

VOUM Instructions

The screenshot shows the 'VOUM: Voucher Maintenance' web application. At the top left is the Illinois State University logo. The main content area contains a form with various fields for voucher creation and management. A modal dialog box titled 'Voucher LookUp or (A)dd' is open in the center, with an arrow pointing to its input field. An orange callout box on the right contains a warning about invoice forwarding. The interface includes a navigation bar with 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES' tabs, and a 'Logout' button.

VOUM: Voucher Maintenance

File Options Help Save Save All Cancel Cancel All

VOUM - Voucher Maintenance

Voucher ID :
Status Date :
Status :

Voucher Date
PO Number
Maintenance Date

Invoice Number
Invoice Date
Invoice Totals

Vendor ID
Name 1
Address 1
CSZ
Country
Terms
Due Date
Take Discount

Vendor Name:
Address:
City:
State:
Country:
Currency:
Cash Discount:
Check Group:
Rcr Voucher:

Approvals 1
Comments 1
AP Type
Line Items

Voucher Done
Reference No 1
Pay Voucher
Assoc. Emps

Select Mnemonic VOUM
To create a voucher, type "a" to add a voucher in Datatel
To call up a previously created voucher, type the voucher number**

****If you have forwarded your invoice to the Comptroller's Office, you may not change the information by entering the voucher #**

VOUM Instructions

The screenshot shows the 'VOUM - Voucher Maintenance' web application. The interface includes a header with the Illinois State University logo and navigation options. The main form contains several sections: Voucher Information (Voucher ID: V1661869, Status Date, Status), Date and Invoice Information (Voucher Date: 08/28/15, Invoice Number: PVS062815, Invoice Date: 08/28/15, Invoice Totals: 3,241.14), Vendor Information (Vendor ID, Name, Address, CSZ, Country, Terms, Due Date: 08/28/15), and Payment/Approval Information (Approvals, Comments, AP Type, Voucher Done: No, Reference No: 1, Pay Voucher: Yes, Assoc. Emps). Callout boxes provide specific instructions: 'Datatel automatically generates a Voucher ID #. Write this number down on your invoice.' points to the Voucher ID; 'Invoice Number cannot exceed 16 digits' points to the Invoice Number; 'Voucher Date and Invoice Date should be identical; this date should be the date of service or delivery noted on the invoice.' points to the date fields; 'Type in vendor name; Datatel will convert to a Vendor ID Number**' points to the Vendor Name field; '**If no Vendor exists in Datatel, contact Lauri Joynt at 8-5751 for instructions.' is in an orange box; 'Click here to advance to the next screen**' points to the 'Near Record' button; '**Clicking on the F2 key on your keyboard is the same as selecting the drill-down icon' is in an orange box; and 'If paying with... General Revenue = G04L Agency = LOCA Restricted = REST' points to the AP Type field.

VOUM Instructions

UI 4.4 - Illinois State University Databel - [spchins / production] - Windows Internet Explorer

VOUM: Voucher Maintenance Search SEARCH RESULTS NAVIGATION FAVORITES ? Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Save Save All Cancel Cancel All

VOUM - Voucher Maintenance **VOIL - Voucher Item List**

Voucher ID : V1661869 Debit :
Status Date : Credit :
Status : Net :

Vendor: JP Morgan Chase Bank NA PO Number:
Tax Incl: Rcr Voucher:
Customs Inv: Invoice Total:

Taxes	Invoice Amount	Calculated Amount
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

Description	Quantity Extended	Price	Invoice Number	Tax
1 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item Total

Controller Line Items New Record No Values

100%

Click here to advance to the next screen

VOUM Instructions

UI 4.4 - Illinois State University Databel - [spchins / production] - Windows Internet Explorer

VOUM: Voucher Maintenance SEARCH SEARCH RESULTS NAVIGATION FAVORITES ? Logout

ILLINOIS STATE UNIVERSITY
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No Active Context

File Options Help Save Save All Cancel Cancel All

VOUM - Voucher Maintenance VOIL - Voucher Item List **VOUD - Voucher Item Maintenance**

Voucher ID : V1661869 Debit : 0.00
 Voucher Date : 08/28/15 Credit : 0.00
 Status : Net : 0.00

Vendor 1 JP Morgan Chase Bank NA PO Number
 Cmdty
 Desc 1 Customer # 5478113 Rcr Voucher
 2 Subscription Renewal Qty Accepted
 3
 Price 100.0000 Fixed Asset
 Quantity 1.000 Vendor Part
 Unit of Issue EA Each Form/Box/Loc
 Trade Disc Amt Invoice No PVS082815
 Trade Disc Pct Invoice Date 08/28/15
 Cash Discount Comments 1
 Extended Price 100.00
 Tax Codes 1

1st line ONLY of description will print on the remittance (along with the Invoice # on screen1). Customer ID is the best information to include here; if none exists, type the purpose of the voucher payment.

Click here and select (S) single or (M) multiple if items are a fixed asset.

Any other descriptions helpful for your records can be added here

Enter 22 digit account number. You may expense different object codes on the same voucher; you may NOT expense different fund sources on the same voucher.

After entering your account number, click on the Save icon at the top of the screen, or select F9 on your keyboard. Select Update at the pop up screen.

GL Account No Percent Quantity
 1
 GL Amt
 Proj ID

New Record

100%

VOUM Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

VOUM: Voucher Maintenance Search SEARCH RESULTS NAVIGATION FAVORITES ? Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Keep Context Open ✓ Save ✓ Save All ✗ Cancel ✗✗ Cancel All

VOUM - Voucher Maintenance VOIL - Voucher Item List **VOUD - Voucher Item Maintenance**

Voucher ID : V1661869 Debit : 100.00
Voucher Date : 08/28/15 Credit : 0.00
Status : Net : 100.00

Vendor 1 JP Morgan Chase Bank NA
Cmdty
Desc 1
2
3
Price
Quantity
Unit of Issue
Trade Disc Amt
Trade Disc Pct
Cash Discount
Extended Price
Tax Codes 1
Invoice Date 08/28/15
Comments 1
GL Account No Percent Quantity
1
GL Amt
Proj ID

Commodity Codes LookUp

100%

After selecting Save and Update, all fields will be saved, and a new set of blank fields will be ready for entry. If you have no other information to enter, this will be the ONLY time you will need to select the Cancel button above. This is also the only way to exit this screen and return to the previous tab.

VOUM Instructions

VOUM Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

VOUM: Voucher Maintenance

SEARCH RESULTS

NAVIGATION

FAVORITES

Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

VOUM - Voucher Maintenance VOIL - Voucher Item List

Voucher ID : V1661869 Debit : 100.00

Status Date :

Status :

Vendor 1 JP Morgan Chase Bank NA

Tax Incl No

Customs Inv No

Invoice Total 100.00

Taxes

	Invoice Amount	Calculated Amount
1		
2		

Description

	Price	Invoice Number	Tax
1	100.00	PVS082815	
2			
3			
4			
5			
6			
7			
8			
9			

Item Total 100.00

Update record, Cancel record or Return to editing

Update Cancel Return

Datatel is now working our way back to the first tab.
Select Save (or F9)
And then select Update (or hit Enter)

100%

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VOUM: Voucher Maintenance

SEARCH RESULTS NAVIGATION FAVORITES Logout

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No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

VOUM - Voucher Maintenance

Voucher ID : V1661869 Debit : 100.00
Status Date : Credit :
Status :

Voucher Date 08/28/15 PO Number Maintenance Date

Vendor ID 0007811 Name 1 JP Morgan Chase Address 1 Commerce Center CSZ Carol Stream

Country Currency Terms Cash Discount Due Date 09/14/15 Check Group Take Discount Rcr Voucher

Approvals 1 Comments 1 AP Type UCSH University Cash Line Items 1

Voucher Done No Reference No 1 Pay Voucher Yes Assoc. Emps

One final Save selection will bring up the following pop-up window below. Select OK, and then Update at the next pop-up.

Approvals must be entered before the document will be flagged as approved

OK

100%

Other Questions...

Online User's Manual can be found at:

<http://accountingoffice.illinoisstate.edu/datatel/manual>

More helpful Datatel information can also be found at the bottom page of this link:

<http://accountingoffice.illinoisstate.edu/datatel>

Entering Purchase Orders

Eric Boerngen 8-7916

Mary Ellen Backlund 8-5031

Office Max Charges

Brianne Larke 8-0626

Entering Bank One Vouchers

Sue Fish 8-3373

Vendors in Datatel

Lauri Joynt 8-5751

Postage/Printing/Fleet/Facilities Charges

Erika Jones 8-4540

Running Reports in Datatel

Steve Chinski 8-5733