PO Voucher Entry Process Overview

PO Vouchers are Regular AP Voucher that are associated with a Purchase Order. This functionality allows you to copy Purchase Order information into a Voucher and reduces the overall number of keystrokes required.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>PO Vouchers are entered at the time an Invoice is received that is associated with a Purchase Order</th>
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</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>PO Creation, PO Approval Workflow, PO Dispatch.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>The user entering the PO Voucher has enough information to establish which purchase order the invoice relates to.</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Accounts Payable Staff</td>
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<td>Alternate Scenarios</td>
<td>Voucher Budget Check/Posting in Batch and PO Finalization</td>
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Process Detail

I. Entering Regular Vouchers Associated with Purchase Orders

*Navigation: Accounts Payable > Voucher > Add/Update > Regular Entry*

1. Click [Add a New Value] tab:
2. **Enter Business Unit**; ‘UW***’
3. **Enter Voucher ID**; ‘NEXT’ if using auto-numbering
4. **Select Voucher Style**; ‘Regular Voucher’
5. **Enter the Vendor ID or search** for it with the lookup glass
6. **Enter the Invoice Number**.
7. **Enter the Invoice Date**.
8. **Enter the Gross Invoice Amount**
9. **Click Add**

10. If you are interested in finding the Open PO Balance, **Enter the PO Unit** (this should default to your POBU, update as needed). Also **Enter the PO Number if known or search** for it using the lookup glass. **Right-Click** the red glyph in the top right corner of the PO Number field and a pop-up menu will appear. From the menu **Left-Click PO Balance**. The Related Content section will pop-up from the bottom of the page. On the PO Balance tab, PO
Encum Bal column, the Open PO Balance will be displayed for each PO Line, Schedule, and Distribution.

11. If you would like to copy the entire PO to the Voucher Click and skip to section II. Voucher Line Information and Charges Panel. Else Select ‘Purchase Order Only’ from the Copy From dropdown.

12. Click Go hyperlink
13. Enter or search PO Business Unit.
14. Enter or search PO Number From.
15. Click [Search] and the lines from the PO are returned. Do not change Quantity for partial orders at the Copy Worksheet screen. Change quantity on voucher screen only.

16. Select all lines or individual lines that apply. Click on Select All hyperlink will mark all the lines to be copied into voucher. Click a single checkbox on the line you want to select an individual line.

17. Click [Copy Selected Lines]

**Note:** There is new 9.1 functionality which allows for the attachment of files to a Voucher. This functionality does not include data capture or automated scanning and requires that you use another means to obtain the document to attach in electronic form.

**II. Voucher Line Information and Charges Panel**

Once the PO lines have been copied into the voucher, you can modify the information as needed on this panel. Use the Balance field at the bottom of the panel to identify if a difference exists between the invoice header information and the newly created voucher lines.

1. You will be able to insert new rows, but you should not change the ChartFields on the information you copied from the PO.
2. When you have completed updating the lines, **Click** to verify that the total dollar amount of the lines equals the Gross amount on the header panel. Make adjustments as needed.

**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.

3. 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.
4. 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.

5. **Click** the *Back to Invoice* link.
III. Reviewing Payment Tab

1. Select the 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.
IV. Online Voucher Budget Check

1. To Budget Check the Voucher from the Voucher Page Select ‘Budget Checking’ from the Action menu and 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.
V. 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 on the tab.
2. Enter the *Run Control ID*.
3. Click 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** 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** and the Budget Check page will open.
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 [Refresh] until Run and Distribution Status 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.
VI. 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 and 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.

VII. 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 characters in length.
6. Click 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
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: Finalizing a Purchase Order at Voucher Entry

When entering the final invoice for a PO, PO Line, or PO Distribution Line use the finalization process to liquidate the remaining encumbrance balance.

- To Finalize a PO at the Header level click the icon located in the upper right of the screen. This is typically used when all expected invoices for the entire PO have been received. This will prevent processing additional invoices against the PO and liquidate the remaining encumbrance.
- If a finalization needs to be reversed the “Un” Finalize functionality can be used.
- A PO voucher line can also be finalized. This will only finalize the line selected leaving the remaining lines of the PO not finalized.
- To finalize a PO Distribution Line, Click the Finalize checkbox just to the right of the Budget Date field.

Note: The associated PO Encumbrance is not actually liquidated until the Voucher is Budget Checked.
### Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/27/12</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Spencer Kelsay</td>
<td>2.0</td>
<td>04/11/13</td>
<td>Updated Screenshots and Content</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>5/20/13</td>
<td>Document Review and New Functionality Updates</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>5/20/13</td>
<td>Final review and publish to website</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>3.2</td>
<td>07/02/13</td>
<td>Added AM integration information</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.3</td>
<td>07/02/13</td>
<td>Finalize and republish</td>
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<tr>
<td>Mark Flemington</td>
<td>3.4</td>
<td>10/10/13</td>
<td>Additional details</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.5</td>
<td>10/11/13</td>
<td>Finalize and republish to website</td>
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