Purchase Order Voucher

The Purchase Order (PO) Voucher is used to request a payment for goods and/or services that were encumbered with a Purchase Order. This includes items such as computer equipment, maintenance contracts, lab equipment, etc. Once a PO number has been assigned and dispatched, the order will be fulfilled by the vendor. When items on the invoice are received and accepted, a PO Voucher is processed to pay the vendor.

To create a non-purchase order voucher, complete the following steps.

1) Begin by navigating to the Voucher Regular Entry in UTShare at Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry.

2) The Voucher search page is displayed. Click the Add a New Value tab (if necessary).

3) Leave the default values: Business Unit (UTARL), Voucher ID (NEXT), Voucher Style (Regular Voucher).

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

5) Enter the Invoice Date.
   Note: The other fields will be populated when the information from the PO is copied into the voucher. Only complete the Invoice Number and Date fields.

6) Click Add.

When you start your voucher, three primary tabs are displayed: Invoice Information, Payments, and Voucher Attributes. Notice, the information entered on the “Add a Value” page appears on the voucher entry form.
7) Use the Add Attachments link to upload support documentation to the Voucher. The invoice must be attached to the voucher.

8) Click the Calc Basis Date link. 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.

   a. In the Invoice Receipt Date field, enter the date the invoice was received.
   b. If necessary, enter the Invoice Date. This should populate if already entered.
   c. Enter the Goods/Services Receipt Date.
   d. Click Calculate to generate 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.
   e. Enter the date the goods were provided or the date the service began in the Service Start Date field.
   f. Enter the date the goods were provided or the date the service was completed in the Service End Date field.
   g. Click the Update ALL Voucher Lines button. This action will apply the dates to all your invoice lines on the Invoice Information page.
   h. Click the Back to Invoice link to return to the Invoice Information page.

9) Click the gray expansion arrow to open the Copy From Source Document section.
10) From the Copy From drop-down menu, select Purchase Order Only and then click Go.

Note: Do not use the PO Unit and PO Number fields or the Copy PO button. This affects how the PO encumbrance is released and may not disencumber the funds from the PO appropriately.

11) The Copy Worksheet page is displayed. This page is used to copy information from an approved PO.
   a. For the PO Business Unit, enter UTARL.
   b. Enter the PO number in the PO Number From field and click Search.

12) This action will display the line items on the PO. The screen defaults to showing line one of the PO. If there are multiple lines on the PO, click the View All link to see all PO lines.

13) It may be necessary for you to adjust the Quantity or Amount being vouchered to match the invoice.

14) Select the PO lines to pay by selecting individual lines, or choosing Select All.
15) Once the PO lines are selected, click the Copy Selected Lines button. This action will redirect you back to the Invoice Information page.

16) Notice, the vendor name, address, line items, and the chartfield information is copied into your voucher.

17) Click Save. A Voucher ID number is assigned.

18) 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.

   a. Make sure that the address displayed in the Payment Information section matches the address entered on the Invoice Information page.

   b. 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).

   c. 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.

   d. 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.

      i. 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.
ii. 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”.

iii. To send a check to a foreign address, enter or lookup payment handling code “FM”.

e. 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.

f. 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.

19) Click the Save button.

20) After completing all the required fields, select Matching from the Action menu and then 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.

21) 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.

22) 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. 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.

23) Once the budget check is complete, the Budget Status on the Summary page 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.
24) Once the voucher is successfully budget checked, the Submit Approval button becomes available on the Invoice Information page.

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.

25) Click the Submit Approval button to submit the voucher for workflow approvals.

26) 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.
27) 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.