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 > Navigator > 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) 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.

6) Enter the total dollar amount of the invoice in the Gross Invoice Amount field.

7) Click Add.

8) On the Invoice Information tab, enter the Supplier ID number. If you do not have the Supplier ID number, use the magnifying glass to find and select it.

9) Confirm the remittance Address is selected by clicking the magnifying glass for Address. Select the appropriate remittance address.
10) 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](https://www.tre.state.tx.us/).

11) Use the **Comments** link to communicate to Accounts Payable any notes or payment instructions (i.e. check for pickup, separate payment, specific payment date if needed).

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.

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. Be sure to update the Merchandise Amount or Quantity for each distribution line so the total of all distribution lines equals the voucher line total.

Note: The SpeedChart field will only populate ChartField.
15) After all required entries are made, click Save. A Voucher ID number is assigned.

16) 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. If it does not, enter the correct or use the magnifying glass icon to select the Address sequence number.

17) Click the Save button.

18) 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.
19) 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: If necessary, you can verify the document routing before submitting the voucher for approval by clicking the Preview Approval link on the Summary tab.

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

22) 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.
23) 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.