# Voucher Entry- Indigent Fee Transfer to CPA

1. **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**'**Add a New Value**'
2. Enter **Supplier Name or Supplier Id**, **Invoice** **Number, Invoice** **Date,** and **Gross Amount**
and click **Add**.

3. **Verify** that the value in the **Payment Type** field on the voucher header is **“T”**



1. On the “Invoice Information” tab, scroll down to the “Invoice Lines” section.

In the **Invoice Lines** Section:

* **Enter** the **Description**
* **Update** the **Line Amount** for this specific transaction
* **Enter** the appropriate value in the **RTI** field
* **Enter** the **Invoice Description**

In the **Distribution Lines section:**

* **Verify** the **Merchandise Amt** matches the voucher **Line Amount**
* On the **GL Chart** tab, **Enter** the appropriate values in the GL Chartfields, i.e., the GL Coding Block *(this may vary by agency)*



1. **Click** in the **Copy Down** checkbox in the Invoice Lines section.

**Click** the **“+”** to add new voucher lines

**Enter** the number of lines you wish to add, in this example we entered **2.**

**Click OK.**



1. In the Invoice Lines section, **click** on the **Copy Dates** hyperlink.

**Enter** the **Invoice Receipt Date** *(this can be the last date of the service period)*

**Enter** the **Service Date** *(this can be the last date of the service period)*

**Enter** the **Requested Pmt. Date** *(Optional)*

**Click “OK”**



1. On the voucher **Line 2**,
* **Update** the value in the **Line Amount** to the appropriate amount
* **Enter** the appropriate value in the **RTI** field
* **Enter** the appropriate description in the **Invoice Description** field

In the **Distribution Lines section:**

* **Verify** the **Merchandise Amt** matches the voucher **Line Amount**
* On the **GL Chart** tab, **Enter** the appropriate values in the GL Chartfields, i.e., the GL Coding Block *(this may vary by agency)*



1. On the voucher **Line 3**,
* **Update** the value in the **Line Amount** to the appropriate amount
* **Enter** the appropriate value in the **RTI** field
* **Enter** the appropriate description in the **Invoice Description** field

In the **Distribution Lines section:**

* **Verify** the **Merchandise Amt** matches the voucher **Line Amount**
* On the **GL Chart** tab, **Enter** the appropriate values in the GL Chartfields, i.e., the GL Coding Block *(this may vary by agency)*



1. On the voucher header, verify that the value in the **Total** box matches the value in the **Line Total** and the **Difference** is 0. If not, update the **Total** box to match the **Line Total** and **click** on the **Calculate** button.





1. On the voucher header, **click** on the **Add DLT Comments** hyperlink



**Click** on the **Use Standard Comments** hyperlink



**Select** “DLT” in the **Comment Type** Box

**Select** the applicable **Comment ID** *(the comment Id and text may vary by agency – for this specific example we combined 3 separate DLT comments into one DLT comment so that they can all 3 be copied into the voucher at once.)*

**Click** “OK”



**Verify** your comment text was copied and that both **DLT Comment** Checkboxes are checked on

**Click** “OK”



1. On the “Voucher Attributes” tab, verify that the value in the “Template” field is the correct value and correct TCode is displayed



1. **Click** “Save”
2. On the **“Invoice Information”** tab,Select “Budget Checking” in the 'Action' dropdown list and click **Run**.

3. Click the **Refresh** button to determine when the process has completed.

4. When the “Budget Checking” process has completed, go to the Summary page to verify the voucher's **Budget** status.


**NOTE**: The Voucher must be posted before it can be journal generated and sent to USAS.