Non-PO Voucher Entry Process Overview

Often referred to as Direct Payment Vouchers, Non-PO Vouchers are typically used for one-time expenses below a given dollar threshold and other various types of scenarios. Since a Non-PO Voucher does not have the previously approved Purchase Order, typically a campus approval process will be required prior to payment. See your campus policy documentation for the details of what is allowable for a Direct Payment and the required approval process.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Depending on the campus approval process, Non-PO Vouchers are entered upon receipt of a vendor invoice or after a paper based approval process is complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>Typically, Non-PO Vouchers are dependent upon an approval which varies by campus.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>It is assumed that the non-PeopleSoft approval process enforces campus policy and that the correct ChartField string is able to be determined for a given invoice.</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Accounts Payable staff and various approvers are included and responsible for this business process.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Process Detail

I. Adding the Voucher

*Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry*
1. Select **Add a New Value** tab.
2. Enter **Business Unit**: ‘UW***’
3. **Voucher ID** should default to ‘NEXT’
4. Select **Voucher Style**: ‘Regular Voucher’
5. Select **Short Vendor Name**. **Note:** Using the search by short vendor name will also return the Vendor ID, Vendor Location, and Address Sequence Number.
6. Select **Vendor ID**. **Note:** Using the search by Vendor ID will also return the Short Vendor Name, Vendor Location, and Address Sequence Number.
7. Update the **Location** and **Address Sequence Number** if different than the Vendor default.
8. Enter **Invoice Number** from original document.
9. Enter **Invoice Date**.
10. Enter **Gross Invoice Amount**.
11. Enter **Estimated No. of Invoice Lines**. Estimate the number of lines to be entered on the voucher and this will eliminate the need to insert lines. Additional lines can be inserted if the
estimate is low, likewise, an over-estimation of lines will be deleted upon saving the voucher. You may also add or delete lines during voucher entry.

12. Click Add and the Invoice Information page will appear.

**Note:** If your invoice includes a Freight Charge that is not specific to one line, see Appendix A for information on entering that Charge. Also, see the AP.2.08 Voucher Session Defaults document for information on how to use new functionality to automatically populate various Voucher fields with defaults to reduce keystrokes. For other ways to expedite the Voucher entry process see the AP.2.07 Voucher Templates document.
13. Choose Distribute by option. For the Distribute by ‘Quantity’ option you must enter the Unit Price, Quantity, and Unit of Measure (UOM) and the system calculates the Line Amount. For Distribute by ‘Amount’, you enter the Line Amount and have the option to also enter Unit Price, Quantity, and UOM for informational purposes but they are not required.

14. Enter a Description of the goods or services purchased on the Voucher Line.

15. The Ship To: will default to the value specified on your Campus AP BU definition. Update as needed.

16. If using a SpeedChart, enter or select the desired control value from the lookup glass.

17. In the Distribution Lines section, complete the ChartField string information. Add additional Distribution Lines as needed.

   Note: If you would like to copy an existing distribution with ChartString information

   a. Check the Copy Down checkbox.
   b. Click
   c. Select the number of rows to add. The newly created distributions will contain the ChartString from the distribution line marked with the Copy Down checkbox.

18. In the Distribution Lines section the GL Business Unit and the PC Business Unit will be defaulted from the Business Unit that was originally entered with the Voucher Add.

19. After you have completed entering all Lines and Distribution Lines, you can Click to verify that the Voucher Header total matches the Line Total. This validation is also automatically performed when is clicked. If the totals do not match, the Voucher is not saved and the Difference Amount is displayed.
20. Once the amounts are corrected, click again and verify the difference is 0.

21. Click **Save**

**Note**: Upon save the system also checks that all required fields are populated, that the invoice is not a duplicate, and the ChartField string is valid from a Combination Editing standpoint.

**Also Note**: If the purchase is for an asset, you can specify the asset information on the Distribution Lines section of the voucher on the **Asset** tab. This will queue the transaction for integration with Asset Management.
22. If the Vendor is setup for 1099 withholding, you will see the Withholding link. Compare the distribution account code to the withholding class used in the Withholding link to make sure they correspond. Example: GL Account code ‘3860’ for royalties and withholding class of ‘02’ for royalties. If you don’t see the correct withholding code available contact the vendor maintenance group to have it added.

23. If the particular line is not withholding applicable, deselect both the Withholding Applicable and Applicable checkboxes. See tax specific documents for alternate scenarios and more about withholding classes.

24. Click the Back to Invoice link.
II. Reviewing Payment Tab

1. Select **Payments** tab.

2. **Review** the payment *Address* and **change** if necessary. **Note:** This is what will be printed on the check.

3. **Click** [Save]. **Note:** This will automatically schedule the payment.

4. **Review** the Payment Information section. Schedule information is determined by Invoice Date and Payment Terms.

5. **Review** the Payment Options section. This information is defaulted from the vendor setup, but can be overridden at the voucher level on a case by case basis. Also, you can enter a message to appear on the payment advice in the *Message* box.

6. **Click** the *Payment Comments* link to add internal comments regarding the payment.
7. Click [Save]

Note: The Voucher must be Saved before the subsequent processes (Budget Check, Voucher Post, and Pay Cycle Selection) can be run.

III. Online Voucher Budget Check

1. To Budget Check the Voucher from the Voucher Page select ‘Budget Checking’ from the Action menu

2. Click [Run]

Note: The ability to run the Budget Check process from the Voucher Page, as well as others is granted by adding the required process groups to the user’s User Preferences. This setup is done by your Business Unit Administrator. If you are entering multiple vouchers it may be quicker to run the budget check in batch as described below. When Budget Checking multiple Vouchers, not only does the batch process typically take less time to complete per budget check, but it also frees your screen so you can perform other tasks while it is processing.
IV. Batch Voucher Budget Check

*Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check*

1. If you have not previously run this process, skip to step 4. If you have previously run this process, click the **Find an Existing Value** tab.
2. **Enter** the **Run Control ID**.
3. **Click** the **Search** button to open an existing run control, and **skip** to step 7.
4. If you do not have a Run Control Setup for this process Click **Add a New Value** tab.

5. **Enter a Run Control ID**: ‘AP_VOUCHER’. **Note**: This can be any alphanumeric string without spaces or special characters up to 30 characters in length.

6. Click **Add** and the Budget Check page will open.

7. **Select Process Frequency**: ‘Always Process’.

8. **Enter a Description**, in this case we are using ‘AP Budget Check’.

9. **Select Transaction Type**: ‘AP_VOUCHER’.

10. In the **Selection Parameters** section, **Select Field Name**: ‘Business Unit’.

11. **Select Value Type**: ‘Value’.

12. **Select From/To**: ‘UW***’.

13. At the top right hand corner of the **Process Request Parameters** section, **Click**
15. Enter Description: ‘AP Budget Check non-prorated item’.
16. Select Transaction Type: ‘AP_VCHR_NP’.
17. In the Selection Parameters section, select Field Name: ‘Business Unit’.
18. Select Value Type: ‘Value’.
19. Select From/To: ‘UW***’.
20. Click Run
21. Select Server Name: ‘PSUNX’
22. **Click** OK and the Budget Check page will appear again.

23. **Click** on the *Process Monitor* hyperlink from the Budget Check main page.

24. **Click** until Run and Distribution Statuses change to ‘Success’ and ‘Posted’.

**Note:** If the Run Status updates to ‘Error’ or ‘No Success’ contact UWSA Support.

25. **Click** on the *Go back to Budget Check* hyperlink to return.
V. Online Voucher Posting Process

1. If you have chosen to Post a Voucher online as opposed to in batch, Select ‘Voucher Post’ from the Action menu

2. Click Run

Note: As with the Voucher Budget Check, if you are entering multiple Vouchers it is likely quicker to enter the Vouchers together and then run the Budget Check and Post in batch.

VI. Batch Voucher Posting Process

Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Posting

1. If you have not previously run this process, skip to step 4. If you have previously run this process, Click Find an Existing Value tab.

2. Enter the Run Control ID.

3. Click Search to open an existing run control, and skip to step 7.

4. If new, Select Add a New Value tab.

5. Enter Run Control ID: ‘AP_VOUCHER_POST’ or any other alphanumeric string not containing spaces or special characters up to 30 in length.
6. Click [Add] and the Voucher Posting Request page will open.

7. Enter Request ID: ‘1’ or another value
8. Enter Description: ‘AP Voucher Post’ or your desired description.
10. Select Post Voucher Option: ‘Post Business Unit’
11. Select Prepayment Application Method: ‘Invoicing Vendor’
12. In the Post Voucher List section, select Business Unit: ‘UW***’

13. Click [Run]
14. At the Process Scheduler Request panel, Select Server Name: ‘PSUNX’
15. Click **OK** and the Voucher Posting Request page will appear again.

16. Click on the *Process Monitor* hyperlink from the Voucher Posting Request main page.

17. Click **Refresh** until the *Run* and *Distribution Statuses* change to ‘Success’ and ‘Posted’.

   **Note:** If the *Run Status* updates to ‘Error’ or ‘No Success’ contact UWSA Support.

18. Click the *Go back to Voucher Posting Request* hyperlink to return.
Appendix A: Entering Freight

For a given purchase if freight is not included in each invoice line, but rather as a lump sum on
the invoice. You can populated this amount on the Voucher header and have it prorated across
the Voucher lines.

1. On Invoice Information tab in the Balancing section of the Voucher Entry page
2. Click the adjacent to Freight.

Freight Charges

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UWMIL</th>
<th>Invoice Number</th>
<th>1234567890</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>00886609</td>
<td>Vendor</td>
<td>0000000007</td>
</tr>
<tr>
<td>Gross Amt</td>
<td>100.00</td>
<td>Vendor</td>
<td>3M CO</td>
</tr>
</tbody>
</table>

Freight Amount: 20.00

Prorate Freight Details

<table>
<thead>
<tr>
<th>Prorate</th>
<th>Charge Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️</td>
<td>NONE1</td>
<td>20.00</td>
</tr>
</tbody>
</table>

OK  Cancel  Refresh
3. Enter the Charge Type with a Description of ‘Freight’
4. Enter Charge amount
5. Click OK
6. In the Balancing section, Click Calculate to verify that the voucher balances.

7. Click Save. When the voucher is posted and journal generated, the Freight will be allocated between the expense lines.

Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
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<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/27/12</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>2.0</td>
<td>3/26/2013</td>
<td>Revisions</td>
</tr>
<tr>
<td>Spencer Kelsay</td>
<td>2.1</td>
<td>04/17/13</td>
<td>Included Voucher Budget Check and Voucher Post</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>05/20/2013</td>
<td>Final revisions and updates to the document</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>05/22/2013</td>
<td>Final review and publish to website</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>3.2</td>
<td>07/02/2013</td>
<td>Added AM integration information</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>3.3</td>
<td>07/02/2013</td>
<td>Update and republish</td>
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<tr>
<td>Mark Flemington</td>
<td>3.4</td>
<td>10/7/2013</td>
<td>Added supplemental information</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.5</td>
<td>10/7/2013</td>
<td>Final Format and republish</td>
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