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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 supplier 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>
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</tbody>
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Process Detail

I. Adding the Voucher

Navigation: AP WorkCenter > Main > Regular Entry OR

Navigation Bar: 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 Supplier Name**. **Note**: Using the **to search by short supplier name will also return the Supplier ID, Supplier Location, and Address Sequence Number.**
6. **Select Supplier ID**. **Note**: Using the **to search by Supplier ID will also return the Short Supplier Name, Supplier Location, and Address Sequence Number.**
7. Enter **Invoice Number** from original document.
8. Enter **Invoice Date**.
9. Enter **Gross Invoice Amount**.
10. 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.

11. **Click** 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.

12. **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.

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

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

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

17. 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.

18. 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 **Save** is clicked. If the totals do not match, the Voucher is not saved and the Difference Amount is displayed.

19. Once the amounts are corrected **Click** again and verify the difference is 0.

20. **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.

21. If the Supplier 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 supplier maintenance group to have it added.
22. 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.

23. **Click** the Back to Invoice link.

24. If you have an existing file you would like to attach to the voucher, you can use the Attachments (#) hyperlink. This will bring up the following page. Clicking the Add Attachment button will bring up a window that allows you to **Browse** for and **Upload** files.
II. Reviewing the Payment Tab

1. Select Payments tab.
2. **Review** the Payment Information section. Schedule information is determined by Invoice Date and Payment Terms.

**CRITICAL STEP**: Review the Location and Address and change if necessary. Defaults are set on the voucher. This is where you can change the address or payment method if the defaults are incorrect.

**Location** – set the location (i.e. 0001, etc) to change the payment method is on the voucher. You can select the (magnifying glass) for your options. Some suppliers have multiple locations set up for payment methods of CHK, ACH or PPL.

<table>
<thead>
<tr>
<th>Supplier Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>CHK</td>
</tr>
<tr>
<td>0002</td>
<td>ACH</td>
</tr>
</tbody>
</table>

and

**Payment Address** - This is what will be printed on a check if you have selected the LOC set up with the CHK payment method. (Do not assume that the payment address is correct. The default may not be what you need to use.)

Click [Save]. **Note**: This will automatically schedule the payment.
3. **Review** the Payment Options section. This information is defaulted from the supplier 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.

4. **Click** the *Payment Comments* link to add internal comments regarding the payment.

5. **Click** [Save]

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

### III. Save For Later Option

1. If you do not have all the information needed to save a voucher, you may enter the information you have, and click the [Save For Later] button. This will put the voucher in incomplete status, but allow you to enter the rest of the necessary data later. The voucher will be given a Voucher ID number.

   Example: You don’t know what the GL Chart Fields should be. You can leave those blank, click [Save For Later], then come back to complete the voucher at another time. The [Save For Later] button is available on the Related Documents, Invoice Information, Payments, and Voucher Attributes tabs.
IV. Online Voucher Budget Check

1. To Budget Check the Voucher from the Invoice Information 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.

V. Batch Voucher Budget Check

Navigation: AP WorkCenter > Main > Budget Check OR

  Navigation Bar: 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 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 Reports/Queries tab.
24. Click on the Process Monitor hyperlink.

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

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

26. Click on the Main tab 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.
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.

VII. Batch Voucher Posting Process

Navigation: AP WorkCenter > Main > Voucher Posting or

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

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.
1. Enter the Run Control ID.
2. Click Search to open an existing run control, and skip to step 7.
3. If new, Select Add a New Value tab.
4. 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 Supplier’
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 Reports/Queries tab.
17. Click on the *Process Monitor* hyperlink.

18. 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.

19. Click the *Main* tab 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 populate this amount on the Voucher header and have it prorated across the Voucher lines.

![Invoice Total]

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

![Voucher Freight Charge]

3. **Enter** the Charge Type using the search icon. Choose the option with the Freight description.
4. **Enter** Charge amount
5. **Click** OK
6. In the Balancing section, **Click** to verify that the voucher balances.
7. Click \[\text{Save}\]. 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>
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<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/27/12</td>
<td>Initial Draft</td>
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<tr>
<td>Mark Flemington</td>
<td>2.0</td>
<td>3/26/2013</td>
<td>Revisions</td>
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<tr>
<td>Spencer Kelsay</td>
<td>2.1</td>
<td>04/17/13</td>
<td>Included Voucher Budget Check and Voucher Post</td>
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<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>5/20/2013</td>
<td>Final revisions and updates to the document</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>5/22/2013</td>
<td>Final review and publish to website</td>
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<tr>
<td>Mark Flemington</td>
<td>3.2</td>
<td>07/02/2013</td>
<td>Added AM integration information</td>
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<tr>
<td>Susan Kincanon</td>
<td>3.3</td>
<td>07/02/2013</td>
<td>Update and republish</td>
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<td>Mark Flemington</td>
<td>3.4</td>
<td>10/7/2013</td>
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<td>Susan Kincanon</td>
<td>3.5</td>
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<td>Beth Vereb</td>
<td>4.0</td>
<td>4-9-18</td>
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<tr>
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<td>4.1</td>
<td>7-6-18</td>
<td>Finished updating for 9.2 Upgrade</td>
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<tr>
<td>Laura Parman</td>
<td>5.0</td>
<td>5/1/20</td>
<td>Added information on page 9 for LOC and address entry options</td>
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