single Sign On)

Underneath **Document Retrieval**, select **New Form**



Then select **DBS Voucher Form**



The DBS Voucher Form displays for update.

1b. Complete the DBS Voucher Form

Asterisked * fields are required. Labeled fields with a pale yellow background are not accessible; they contain values populated from Banner or calculated from entered amounts.

Invoice Information Section

- Vendor Number* (a Vendor is any individual, including Davidson students or staff, or company receiving payment through Accounts Payable)
Entering the Vendor Number populates Vendor Name and Address; verify that this information agrees to the vendor invoice. If the name is incorrect, verify that you have used the proper Vendor Number. If the address is incorrect, contact the Accounts Payable Coordinator)
- International Vendor* (if yes, vendor must be reviewed by Business Services to determine (1) if the vendor is eligible for payment and (2) if the payment is subject to tax withholding. Please notify the Accounts Payable Coordinator and the Payroll Coordinator as far in advance as possible)
- Invoice Date*
- Vendor Invoice* OnBase uses this field and the vendor number field to match the DBS Voucher Form with the DBS Voucher Invoice. Therefore, it is imperative that these fields are exactly the same. Additionally, this field should be unique for each vendor so that current forms are not matched with previous forms. For example, if we pay Sarah Smith \$100 in 2015 and have a vendor invoice of 1, then if another DBS Voucher Form is entered in 2016 for \$500 but with the same vendor invoice of 1, OnBase will match that

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form up to the previously paid form/DBS Voucher Invoice, and it will not enter the Data Entry queue to be processed for payment.

- Approver*
- Business Purpose*
- Confidential Invoice defaults to No
- Click to attach invoice
 - Supporting documentation/invoices are required but may be attached now as part of the DBS Voucher Form, or uploaded separately (see step 2). To attach while still in the DBS Voucher Form, click on the “Attach DBS Voucher Invoice” button and navigate to the folder where you have saved the supporting document

Account Distribution

- Click **Add**
- Enter **Fund, Orgn, Acct, Prog** and **Amount**
 - For invoices without Orgn # enter **000111** as the default.
- Use **Add** to enter additional account distribution rows and **Remove** to extra distribution rows.
- Freight, shipping, and similar costs that are taxable in North Carolina must be added to **Amount**
- **Discount** is used for prepaid amounts or to enter a discount when offered by the vendor. Enter as a positive number.
- **Add'l Amt** refers to any amounts in the total cost that are not taxable such as labor and travel.

Account Summary Section

Calculations are performed on amounts entered in the Account Distribution section and displayed in the Account Summary section. The only information that needs to be added to this section is Tax, if applicable. Other values cannot be updated directly and must be updated in the Account Distribution Section if corrections need to be made.

- **Tax** is the amount of tax listed on the invoice.
- Net Amount is the total of the Account Summary field values and should agree to the total per the invoice.
- *DBS Voucher Invoice Required* is a reminder to submit the associated invoice which is the source document for payment and audit.
- **Submitted by** is populated with the user’s network ID when the **Submit** button is selected.

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1c. Submit the DBS Voucher Form

Clicking the **Submit** button uploads the completed DBS Voucher Form to OnBase and populates **Submitted By** with the user's network ID.

DBS Voucher Form access through Outlook integration:

The screenshot shows a web browser window with the title 'Create a New Form'. The main content area is titled 'DBS Voucher Form'. On the left, there is a sidebar with 'Forms' and 'Business Services' sections. The 'Business Services' section is expanded to show 'DBS Voucher Form' and 'DBS WF Form Payment Approval'. The main form area contains the following sections:

- Invoice Information:** Fields for Vendor Number (800067062), Vendor Name (CAROLINA OFFICE SYSTEMS), International Vendor (dropdown), Invoice Date (07/01/2016), Vendor Invoice (W22806), Approver, Confidential Invoice (N), Address 1 (13245 REESE BLVD WEST #130), Address 2, Address 3, City (HUNTERSVILLE), State (NC), Zip (28078), Business Purpose (copier charges), Notes, Draft (Bank DF) checkbox, Check Pickup? checkbox, Check Pickup Notes, and Attachments? checkbox.
- OPTIONAL:** A section with the text '***OPTIONAL*** Click to attach invoice.' and a button 'Attach DBS Voucher Invoice...'.
- Account Distribution:** A table with columns: Fund, Orgn, Acct, Prog, Amount, Discount Amt, Add'l Amt. The table contains one row with values: Fund: 10, Orgn: 821000, Acct: 720100, Prog: 01, Amount: 26.66, Discount Amt: , Add'l Amt: .
- Account Summary:** A table with columns: Approved Amount, Discount Amt Total, Add'l Amt Total, Tax, Net Amount. The table contains one row with values: Approved Amount: 26.66, Discount Amt Total: 0.00, Add'l Amt Total: 0.00, Tax: , Net Amount: 26.66.
- Submitted By:** A field for the user's name and a 'Count' field with the value 0.

A red 'Submit' button is located at the bottom of the form.

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DBS Voucher Form access through OnBase Thin Client

OnBase 15.0.2374 [Test System - Not For Production Use] - Internet Explorer

OnBase SHUFULLER | Log out

Document | New Form

Find:

- DBS Voucher Form**
- DBS WF Form Payment Approval
- HR HIRE Status Change Form-E
- HR New Hire Form-E

DBS Voucher Form

Invoice Information

Vendor Number * <input type="text" value="800067062"/>	Address 1 <input type="text" value="13245 REESE BLVD WEST #130"/>	Business Purpose * <input type="text" value="copier charges"/>
Vendor Name <input type="text" value="CAROLINA OFFICE SYSTEMS"/>	Address 2 <input type="text"/>	Notes <input type="text"/>
International Vendor <input type="text" value="N"/>	Address 3 <input type="text"/>	<input type="checkbox"/> Draft (Bank DF)
Invoice Date * <input type="text" value="07/01/2016"/>	City <input type="text" value="HUNTERVILLE"/>	<input type="checkbox"/> Check Pickup?
Vendor Invoice * <input type="text" value="IN22806"/>	State <input type="text" value="NC"/>	Check Pickup Notes <input type="text"/>
Approver * <input type="text"/>	Zip <input type="text" value="28078"/>	<input type="checkbox"/> Attachments?
Confidential Invoice <input type="text" value="N"/>	<p>**OPTIONAL** Click to attach invoice.</p> <p>DBS Voucher Invoice C:\Users\shufuller\Dropbox (Davidson College)\Assistant Controller Folder\I-P-Card Receipts\TESTING INTL QUEUE.pdf Buttons</p> <p><input type="button" value="Attach DBS Voucher Invoice..."/></p>	

Invoice/supporting documentation may be uploaded using the optional "Attach DBS Voucher Invoice" button at left, or by uploading through Outlook, using the DBS Voucher Invoice document type.

Account Distribution

Fund *	Orgn *	Acct *	Prog	Amount *	Discount Amt	Add'l Amt
<input type="text" value="10"/>	<input type="text" value="321000"/>	<input type="text" value="730550"/>	<input type="text" value="01"/>	<input type="text" value="26.66"/>	<input type="text"/>	<input type="text"/>

Account Summary

Approved Amount <input type="text" value="26.66"/>	Discount Amt Total <input type="text" value="0.00"/>	Add'l Amt Total <input type="text" value="0.00"/>
	Tax <input type="text"/>	Net Amount <input type="text" value="26.66"/>

Business Services ECM & Workflow Specification

Step 2. Upload Supporting Documents to OnBase – **IF* YOU HAVE NOT UPLOADED IT AS PART OF THE DBS VOUCHER FORM*

If you have not already scanned the supporting paper invoice and approval (as needed) to email, do that now. If a paper invoice is signed by the manager, the DBS Voucher Approval document type is not required.

2a. Access the OnBase Indexing Panels

In Outlook, highlight the invoice related email and then from the OnBase tab select **Upload**. The email may be an approval or an email with the invoice attached. Emails display as either Message (HTML) or Message (TXT).

2b. Complete the Panels for the Approval

If the approval is documented on the supporting invoice, the DBS Voucher Approval is not necessary. Select **Skip** to access the attachment (invoice/supporting documentation & approval) and go to **Step 2c**

Make the following selections in the *Import Document* section:

- Document Type Group: **Business Services**
- Document Type: **DBS Voucher Invoice**
- It is not necessary to change the File Type or Document Date

Enter the following values in the *Keywords* section:

- **Vendor Number** (if the automatically populated Vendor Name is not who should be paid, verify that the vendor number is correct. Do NOT change the Vendor Name on this panel)
- **Vendor Invoice** number (**this MUST agree to the Vendor Invoice input on the DBS Voucher Form**)
- **PO Number** if your department uses PO's
- A scheduled task updates **Document ID**
- Select **Upload**

The Approval is now in OnBase.

Import Document
Message (TXT) - Emailing: oracle invoice0001.jpg

Attachments...

Document Type Group
Business Services

Document Type
DBS Voucher Approval

File Type
Text Report Format

Document Date
07/03/2013

Keywords

Vendor Number
942805249

Vendor Name
ORACLE AMERICA INC

Vendor Invoice
41978664

PO Number
ITS13-092

Document ID

Upload Cancel

Skip

2c. Complete the Panels for the Invoice

The Attachment displays after the Approval email is uploaded or skipped. (Note – be sure that the attachment name agrees to the document you want to upload; twitter, facebook or Instagram logos also show as attachments.)

(DBS visually verifies the manager’s approval signature during Banner data entry and may suspend processing if it is missing and there is no DBS Voucher Approval.)

Make the following selections in the *Import Document* section:

- Document Type Group: **Business Services**
- Document Type: **DBS Voucher Invoice**
- It is not necessary to change the File Type or Document Date

Enter the following values in the *Keywords* section:

Required:

- **Vendor Number** (if the automatically populated Vendor Name is not who should be paid, verify that the vendor number is correct. Do NOT change the Vendor Name on this panel)
- **Vendor Invoice** number (this MUST agree to the Vendor Invoice input on the DBS Voucher Form)

The screenshot shows the 'Import Document' dialog box with the following details:

- Title:** Import Document
- Attachment:** oracle invoice0001.jpg
- Document Type Group:** Business Services
- Document Type:** DBS Voucher Invoice
- File Type:** Image File Format
- Document Date:** 08/06/2013
- Keywords Section:**
 - Vendor Number:** 942805249
 - Vendor Name:** ORACLE AMERICA INC
 - Vendor Invoice:** 41978664
 - PO Number:** 13-092
 - Confidential Invoice:** N
 - Check Pickup?:** NO
 - Attachments?:** NO
 - Document ID:** (empty)
- Buttons:** Upload, Cancel, Skip
- Checkbox:** Apply to all attachments

Other:

- Confidential Invoice change to **YES** as needed
- **Check Pickup?** Select yes if you want to pick up the check.
- **Attachments?** Select Yes if there are items that need to be mailed with the check i.e. letter or remittance slip.
- Enter **PO Number** if your department uses PO's
- **Document ID** will be updated following Banner data entry by the Accounts Payable office.

Select **Upload**

The invoice is now in OnBase. If you need to verify this, return to OnBase Thin Client, select **Document Retrieval** from the drop down menu in the second block, and select **DBS Voucher Form** or **DBS Voucher Invoice**, and then enter keywords to search. If you are entering a number of payments, you can search by your name in the **Submitted By** field.

Upload invoice documents from a file via Outlook

- From the OnBase tab in Outlook, select Upload from File.
- Select **Browse** and identify the file location.
- Go to Step 2 if the document is an approval or Step 3 it is an invoice.
- Select **Upload**

