



VOUCHER ENTRY
 STATE OF NORTH DAKOTA
 SFN 54472 (12-2005)

| | | |
|----------------------|------|------------|
| Business Unit Number | Date | Voucher ID |
|----------------------|------|------------|

| | | | | |
|---|----------------|-----------------|-----------|----------|
| Vendor ID (if known) | Vendor Name | | | |
| Address | | | | |
| City | | | State | Zip Code |
| Invoice Number or Description (up to 30 characters) | | | | |
| Invoice Date | Invoice Amount | 1099 Reportable | W/H Class | |

CHARGE/DISTRIBUTION LINES:

| Accounting Date | Account | Amount | Operating Unit | Fund | Dept | Class | Project | Activity | Resource Type | Resource Category |
|-----------------|---------|--------|----------------|------|------|-------|---------|----------|---------------|-------------------|
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TotalAmount:

I approve payment of this claim and certify that the expenditure is according to the laws of the State of North Dakota.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Instructions for Voucher Entry

This is a fillable form; OMB is requesting that forms sent to us for voucher submittal be prepared using the fillable format.

Business Unit – this is a 5-digit chartfield. (In SAMIS, it used to be called Dept # and was only 3 digits. In PeopleSoft, it is the same 3 digit field but 2 zeroes are added on the end.) *Example: Dept 110 is now Business Unit 11000.*

Date – Enter the day you are preparing the voucher.

Voucher ID – You will leave this blank; a Voucher ID will be assigned once the voucher has been inputted into PeopleSoft. The Voucher ID is printed on the advice slip after the check or ACH has been processed.

Vendor ID – Please fill in the Vendor ID if known. It would be a good idea to make a list of the Vendor ID numbers that you frequently use.

Vendor Name – Record the Vendor Name here.

Vendor Address, City, State, and Zip Code – Record the Vendor Address, City, State, and Zip Code here.

Invoice Number – Record Invoice number or a brief description.

Invoice Date – Record Invoice Date.

Invoice Amount – Record Invoice Amount.

1099 Reportable – Check the “Y” box if the voucher is 1099 Reportable and the “N” box if the voucher is not 1099 Reportable.

Withholding Class – If you check “Y” above, you need to report the withholding class. They are as follows:

- 01 Rents
- 02 Royalties
- 03 Other Income
- 06 Medical and Health Care Payments
- 07 Non-Medical Employee Compensation

Accounting Date – This field can be used to apply back a voucher to a previous accounting period. For example, in the month of July, you want to apply a voucher back to June, you would record it as 06/30/2005.

Account – This is a six-digit field. In SAMIS, it was referred to as Object number. You can retrieve a listing of account codes on the OMB website <http://www.nd.gov/fiscal/docs/accountcodes.pdf>

Amount – Record amount.

Operating Unit – This is a 3-digit field. In SAMIS, it was referred to as your Appropriation Number. Usually this will be the first 3 digits of your Business Unit. If you are charging something that is **non-appropriated**, you should use 901 as your suspense operating unit.

Fund – Record the Fund you want the expenditure to be paid out of.

Dept – Dept ID is a 4-digit field. In SAMIS, it was referred to as a Cost Center.

Class – This is a 5-digit field. In SAMIS, it was referred to as an Appropriation Line. Remember if the expenditure is **not** tied to an appropriation, you should be using 90170, which is a suspense line item.

Project – Activity – Resource Type – Resource Category – Enter Project information.

Signature – Date – Have an authorized signer sign and date the form.