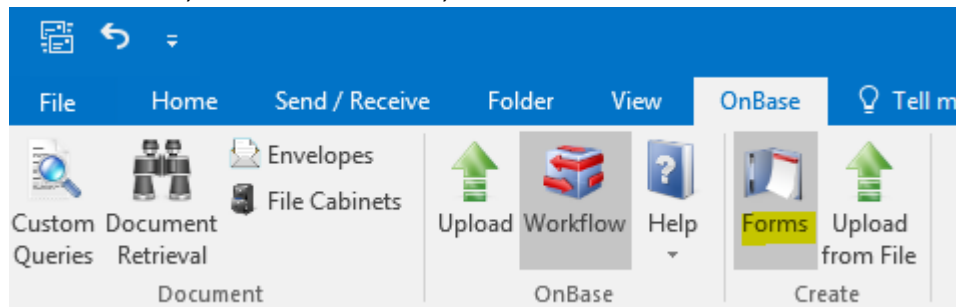# Invoice Submission Procedures for Traditional Users

"Traditional Users" are those employees who submit electronically, though OnBase.
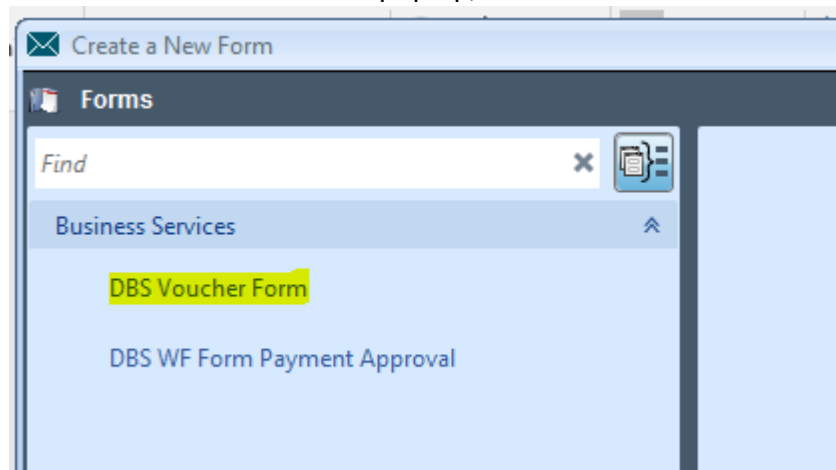
Step 1. Complete the DBS Voucher Form

1a.   Open a new DBS Voucher Form

From Outlook, on the OnBase tab, click Forms

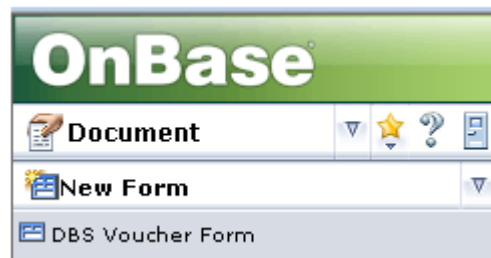At the "Create a New Form" pop up, select DBS Voucher Form

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

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 <u>not taxable</u> 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.

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:

DBS Voucher Form access through OnBase Thin Client

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.

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)

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**