

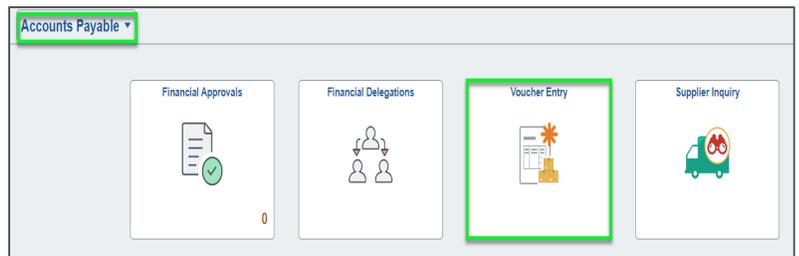
Non-Purchase Order Voucher

A Non-Purchase Order Voucher is used to request a payment for goods and/or services that does NOT require a purchase order. This includes items such as utilities, membership dues, and registration fees to be paid directly to a vendor. For a complete listing of purchases that can be made without obtaining a purchase order, see Procedure BF-PGS-PR8, Reimbursements and Payments Other than for Travel and Purchase Orders.

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

- 1) Begin by navigating to the Voucher Regular Entry in UTShare at **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

- a. Or, from the drop-down menu in the top center, select “**Accounts Payable**” then click the “**Voucher Entry**” tile.



- 2) The **Add a New Value** Voucher page should display, if needed click the **Add a New Value** tab.
- 3) Leave the default values: Business Unit (UTARL), Voucher ID (NEXT), Voucher Style (Regular Voucher).

- 4) Leave the Supplier information blank.
- 5) Enter the Invoice Number appearing on the invoice. If one is not available, enter a meaningful unique reference number or statement.
- 6) Enter the Invoice Date.
- 7) Enter the total dollar amount of the invoice in the Gross Invoice Amount field.
- 8) Click Add.

- 9) 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 (e.g. Invoice Number, Invoice Date, and Gross Amount) appears on your voucher entry form.

10) Enter or lookup the Supplier by Name or ID and then select the correct Address Sequence Number that corresponds to the supplier's address

Note: If the supplier or the address does not exist in the system, you will need to invite the supplier using PaymentWorks.

11) If necessary, adjust the **Pay Terms** according to the invoice. Vouchers will default to a "Net30" payment term; this can be adjusted if different payment terms are stated on the invoice.

Note: For details regarding the different Pay Terms, please see the Payment Voucher Training Guide. For more information on The State of Texas Prompt Pay law, see the [Texas Comptroller website](#).

12) Use the **Attachments** link to upload support documentation to the Voucher. The invoice must be attached to the voucher.

13) Click the **Basis Date Calculation** 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 previously 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.

Note: *Prompt pay interest penalty fees will be charged to UTA cost centers only; these fees will not be charged to sponsored projects, cost shares, nor plant funds.*

- 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.



14) From the Invoice Information page, scroll down to the Invoice Lines and Distribution section. This section is used to enter additional line item information and accounting details.

- a. Enter or lookup the SpeedChart where the expense will be applied. The SpeedChart is the same as the 6-digit Cost Center or the 10-digit Project ID. When a SpeedChart is used, all the required ChartField values will auto-populate except for the Account.
- b. Provide a brief Description for the line item.
- c. If necessary, add or modify the Line Amount.
- d. In the Distribution Lines section, enter an Account code. This value is used to identify the expense type.
- e. If necessary, click the Add a New Row [+] icon to split the expense between chartfield values.

Note: *The SpeedChart field will only populate ChartField.*

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 3,500.00

SpeedChart 470086

Ship To CENT110

Description Ergo/Eco Community Membership

*Service 04/16/2019 *Service 04/16/2019

Start Date: End

Empl ID: Date:

One Asset

Calculate

Distribution Lines

| Copy Down | Line | Merchandise Amt | Quantity | *GL Unit | Account | Fund | Dept | Program | Function | PC Bus Unit | Project | Activity | Cost Center |
|--------------------------|------|-----------------|----------|----------|---------|------|--------|---------|----------|-------------|---------|----------|-------------|
| <input type="checkbox"/> | 1 | 1,000.00 | | UTARL | 67101 | 4200 | 315203 | | 500 | | | | 470086 |
| <input type="checkbox"/> | 2 | 1,000.00 | | UTARL | 67101 | 4200 | 315203 | | 500 | | | | 470085 |
| <input type="checkbox"/> | 3 | 1,500.00 | | UTARL | 67101 | 4200 | 315203 | | 500 | | | | 470132 |

Save Save For Later

- f. After all required entries are made, click Save. A Voucher ID number is assigned.

Summary Related Documents **Invoice Information** Payment

Business Unit UTARL Invo

Voucher ID 00162320 Accountin

Voucher Style Regular Voucher *Pay

15) 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.

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

- 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.
 - 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 will need to be picked up in the Student Accounts Office.
 - 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".
 - 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.

- 16) Click the **Save** button.
- 17) 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. In the upper right of 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
- 18) 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.

Summary | Related Documents | Invoice Information

Business Unit UTARL
 Voucher ID 00162320
 Voucher Style Regular
 Supplier Name FACILITECH INC dba Business Interiors
 1111 VALLEY VIEW LN
 IRVING, TX 75061-6008

Entry Status Postable
 Match Status No Match [Preview Approval](#)
 Approval Status Pending
 Post Status Unposted

Budget Status Valid

Budget Misc Status Valid
 *View Related | Payment Inquiry

Summary | Related Documents | Invoice Information

Business Unit UTARL
 Voucher ID 00162320
 Voucher Style Regular
 Supplier Name FACILITECH INC dba Business Interiors
 1111 VALLEY VIEW LN
 IRVING, TX 75061-6008

Entry Status Postable
 Match Status No Match
 Approval Status Pending
 Post Status Unposted

Budget Status Exceptions

Budget Misc Status Valid
 *View Related | Payment Inquiry

19) Once the voucher is successfully budget checked, the **Submit Approval** button becomes available on the Invoice Information page.

Invoice Information | Payments | Voucher Attributes | Error Summary

Invoice No 1234567890
 Accounting Date 05/02/2019
 *Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date

Supplier: FACILITECH INC dba Business Interiors
 Pay Schedule Manual

Invoice Total: Line Total 3,500.00, *Currency USD, Miscellaneous, Freight, Total 3,500.00, Difference 0.00

Non Merchandise Summary, Session Defaults, Comments(0), Attachments(0), Basis Date Calculation, Template List, Advanced Supplier Search, Preview Approval, Supplier Hierarchy, Supplier 360

Action [Dropdown] Run Calculate Print **Submit Approval**

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.

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

21) 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.

22) 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.

Summary | Related Documents | Invoice Information | Payment

Business Unit UTARL
 Voucher ID 00162320
 Voucher Style Regular
 Supplier Name FACILITECH INC dba Business Interiors
 1111 VALLEY VIEW LN
 IRVING, TX 75061-6008

Entry Status Postable
 Match Status No Match
Approval Status Pending [Approval History](#)
 Post Status Unposted