Purchase Order Vouchers

The Purchase Order (PO) Voucher is used to request a payment for goods and/or services that were ordered using a special item purchase order. This includes items such as computer equipment, maintenance contracts, lab equipment, etc.

The process starts with a Special Item Requisition which, when approved, creates and dispatches a purchase order to a supplier; the order will then be fulfilled and shipped.

When items on the invoice are received and accepted, a PO Voucher is processed to pay the supplier.

**Note:** Not all items require a systematic receipt in order to process a PO Voucher. The voucher will error during a budget check if a receipt is required.

**Things to consider before starting a PO Voucher:**

- The date the invoice was received on campus must be indicated on the support documentation, the date can be handwritten or use a pre-inked date stamp.
- An original invoice is required for payment to a supplier. It should closely match the information on the requisition and subsequent purchase order, i.e. supplier name should match, line items should match, pricing should match.
- Property management must be notified to provide asset tags for all controlled items shipped to the department.
- When processing a Purchase Order (PO) Voucher, the elements of the chartfield string (Fund, Department, Function, Cost Center, Project) should not be updated from the approved PO on the voucher. This includes using the SpeedChart function.

**Create the Voucher**

1. Begin by navigating to the Voucher Regular Entry in UTShare Navigator → Financials → Accounts Payable → Vouchers → Add/Update → Regular Entry or using the blue menu bar at the top of the UTShare screen: Accounts Payable → Voucher Entry

   The Voucher search page is displayed

2. Click the Add a New Value Tab (if needed).

3. Enter the Invoice Number appearing on the supplier invoice received. If one is not available, enter a meaningful unique reference number or statement.

4. Enter the Invoice Date.

5. Click Add.
The Voucher Invoice Information page displays:

The Invoice number and date populate with the information you entered.

The next steps will copy the PO information into the Voucher.

6. To the left of **Copy From Source Document**, click the expand arrow to open the panel.

7. Click the search arrow by the Copy From field and choose **Purchase Order Only**.

8. Click **Go**

The Copy Worksheet screen displays:

9. Enter **UTARL** in the PO Business Unit field.

10. Enter the PO# in the PO Number From field or use the Search icon to find and select the PO.

11. Click the **Search** button.
The Copy worksheet expands to display the PO line items.

If there are more than 1 line on the PO:

12. Click the **View All** link. This will expand to view all of the lines.
It may be necessary to adjust the Quantity or Amount being vouchered to match the invoice.

13. Select the PO lines to pay by selecting individual lines or click Select All. Just make sure that those lines to be paid have checks in the check boxes.

14. Click the **Copy Selected Lines button**. This action will redirect you back to the Invoice Information page.

15. Click the **Attachments link** to upload the support documentation (signed supplier invoice and/or packing slip) to the Voucher. The supplier invoice must be attached.

16. Click the **Basis Date Calculation link**.
The Basis Date Calculation fields are used to determine the Payment Basis Date. The Payment Basis Date determines the date when the payment is scheduled to pay. The Scheduled Due Date can be viewed from the Payments page. If this system has determined that the payment is overdue, with a valid reason, you may stop the interest from being paid to the vendor from the Payments page.

17. In the Invoice Receipt Date field, enter the date the invoice was received.

18. Enter Goods/Services Receipt Date.

19. Click Calculate. This generates the scheduled payment date.

20. Enter the date the goods were provided or the date the service began in the Service Start Date field. This can be the same date as the Service End date if this is one time good or service.

21. Enter the date the goods were provided or the date the service was completed in the Service End Date field. This can be the same date as the Service Start date if this is one time good or service.

22. Click the Update ALL Voucher Lines button. This action will apply the dates to all your invoice lines on the Invoice Information page.

23. Click the Back to Invoice link to return to the invoice information page.

Note: The Date Calculation page is used to calculate the prompt pay date. According to the Prompt Pay Act, the university is required to pay a vendor for goods and/or services within 30 days from the date the goods are provided, the services completed, or invoice is received, whichever is the later. Agencies that pay vendors after the payment due date will be required to pay an interest penalty fee. This page is used to enter information required for the prompt payment calculation.
24. Back on the main Invoice Information page, Notice the vendor name, address, line items, and the chartfield information is copied into your voucher.

25. Scroll down and Click Save.

26. A Voucher ID number is assigned.
27. Click the Payments tab. This page is used to view payment information, such as the payment terms, remit to address, and the payment due date.

28. Update the Scheduled Due date field to schedule the payment earlier than the scheduled payment date (i.e., early payment discount, normal vendor payment terms).

29. If applicable, refuse interest to be paid to a vendor for late payment by clicking the Late Charge link.

**Note:** It is recommended, if you refuse interest to be paid to a vendor, you should provide additional remarks in the Comments section explaining why.

30. The Handling field indicates how the payment should be handled. The default code is “US” for United State Mail/Direct Deposit. This is the preferred method of distribution.
   a. If you would like to pick-up a check, enter or lookup payment handling code “PU”. Prior approval must be received from the Office of Disbursements, before selecting this code. If the request is granted, type the name and telephone number of the person to notify in the Message field (e.g., **Call Sam Maverick at ext. 21234 when check is ready**). Checks are available for picked-up in the Student Accounts Office.
   b. To send an attachment with a check, enter or lookup payment handling code “AT”. Reference the Voucher ID number (e.g., **VID00000063**) in the Message field to ensure that the attachment is matched with the correct check. Send the attachment to Accounts Payable at P.O. Box 19135. Reference the Voucher ID number on the attachment and provide a note stating, "Attachment for Check”.
   c. To send a check to a foreign address, enter or lookup payment handling code “FM”.

![Payment Information and Options](image-url)
31. The Message field is used to enter a comment that will populate on the check stub information. 

**Note:** If you have an attachment to accompany the check or if the check is for pick-up, you should enter the appropriate information in this section to alert the Office of Disbursements.

32. The Separate Payment box can be selected if the voucher needs to pay on its own check/transaction. Typically, vouchers for a supplier are bundled together into one payment. Selecting this box generates an individual payment for the voucher.

33. Click the **Save** button.

34. Select **Matching** from the **Action** menu at the top of the page.

35. Click Run. A message box appears. Click Yes to wait for the matching process to complete.

**Note:** Matching is a process that compares the voucher to the PO and receiving documents to ensure that you are paying for what you ordered and received.
36. Once the Match process is complete, the Match Status on the Summary tab will update. If the Match status is “Exceptions”, a receipt will need to be entered for the PO line items. See the Desktop Receiving Job Aid for further information. Once the receipt is entered, navigate back to the voucher and run Matching again. The voucher must be in a “Matched” Match Status to move forward for budget checking.

37. After completing the required fields, you must run budget checking before submitting your voucher for approval. Budget Checking is the process that checks for available funds and valid chartfield values. From the Payments tab, click the Action drop-down menu, select Budget Checking, then click the Run button. Click the Yes button, to wait for the budget checking process to complete.
38. Once the budget check is complete, the Budget Status on the Summary tab will update. If the status updates as “Valid”, proceed to submitting the voucher for approval. If the status updates as “Exceptions”, the error(s) will need to be resolved and the budget check run again. A voucher must be in “Valid” budget status to be submitted for approval.

Note: Click the word “Exceptions” to view details regarding the budget check error.

39. Once the voucher is successfully budget checked, the Submit Approval button becomes available on the Invoice Information tab.

Note: If necessary, you can verify the document routing before submitting the voucher for approval by clicking the Preview Approval link on the Summary tab.

40. Click the Submit Approval button to submit the voucher for workflow approvals.
41. The Approval Comments Window appears. Enter any relevant comments regarding the payment voucher. The comments entered in this section appear on the Approval History page for the workflow approvers to view. (Comments are optional). Click the OK button.

42. The voucher’s Approval Status will remain at Pending until all workflow approvals have been obtained. To view the status of the workflow approvals, click the Approval History link on the Summary tab.