



## Direct Invoice Voucher Instructions

The Direct Invoice Voucher is used to generate payment checks for all direct orders. All 'direct' payment invoice vouchers are prepared by the paying department.

1. Vendor Number – OnePurdue assigned vendor number, for identification in the system (if known).
2. Vendor Tax ID – This is a required field in the Vendor Master. Used for identification in the OnePurdue system. Enter last four digits for identification (if known).
3. Vendor Name and Address- Vendor or individual to whom the check is to be written. Provide complete “remit to” address.
4. Text – Include up to 50 characters to be included on the remit advice (check stub).
5. Description – Use this field for any special instructions, or a description of the payment.

**NOTE: New payments made via ACH should be noted in the description field; and an Authorization Agreement and W-9 should be attached to the invoice voucher. Once the ACH vendor is established, these do not have to accompany every payment.**

6. G/L Account – The G/L is analogous to the legacy object code. All payments need a G/L account.
7. Amount – Enter amount to be charged to this line item.
8. Cost Center – The Cost Center is analogous to the legacy Dept-Project Account combination.
9. Order – This item serves two purposes:
  1. Internal Orders – Used by Grants Management. A fund is required to be used in combination with Internal Orders
  2. Statistical Internal Orders – To be used with cost centers and WBS elements for departmental tracking.
10. WBS Element – WBS Elements are analogous to legacy construction accounts. Based on this item, the Fund will auto-populate.
11. Fund – A fund number is required, unless a WBS element is also used. Fund will be auto-populated in OnePurdue based on the WBS element.
12. Earmarked Funds – Used with legacy or Ariba orders. Enter encumbrance information.
13. Held Check – If you prefer to pick this check up at the Disbursements Desk enter ‘Yes’ here.
14. If check is to be held for departmental pick-up, provide name and phone number of person to be contacted when check is ready.
15. Required Approvals – Make sure all required signatures are obtained before sending to Disbursements.