

Voucher Fields

Voucher Header Fields		
Field Name	Description	
Type	There are several Voucher Types that you can pick from. Each of them change the way the voucher works.	
	Type	Description
	Voucher	This is used to create a standard voucher. (Default)
	Vendor Prepayments	This is used to create prepaid that can later be applied to any vouchers.
	Debit Memo	This is used to create debit memos of purchases received from your Vendors but then decided to return the items.
	1099 Adjustment	This is used to create adjustment or correct a 1099 value that is previously filed. This transaction has no financial impact - does not pay the vendor and does not impact gl it is for record keeping only.
	Claim	This is used to create claims for transactions that has a gain or loss during the shipment due to various reasons like weather and damages.
	Prepayment Reversals	This is created after a voided Vendor Prepayment is reversed. This reversed the items that were: <ul style="list-style-type: none"> • prepaid is made and paid • payment was posted • payment was voided
	Deferred Interest	This is used to create a transaction record for interests of the balances that is elected to be deferred by the vendor
Invoice No	The Invoice Number field cannot have a duplicate value unless allowed by the user. The duplicate check is to ensure no duplicates on a single vendor. You are allowed to have duplicates across vendors.	
Invoice Date	The date of the Invoice. <ul style="list-style-type: none"> • Invoice date is used as the basis for terms codes • this does not impact when the transaction is posted to the general ledger 	
Recur	Option used to create a Recurring Voucher template. Recurring vouchers can not be made from posted vouchers. They are a template for future postings.	
Check Comments	Prints anything entered in this field on the check . limited to 25 characters due to space on the check.	
Post Date	The date the Voucher was (will be) Posted to the General Ledger.	
Terms	Terms can be setup in the Common Info menu. Depending on the selected term, it can change the Due Date and possible discounts given.	
Due Date	The date the Voucher is due to be paid. <ul style="list-style-type: none"> • This date can be adjusted even after posting the voucher but not after paying the voucher. 	
Reference	Accepts anything entered. For duplicate transactions, this field displays the record number of the original voucher.	
Ship Via	Shipping Method used in the transaction	
Contact	The vendor contact you may speak with on occasion other than your vendor who works at the same company.	
Ship From	This is where the vendor will ship your merchandise from.	
Ship To	This will display your default company location where merchandise will be shipped.	
Location	This will display the default company location.	
Pay To	This will display the vendor where merchandise will be paid to.	
Voucher No	This is an automatically generated number that is unique for every voucher	
AP Account	AP Account where GL entry will be posted. This defaults to the AP Account set in Common Info > Company Locations > GL Accounts tab	

Withheld Amount	The withheld amount applied when payment was made to the transaction.
Currency	Currency used in the transaction.
Ordered By	The one who created the transaction. Defaulted to the user that is currently logged in.
Ship From (Address field)	The address of the selected vendor location where merchandises were shipped from
Ship To (Address field)	The address of the selected company location where merchandises will be shipped to
Remarks	Accepts any remarks entered.
Subtotal	Total before the tax of all the line items entered in the Line Item Detail was applied.
Tax	The calculated tax based on the tax code used on every detail. This can be overridden via Tax Details screen.
Total	The computed total by adding Subtotal and taxes of the transaction.
Amount Paid	This is the payment amount already made for the voucher.
Amount Due	If voucher was partially paid, this displays the remaining amount with no payment yet. If voucher is already paid in full, this shows 0.00.
Terms Discount	This is the computed discount based on the terms used.
Override	Option used to override the computed discount.
Due if Paid By	Will show the date when computed discount is available and how much is the voucher total if paid with discount.

Voucher Line Item Columns	
Column Name	Description
Load #	Inbound Shipment record number if selected detail is associated to an Inbound Shipment
Contract	Contract number if selected detail is associated to a contract
Contract Seq	Sequence of the detail in the contract selected.
PO #	Purchase Order rerord number if selected detail is associated to a purchase order
Item No.	Item No. of the item selected
Description	Description of the item selected
Misc Description	If Item No is selected, this also displays the item's description. If item is not available in Items table, user can directly enter miscellaneous item in this field.
UOM	UOM set for the selected item. If detail is associated to other transactions, then it will default to the UOM used in that transaction. If not, it is defaulted to the stock unit of the item. For misc items, default is blank.
Ordered	Quantity received for the item.
Billed	Quantity billed for the item.
Sub Currency	Checked if Currency Unit used for the item is sub currency
Currency Unit	This is the currency used when item was received. It can be in main currency or in sub currency
Rate Type	The rate type used if currency used in the transaction is different from the functional currency set for the company.
Exchange Rate	If currency used in the transaction is different from the functional currency set, this is the rate used to convert the amount to base currency when posted to GL
Cost	This is the cost of the item per UOM selected
Cost UOM	This is the unit of measure of the cost
Gross/Net UOM	UOM for Gross/Net if used in a selected item associated in a transaction.

Net Weight	Net Weight of the item recieved.
Discount	Percent discount applied manually. (But this is just a display. Discount on payment will still be computed based on terms and date or will still get the discount entered in Terms Discount field if overridden.)
Tax	Tax computed based on the tax setup if available for the company location used, by vendor or by vendor location
Total	Line total, Cost * Billed qty
Actual	If voucher is associated to a contract and additional charges were applied, this is where actual amount is entered. (Column is hidden by default)
Difference	Difference of Actual - Total amount. (Column is hidden by default)
Account ID	Expense or AP Clearing account used where GL entry will be posted.
Account Description	Description of the Expense or AP Clearing account used
Comments	Accepts any comments entered.
Storage Location	This is the storage location of the item
Expected Date	Defaulted to today's date
Source No	If voucher is associated to other transaction, this displays the record no of the source transaction
BOL	Bill of Lading no
1099 Form	This displays the form in which voucher transaction will be included in the 1099 report
1099 Category	Available only for 1099 MISC, 1099 PATR and 1099 MISC.

Voucher Footer Fields	
Field Name	Description
Subtotal	Sum of all lines Amount Before Tax
Tax	Sum of Tax Calculated
Total	Subtotal Plus Tax
Amt Paid	Total of payments made on the voucher
Amount Due	Total minus Amt Paid
Terms Discount	Calculated discount
Override	This is the manual override flag to allow you to manually enter discount
Due if paid by	This is the amount that is due if you pay by the due date