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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.

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

Process Detail

I. Entering Regular Vouchers Associated with Purchase Orders

AP WorkCenter > Main > Regular Entry OR

Navigation Bar : **Accounts Payable > Vouchers > Add/Update > Regular Entry**

Accounts Payable WorkCenter

Voucher

Find an Existing Value
Keyword Search
Add a New Value

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit


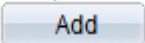
PO Number

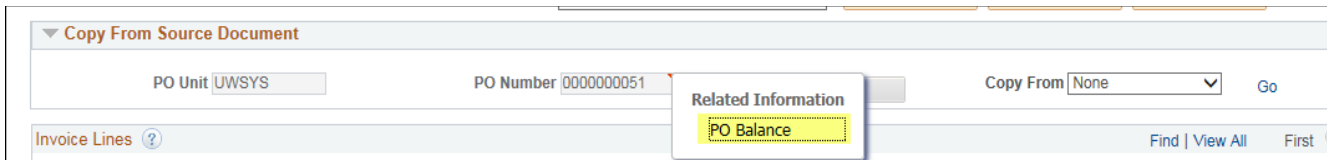
Estimated No. of Invoice Lines



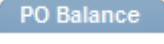
[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

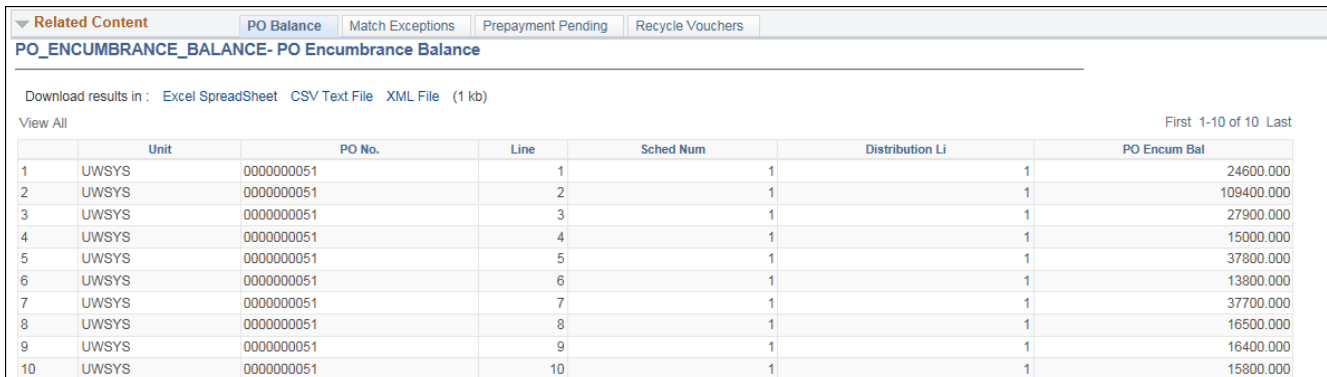
1. Click **Add a New Value** tab:
2. Enter **Business Unit**: 'UW***'

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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* if you expect the amount to be different than what is pulled from the PO.
9. To have ALL the lines from the PO copied into the voucher, enter the PO Business Unit (should be the same as Business Unit entered on the top line), and then use the search icon to find the desired PO Number. **NOTE:** Use of these fields is optional and they should **only** be used if you want to bring in the entire PO.
10. **Click** 



11. 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  tab, *PO Encum Bal* column, the Open PO Balance will be displayed for each PO Line, Schedule, and Distribution.



	Unit	PO No.	Line	Sched Num	Distribution Li	PO Encum Bal
1	UWSYS	0000000051	1	1	1	24600.000
2	UWSYS	0000000051	2	1	1	109400.000
3	UWSYS	0000000051	3	1	1	27900.000
4	UWSYS	0000000051	4	1	1	15000.000
5	UWSYS	0000000051	5	1	1	37800.000
6	UWSYS	0000000051	6	1	1	13800.000
7	UWSYS	0000000051	7	1	1	37700.000
8	UWSYS	0000000051	8	1	1	16500.000
9	UWSYS	0000000051	9	1	1	16400.000
10	UWSYS	0000000051	10	1	1	15800.000

12. If you did not copy the entire PO from the *Add a New Value* page, you will need to open up the *Copy From Source Document* section of the voucher on the Invoice Information tab. Click on the arrow to the left of "Copy From Source Document".

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The screenshot shows the 'Accounts Payable WorkCenter' interface. The 'Invoice Information' tab is active. The 'Business Unit' is 'UWSYS' and the 'Voucher ID' is 'NEXT'. The 'Invoice No' is 'test Copy PO Conv'. The 'Invoice Date' is '04/09/2018'. The 'Supplier ID' is '0001018550' and the 'ShortName' is 'MERCERINC-001'. The 'Copy From Source Document' button is highlighted with a red box. Other buttons like 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print' are also visible.

The screenshot shows the 'Copy From Source Document' dialog box. The 'PO Unit' is 'UWSYS' and the 'PO Number' is '0000000047'. The 'Copy PO' button is highlighted. The 'Copy From' dropdown menu is set to 'Purchase Order Only'.

13. To copy the entire PO to the voucher, use the search icon next to PO Number field to find the PO you want, or you can enter the number manually. The PO Unit needs to be the same as the Business Unit and it auto-populates. **Click** **Copy PO** and skip to section [II. Voucher Line Information and Charges Panel](#).

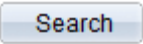
14. To select specific lines from the PO, **Select** 'Purchase Order Only' from the *Copy From* dropdown, then **Click** the Go hyperlink. This will bring up the Copy Worksheet page.

The screenshot shows the 'Copy Worksheet' page. The 'Business Unit' is 'UWSYS' and the 'Voucher' is 'NEXT'. The 'PO Lookup Criteria' section is expanded, showing search fields for 'PO Business Unit' (UWSYS), 'PO Number From' (0000000051), and 'PO Line Number From'. The 'PO Date Option' is set to 'No Date'. The 'Search' button is highlighted with a red box. Other buttons like 'Reset', 'View Matched /Cancelled Only', and 'Copy Entire Document' are also visible.



15. Enter or search PO Business Unit.



16. Enter or search PO Number From.

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
17. Click  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.

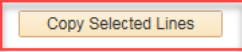
Accounts Payable WorkCenter

PO Line Number From 
 *PO Date Option No Date 

PO Line Number To 
 PO Date 

Additional Search Criteria

Max Rows 





Select PO Lines
Find | View All | First 1 of 1 | Last

PO Unit UWSYS
 Supplier ID 0001018550 MERCER INC

You can use the **Select All** hyperlink or check mark individual lines.

PO Number 0000000051
 PO Date 08/31/2017

☒ **Select All** ☐ Deselect All

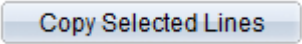
Select PO Lines
Personalize | Find | View 1 |   First 1-10 of 10 | Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty
<input type="checkbox"/>	29100.00000	1	1		Identify 500-550 benchmark job	1.0000	EA	24600.00	USD	1.0
<input type="checkbox"/>	109400.00000	2	1		Collect base salary, annual in	1.0000	EA	109400.00	USD	1.0
<input type="checkbox"/>	27900.00000	3	1		Compare UWS jobs against the m	1.0000	EA	27900.00	USD	1.0
<input type="checkbox"/>	15000.00000	4	1		Discuss base pay structure des	1.0000	EA	15000.00	USD	1.0
<input type="checkbox"/>	37800.00000	5	1		Develop a straw model base pay	1.0000	EA	37800.00	USD	1.0
<input type="checkbox"/>	13800.00000	6	1		Conduct impact analysis on str	1.0000	EA	13800.00	USD	1.0
<input type="checkbox"/>	37700.00000	7	1		Facilitate five working sessio	1.0000	EA	37700.00	USD	1.0
<input type="checkbox"/>	16500.00000	8	1		update the impact analysis inc	1.0000	EA	16500.00	USD	1.0
<input type="checkbox"/>	16400.00000	9	1		Draft salary administration gu	1.0000	EA	16400.00	USD	1.0
<input type="checkbox"/>	15800.00000	10	1		Communications: Key stakeholde	1.0000	EA	15800.00	USD	1.0

☒ **Select All** ☐ Deselect All

PO Line Count 10
 PO Total \$314,900.00

18. **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 checkbox to select an individual line.

19. Click 

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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.

The screenshot displays the 'Invoice Lines' panel in the SFS Business Process AP.2.02 – PO Voucher Entry interface. It shows three invoice lines, each with a 'Purchase Order' box and a 'Distribution Lines' table.

Line 3:

- Line 3** ☐ Copy Down
- *Distribute by: Amount
- Item: [Search]
- Quantity: 1.0000
- UOM: EA
- Unit Price: 20,900.00000
- Line Amount: 20,900.00
- SpeedChart: [Search]
- Ship To: HUMANRESOU
- Description: Compare UWS jobs against the m
- Packing Slip: [Search]
- Purchase Order:** UWSYS|000000051|3|1 Associate Receiver(s) ☐ One Asset ☒ Amount Only
- Distribution Lines:**

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class
				1	100.0000	100.0000	20,900.00	1.0000	UWSYS	2870		136	605000	1	

Line 4:

- Line 4** ☐ Copy Down
- *Distribute by: Amount
- Item: [Search]
- Quantity: 1.0000
- UOM: EA
- Unit Price: 15,000.00000
- Line Amount: 15,000.00
- SpeedChart: [Search]
- Ship To: HUMANRESOU
- Description: Discuss base pay structure des
- Packing Slip: [Search]
- Purchase Order:** UWSYS|000000051|4|1 Associate Receiver(s) ☐ One Asset ☒ Amount Only
- Distribution Lines:**

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class
				1	100.0000	100.0000	15,000.00	1.0000	UWSYS	2870		136	605000	1	

Line 7:

- Line 7** ☐ Copy Down
- *Distribute by: Amount
- Item: [Search]
- Quantity: 1.0000
- UOM: EA
- Unit Price: 37,700.00000
- Line Amount: 37,700.00
- SpeedChart: [Search]
- Ship To: HUMANRESOU
- Description: Facilitate five working sessio
- Packing Slip: [Search]
- Purchase Order:** UWSYS|000000051|7|1 Associate Receiver(s) ☐ One Asset ☒ Amount Only
- Distribution Lines:**

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class
				1	100.0000	100.0000	37,700.00	1.0000	UWSYS	2870		136	605000	1	

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. Purchase Order information is displayed for each Invoice Line.

The close-up shows the 'Purchase Order' box for a specific line. It contains the following information:

- Purchase Order:** UWSYS|0000000154|1|1 Associate Receiver(s)
- ☐ Force Price
- ☐ One Asset ☒ Amount Only

The first link in the Purchase Order box shows the PO Business Unit, the PO ID, the PO Line number, and the PO Schedule number. If you click on this link, it will open a window that allows you to look at the PO Header and Line comments if there are any.

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View Source PO/Receiver Information

Unit UWSYS Voucher 00044276 Line 1 *Line Match Option Full Match

PO Number **Receipt Number**

PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
UWSYS	0000000154	1	1				

PO/Receipt Comments

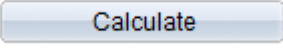
PO/Receipt Header Comments Find | View All First 1 of 1 Last

Source	Business Unit	PO/Receipt
Comment Text:	<input type="checkbox"/> Send to Supplier	Comment Type

PO/Receipt Line Comments Find | View All First 1 of 1 Last

Source	Business Unit	PO/Receipt
Comment Text:	<input type="checkbox"/> Send to Supplier	Line

OK Cancel Refresh

- To finalize a PO Line, click on the pink icon in the Purchase Order box or checkmark the Finalize box on the Distribution Line. To finalize the entire PO click on the pink icon to the right and above all of the Invoice Lines.
- 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.

University of Wisconsin System SFS Business Process AP.2.02 – PO Voucher Entry

Invoice Total

Line Total	73,600.00
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	73,600.00
Difference	0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Run

Calculate

Print

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.

Distribution Lines							
GL Chart Exchange Rate Statistics Assets							
	Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID
		1	5,001.00		<input checked="" type="checkbox"/>	UWMIL	EQ04
							Asset ID
							NEXT

Invoice Information | Payments | Voucher Attributes

Business Unit: UWSYS

Voucher ID: NEXT

Voucher Style: Regular Voucher

Invoice Date: 04/03/2018

Invoice Received:

Supplier ID: 0001044477

Short Name: CROOKSTON-001

Location: 0001

*Address: 1

Invoice No: test403-1

Account: 04/03/2018

Date:

*Pay Terms: DUR

Basis Date Type: Inv Date

Control Group:

☐ Incomplete Voucher

Invoice Total

Line Total	403.00
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	403.00
Difference	0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Withholding

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save

Save For Later

Action

Run

Calculate

Print

Copy From Source Document

Invoice Lines

Find | View All

First

1 of 1

Last

- 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

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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.

Related Content | New Window | Help | Personalize

Withholding Information

[Back to Invoice](#)

Business Unit: UWSYS Invoice Number: test403-1 VAT Entity:
 Voucher ID: NEXT Supplier: 0001044477 CROOKSTON FLORAL Invoice Date: 04/03/2018

Withholding Option

☐ Postpone Withholding

Invoice Line Withhold Information Find | View All | First | 1 of 1 | Last

Line: 1 Description: ☒ Withholding Applicable

Withholding Code:

Withholding Details Personalize | Find | View All | First | 1 of 1 | Last

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Withhold at Payment	<input checked="" type="checkbox"/>

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

Voucher Header Attachment

Business Unit: UWSYS Voucher ID: NEXT

Details Personalize | Find | View All | First | 1 of 1 | Last

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment](#)

OK Cancel Refresh

File Attachment ✕

[Help](#)

Browse...

Browse...

Browse...

Browse...

Upload Cancel

III. Reviewing the Payment Tab

1. Select **Payments** tab.

2. **CRITICAL STEP: Review** the payment **Address** and **change** if necessary. **Note:** This is what will be printed on a check. (Do not assume that the payment address is correct. The default may not be what you need to use.)

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.

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IV. Save For Later Option

- 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.

The screenshot displays the SFS Business Process AP.2.02 – PO Voucher Entry interface. The 'Invoice Information' tab is selected. The 'Save For Later' button is highlighted with a red box. The 'Invoice Total' section shows a Line Total of 406.00. The 'Distribution Lines' section shows a single line with a Merchandise Amt of 406.00. The 'GL Chart' section is visible at the bottom.

Invoice Information Tab:

- Business Unit: UWPLT
- Voucher ID: 00422508
- Voucher Style: Regular Voucher
- Invoice Date: 04/06/2018
- Invoice Received: 04/06/2018
- Supplier ID: 0001000004
- ShortName: WBARTIST-001
- Location: 0001
- *Address: 1
- Invoice No: 10017
- Account: 04/06/2018
- Date: 04/06/2018
- *Pay Terms: DUR
- Basis Date Type: Inv Date
- Control Group:
- ☒ Incomplete Voucher

Invoice Total:

Line Total	406.00
*Currency	USD
Miscellaneous	
Freight	
Total	406.00
Difference	0.00

Copy From Source Document:

Invoice Lines:

Line	Copy Down	*Distribute by	Item	Quantity	UOM	Unit Price	Line Amount
1	<input type="checkbox"/>	Amount					406.00

SpeedChart:

Ship To: CENTRAL

Description:

Packing Slip:

One Asset:

☐ One Asset

Calculate:

GL Chart:

GL Chart	Exchange Rate	Statistics	Assets
UWPLT			

Save For Later

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V. Online Voucher Budget Check

Accounts Payable WorkCenter

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: UWSYS
Voucher ID: 00043701
Invoice Style: Regular Voucher
Invoice Date: 04/09/2018
Invoice Received: VEREB, BETH
Supplier ID: 0010000011
ShortName: VEREBBETH-002
Location: 0001
*Address: 1

Invoice No: test EMP ACH
Account: 04/09/2018
Date: 04/09/2018
*Pay Terms: DUR
Basis Date Type: Inv Date
Control Group:

Invoice Total

Line Total	409.00
*Currency	USD
Miscellaneous	
Freight	
Total	409.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save | Action: Budget Checking | Run | Calculate | Print

Copy From Source Document

- To Budget Check the Voucher from the Invoice Information Page Select 'Budget Checking' from the *Action* menu and **Click**

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.

VI. Batch Voucher Budget Check

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

Favorites Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check

Budget Check

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Run Control ID: begins with ▼ Voucher_Budget

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First ◀ 1 of 1 ▶ Last

Run Control ID	Language Code
Voucher Budget Check	English

Find an Existing Value | Add a New Value

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.

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Budget Check

Find an Existing Value Add a New Value

Run Control ID:

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.

Budget Check

Find an Existing Value Add a New Value

Run Control ID:

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

University of Wisconsin System SFS Business Process AP.2.02 – PO Voucher Entry

Budget Check

Run Control ID: AP_VOUCHER [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters [Find](#) [View All](#) First 1 of 2 Last

*Process Frequency: Always Process

Request Number: 1


*Description: AP Budget Check

*Transaction Type: AP_VOUCHER

Selection Parameters [Find](#) [View All](#) First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWSYS	

Save Notify Refresh Add Update/Display

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** 

University of Wisconsin System SFS Business Process AP.2.02 – PO Voucher Entry

Budget Check

Run Control ID: AP_VOUCHER [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters [Find](#) [View](#) First 1-2 of 2 Last

*Process Frequency: Always Process [+](#) [-](#)

Request Number: 1

*Description: AP Budget Check

*Transaction Type: AP_VOUCHER [+](#) [-](#)

Selection Parameters [Find](#) [View All](#) First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWSYS	

*Process Frequency: Always Process [+](#) [-](#)

Request Number: 2

*Description: AP Budget Check non-prorated

*Transaction Type: AP_VCHR_NP [+](#) [-](#)

Selection Parameters [Find](#) [View All](#) First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWSYS	

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

14. **Select** Process Frequency: 'Always Process'.
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'

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Process Scheduler Request

User ID: 00766158 Run Control ID: AP_VOUCHER

Server Name: **PSUNX** Run Date: 04/17/2013
 Recurrence: Recurrence Run Time: 10:02:36AM
 Time Zone: Time Zone [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK **Cancel** **Refresh**

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 Statuses* change to 'Success' and 'Posted'.
- Note:** If the *Run Status* updates to 'Error' or 'No Success' contact UWSA Support.

Process List **Server List**

Actions

User ID: 00766158 Type: Last 1 Days **Refresh**
 Server: Name: Instance: to: **Save On Refresh**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6141579		Application Engine	FS_BP	00766158	04/17/2013 10:02:36AM CDT	Success	Posted	Details
<input type="checkbox"/>	6141567		Application Engine	FS_BP	00766158	04/16/2013 4:58:21PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141564		Application Engine	AP_VCHRBLD	00766158	04/16/2013 4:36:52PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141556		Application Engine	AP_VCHRBLD	00766158	04/16/2013 4:08:33PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141536		SQR Report	ECIN0001	00766158	04/16/2013 3:49:41PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141535		SQR Report	ECIN0001	00766158	04/16/2013 3:49:14PM CDT	Success	Posted	Details

[Go back to Budget Check](#)

Save **Notify**

25. Click on the *Go back to Budget Check* hyperlink to return.

VII. 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.

The screenshot shows the 'Accounts Payable WorkCenter' interface. The 'Invoice Information' tab is active. The 'Business Unit' is 'UWSYS' and the 'Voucher ID' is '00043702'. The 'Invoice No' is 'test GL account'. The 'Account' is '04/09/2018'. The 'Date' is '04/09/2018'. The 'Pay Terms' are 'DUR'. The 'Basis Date Type' is 'Inv Date'. The 'Supplier ID' is '0001000004'. The 'ShortName' is 'WBARTIST-001'. The 'Location' is '0001'. The 'Address' is '1'. The 'Invoice Total' section shows 'Line Total' as 409.00, 'Total' as 409.00, and 'Difference' as 0.00. The 'Action' dropdown menu is set to 'Voucher Post' and the 'Run' button is highlighted with a red box.

VIII. 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.

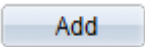
University of Wisconsin System SFS Business Process AP.2.02 – PO Voucher Entry

Voucher Posting Request

Find an Existing Value Add a New Value

Run Control ID: **AP_VOUCHER_POST**

Add

6. Click  and the Voucher Posting Request page will open.

Voucher Posting Request

Run Control ID test Report Manager Process Monitor Run

Process Request Parameters

*Request ID 1

*Description Voucher Post

*Process Frequency Always Process

*Post Voucher Option Post Business Unit

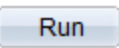
*Prepayment Application Method Invoicing Supplier

Post Voucher List Personalize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin
UWSYS					

☐ Autopilot Run Control

Save Return to Search Notify Refresh Add Update/Display

7. **Enter Request ID:** 1 or another value
8. **Enter Description:** 'AP Voucher Post' or your desired description.
9. **Select Process Frequency:** 'Always Process'.
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'

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Process Scheduler Request

User ID: 00766158 Run Control ID: AP_VOUCHER_POST

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Voucher Posting	AP_PSTVCHR	Application Engine	Web	TXT	Distribution

15. Click 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 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.

Process List ☒ Server List

Actions

User ID Type Last 1 Days

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6141581		Application Engine	AP_PSTVCHR	00766158	04/17/2013 10:30:00AM CDT	Success	Posted	Details
<input type="checkbox"/>	6141579		Application Engine	FS_BP	00766158	04/17/2013 10:02:36AM CDT	Success	Posted	Details
<input type="checkbox"/>	6141567		Application Engine	FS_BP	00766158	04/16/2013 4:58:21PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141564		Application Engine	AP_VCHRBLD	00766158	04/16/2013 4:36:52PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141556		Application Engine	AP_VCHRBLD	00766158	04/16/2013 4:08:33PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141536		SQR Report	ECIN0001	00766158	04/16/2013 3:49:41PM CDT	Success	Posted	Details
<input type="checkbox"/>	6141535		SQR Report	ECIN0001	00766158	04/16/2013 3:49:14PM CDT	Success	Posted	Details

18. Click the *Go back to Voucher Posting Request* hyperlink to return.

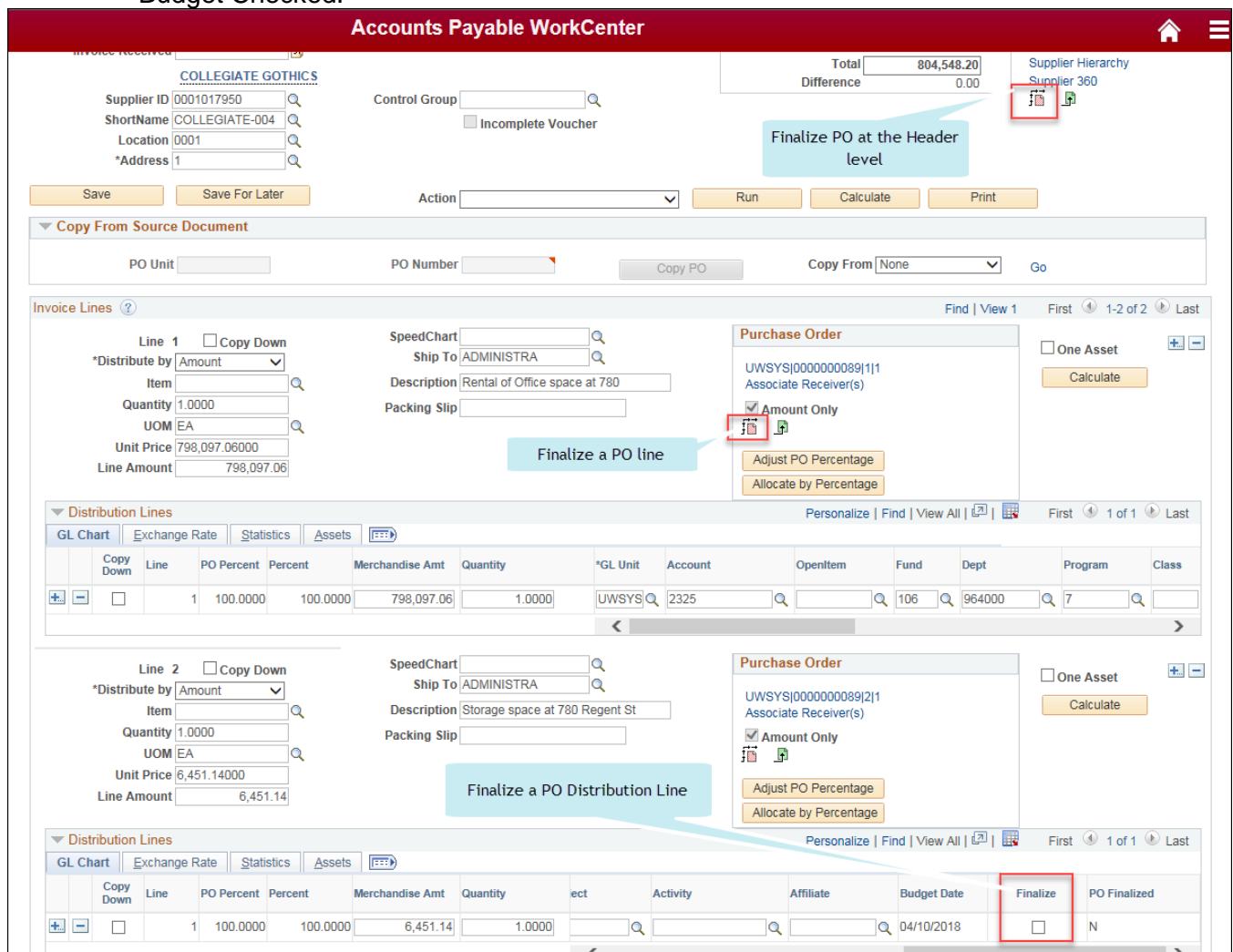
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Appendix A: Finalizing a Purchase Order at Voucher Entry

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 (it is removed from the list of available POs) and liquidate the remaining encumbrance (sets the encumbrance to \$0.00).
- 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.



The screenshot displays the 'Accounts Payable WorkCenter' interface. At the top, the 'Supplier Hierarchy' section shows 'Supplier 360' with a 'Finalize PO' icon highlighted by a red box and a callout 'Finalize PO at the Header level'. Below this, the 'Invoice Lines' section shows 'Line 1' with a 'Finalize a PO line' icon highlighted by a red box and a callout 'Finalize a PO line'. The 'Distribution Lines' section shows a table with columns for 'Line', 'PO Percent', 'Percent', 'Merchandise Amt', 'Quantity', 'GL Unit', 'Account', 'OpenItem', 'Fund', 'Dept', 'Program', and 'Class'. The first row shows 'Line 1' with 'PO Percent 100.0000', 'Percent 100.0000', 'Merchandise Amt 798,097.06', and 'Quantity 1.0000'. A 'Finalize' checkbox is highlighted by a red box and a callout 'Finalize a PO Distribution Line'.

Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	OpenItem	Fund	Dept	Program	Class
1	100.0000	100.0000	798,097.06	1.0000	UWSYS	2325		106	964000	7	

**University of Wisconsin System
SFS Business Process
AP.2.02 – PO Voucher Entry**

Revision History

Author	Version	Date	Description of Change
Martha Mendoza	1.0	11/27/12	Initial Draft
Spencer Kelsay	2.0	04/11/13	Updated Screenshots and Content
Spencer Kelsay	2.1	04/17/13	Included Voucher Budget Check and Voucher Post
Mark Flemington	3.0	5/20/13	Document Review and New Functionality Updates
Susan Kincanon	3.1	5/20/13	Final review and publish to website
Mark Flemington	3.2	07/02/2013	Added AM integration information
Susan Kincanon	3.3	07/02/2013	Finalize and republish
Mark Flemington	3.4	10/10/2013	Additional details
Beth Vereb	4.0	7-16-18	Made changes for 9.2 upgrade.