

Non-Purchase Order Voucher

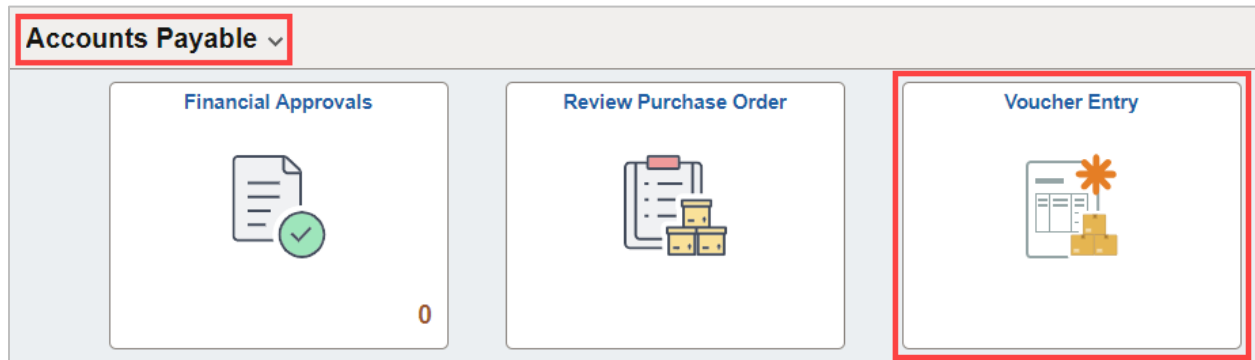
A Non-Purchase Order Voucher requests payment for goods and/or services that do NOT require a purchase order. This includes items such as utilities, membership dues, and registration fees to be paid directly to a supplier. For a complete listing of purchases that can be made without obtaining a purchase order, see Procedure BF-PGS-PR8, Reimbursements and Payments Other than for Travel and Purchase Orders.

Things to consider before starting a Non-Purchase Order voucher:

- An original invoice is required for payment to a supplier. It must display the company's name, the "remit to" address, the date the goods or services were received, a description of the purchase, taxes charged (if any), and the cost.
- The date the invoice was received on campus must be indicated on the support documentation. The date can be handwritten or a pre-inked date stamp.
- When paying membership dues, or subscriptions, a statement explaining the benefit to the University is required in the Comment section of the voucher.

To create a non-purchase order voucher, complete the following steps:

1. Navigate to the **Accounts Payable Homepage**, and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. The **Voucher Entry** page is displayed. From the **Add a New Value** screen, leave the default values:
 - Business Unit (UTARL)
 - Voucher ID (NEXT)
 - Voucher Style (Regular Voucher)
3. Enter the **Invoice Number** appearing on the support documentation. If one is not available, enter a meaningful, unique reference number or statement.
4. Enter the **Invoice Date** indicated on the invoice.
5. Enter the total dollar amount of the invoice to be paid in the **Gross Invoice Amount** field.
6. Click the **Add** button.

Note: The information entered on the “Add New Value” page (i.e., Invoice Number, Invoice Date, Gross Amount) is now on the voucher entry form.

Business Unit: UTARL
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 06/26/2023
 Invoice No: 123456789
 Accounting Date: 06/28/2023
 *Pay Terms: NET30
 Basis Date Type: Inv Date
 Supplier ID: [Empty]
 Control Group: [Empty]
 Pay Schedule: Manual
 Invoice Total: Line Total 456.12, *Currency USD, Total 456.12, Difference 0.00

7. Enter the desired information into the **Supplier ID** field.
8. To ensure the voucher is payable to the correct Supplier ID and the payment is mailed to the correct Address Sequence, select the supplier's remit-to address (PW-REMT) using the magnifying glass by the Address field.




Note: If the supplier or the address is not in the system, action must be taken in PaymentWorks.

Supplier ID: 0000012345
 ShortName: KONICA MIN-003
 Location: SHARED
 *Address: 29
 Invoice Total: Line Total 456.12, *Currency USD, Total 456.12, Difference 0.00

9. The **Comments** link is used to add any remarks related to the voucher or any requests for payment (such as to pick up the check or change the payment date).
10. The Non-PO Voucher must be accompanied by the appropriate support documentation (invoice at a minimum). You can use the **Attachments** link to add an attachment to the voucher. See [Attach Document to Voucher](#) Instructions.

Invoice Total: Line Total 456.12, *Currency USD, Total 456.12, Difference 0.00
 Navigation links: Non Merchandise Summary, Session Defaults, **Comments(0)**, **Attachments (0)**, Basis Date Calculation, Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 360

11. The **Pay Terms** field can be adjusted, by using the magnifying glass, for discount terms if the pay terms on the invoice differ from the default, which is Net 30 Days in compliance with the Texas Prompt Pay law. This field triggers discounts and late fee calculations.

Invoice No	123456789
Accounting Date	06/28/2023 
*Pay Terms	NET30   Net 30 Day
Basis Date Type	Inv Date

Pay Terms ID	Short Description	Description	Explanation
11030	1-10-Net30	1% - 10 days, Net 30	1% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
15N30	1.5-10-N30	1.5% - 10 days, Net 30	1.5% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
21030	2-10-Net30	2% - 10 days, Net 30	2% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
31030	3-10-Net30	3% - 10 days, Net 30	3% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
N4EOM	N4d PR EOM	Net Due 4 days prior to EOM	Pay 4 days before the last day of the month.
N7EOM	N7d PR EOM	Net Due 7 days prior to EOM	Pay 7 days before the last day of the month.
NET00	Net 0 Days	Net 0 Days - Due Immediately	Pay on receipt of the invoice.
NET07	Net 07 Day	Net Due 07 Days	Pay 7 days after the invoice date.
NET10	Net 10 Day	Net Due 10 Days	Pay 10 days after the invoice date.
NET15	Net 15 Day	Net Due 15 Days	Pay 15 days after the invoice date.
NET20	Net 20 Day	Net Due 20 Days	Pay 20 days after the invoice date.
NET30	Net 30 Day	Net Due 30 Days	Pay 30 days after the invoice date.
NET45	Net 45 Day	Net Due 45 Days	Pay 45 days after invoice date – should only be used for payment for legal services.

Discount day counts are based on the invoice date entered on the voucher. UTShare will automatically calculate the discount and apply it at the time of payment when the discount payment term is used on the voucher. These discounts are applicable for all funding sources.

Note: *Payment Vouchers will default to the “NET30” pay terms in compliance with the State of Texas Prompt Pay regulations. For more information, see the [Texas Comptroller’s website](#).*

12. From the Invoice Information page, click the **Basis Date Calculation** link, listed under the Attachments link, to enter the information required for the prompt payment calculation.

According to the Prompt Pay Act, the University must pay a supplier for goods and/or services within 30 days from the date the goods are provided, the services completed, or the invoice is received, whichever is later. Agencies that pay suppliers after the payment due date will be required to pay an interest penalty fee.

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, or plant funds.*

13. To determine the **Payment Basis Date**, the following fields must be completed for the prompt payment calculation:

- Invoice Receipt Date
- Invoice Date
- Goods/Services Receipt Date

14. Enter the **Invoice Receipt Date**, the date the invoice was received on campus. The Invoice Date is the date printed on the invoice or receipt.

Note: *If provided, the Invoice Date will default from the "Invoice Information" page.*

15. Enter the **Goods/Services Receipt Date**, the date the goods/services were received on campus.

16. Click the **Calculate** button to generate the Payment Basis Date.

The Payment Basis Date is the date that is the starting point for the Prompt Pay Calculation.

Note: *The Payment Basis Date determines the payment Scheduled Due date. The Scheduled Due date can be viewed from the Payments page and cannot be changed. The supplier's payment must be made promptly to avoid applying a penalty fee.*

The Service Dates section is used to enter the date the goods/services were received.

17. Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.

18. Enter the date the goods were provided or the date the service was completed in the **Service End Date** field.

19. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all your invoice lines on the Invoice Information page.

20. Click the **Back to Invoice** link to return to the **Invoice Information** page.

The **Invoice Line** section is used to enter line-item information and accounting details.

21. Enter the 6-digit Cost Center or 10-digit Project ID you want to use for the expense line in the **SpeedChart** field. A SpeedChart quickly populates chartfield values into the chartfields (e.g., Fund, Dept, Cost Center or Project ID, Function).

22. Press the **[Enter]** or **[Return]** key to populate the chartfield values.

23. Briefly describe the line item in the **Description** field.

The screenshot shows the 'Invoice Lines' form. The 'SpeedChart' field is highlighted with a red box and contains the value '123456'. The 'Ship To' field is also highlighted with a red box and contains 'CENT110'. The 'Description' field is highlighted with a red box and contains 'Meter - Black and White Copies'. The 'Line Amount' is displayed as 456.12.

24. Enter the desired information into the **Account** field. You must enter or look up the appropriate Account number for the line item. The Account is used to identify the expense type (i.e., Registration Fee, membership fee).

The screenshot shows the 'Distribution Lines' table. The 'Account' field for line 1 is highlighted with a red box and contains the value '64101'. Other fields in the table include 'GL Unit' (UTARL), 'Oper Unit', 'Fund' (4700), 'Dept' (654321), and 'Function' (500).

A. If multiple invoice lines are needed, Change the **Line Amount** on **line 1** and the **Merchandise Amt** under the **Distribution Lines** from the gross amount to the correct amount for that individual line.

B. Use the “+” in the top right-corner of the Invoice Lines to create additional lines.

C. Enter the number of lines to be added (the number of lines on received invoice) and click “OK.”

The screenshot shows the 'Invoice Lines' form. A red box highlights the '+' button in the top right corner of the form, indicating where to click to add additional lines.

The screenshot shows a dialog box titled 'zafi-uat.utshare.utsystem.edu'. It contains a text input field with the number '1' entered. Below the input field are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

- D. Enter the **Line Amount** and **Merchandise Amount** for the line(s).
- E. Repeat steps 21-24 for each new line.

Note: All individual lines must add up to the **Invoice Total** found at the top of the invoice. Otherwise, you will not be able to Save until corrected

25. Once all lines are entered, click the **Save** button. A Voucher ID number will be assigned.

26. Click the **Payments** tab.

The Payments page views information about your payment, such as the payment terms, remit to address, and the payment due date.

27. Ensure that the address number displayed in the Payment Information section matches the address entered on the Invoice Information page.

Note: The address should be the supplier's remit-to address (PW-REMT).

28. The **Scheduled Due** Date field will default to the date the payment is scheduled to be paid. This date cannot be changed; to request payment before the Scheduled Due date, enter a Comment regarding the requested payment date.

29. Click the **Save** button.

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.

- 30. Click the **Action** drop-down menu.
- 31. Select **Budget Checking** from the list.
- 32. Click the **Run** button.
- 33. Click the **Yes** button to wait for the budget checking process to complete.

Summary	Related Documents	Invoice Information	Payments
Business Unit UTARL Voucher ID 00280047 Voucher Style Regular Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA IN KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188 Entry Status Postable Match Status No Match Preview Approval Approval Status Pending Post Status Unposted Budget Status Valid Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			

Summary	Related Documents	Invoice Information	Payments
Business Unit UTARL Voucher ID 00280047 Voucher Style Regular Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA IN KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188 Entry Status Postable Match Status No Match Approval Status Pending Post Status Unposted Budget Status Exceptions Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			

Note: When the budget check finishes, the Budget Status on the Summary page will update. A voucher must be in "Valid" budget check status to submit the voucher. If it shows "Exceptions," click on the word to drill to the cause of the exception. Return to the Payments tab once the issue is corrected and rerun the Budget check Process.

The three common budget errors are:

- Exceeds Budget Tolerance-There are insufficient funds in the Cost Center or Project provided. A Budget Transfer may be necessary to move money into the correct account.
- No Budget Exists-The Chartfield combination does not exist for the budget row, or one of the chart fields does not match the valid string. It is recommended to utilize SpeedCharts whenever feasible.
- Date Out of Bound-Budget date on the transaction is not within the Project effective date (Error only impacts grant/project).

Once the voucher is successfully budget checked, the **Submit for Approval** button becomes available on the **Invoice Information** page.

Note: If necessary, verify the document routing before submitting the voucher for approval by clicking the **Preview Approval** link on the Summary page.

34. Click the **Submit Approval** button.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit	UTARL	Invoice No	123456789
Voucher ID	00280047	Accounting Date	06/28/2023
Voucher Style	Regular Voucher	*Pay Terms	NET30 Net 30 Day
Invoice Date	06/26/2023	Basis Date Type	Inv Date
Invoice Received	06/27/2023		

KONICA MINOLTA BUSINESS SOLUTIONS USA IN

Supplier ID	0000012345	Pay Schedule	Manual
ShortName	KONICA MIN-003		
Location	SHARED		
*Address	29		

Invoice Total	
Line Total	456.12
*Currency	USD
Miscellaneous	
Freight	
Total	456.12
Difference	0.00

Save	Action	Run	Calculate	Print	Submit Approval
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35. 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).

Approval Comments Help

Business Unit: UTARL

Voucher ID: 00280047

Additional Details

254 characters remaining

OK Cancel Refresh

36. Click the **OK** button.

37. If the system determines your payment is overdue, a message will appear stating the late fee amount that has been assessed. Click **OK** if message appears.

Message

Late fees of \$3.15 apply to scheduled payment 1, please ensure they are applicable prior to proceeding (26800,12)

Late fees will only be paid if the late fee amount is more than 5 USD (>5 USD).

OK

38. Click the **Summary** tab.

Note: The Summary page summarizes all the information entered on the voucher. Notice that the Approval Status of the voucher is displayed as "Pending" with a "Valid" Budget Status.

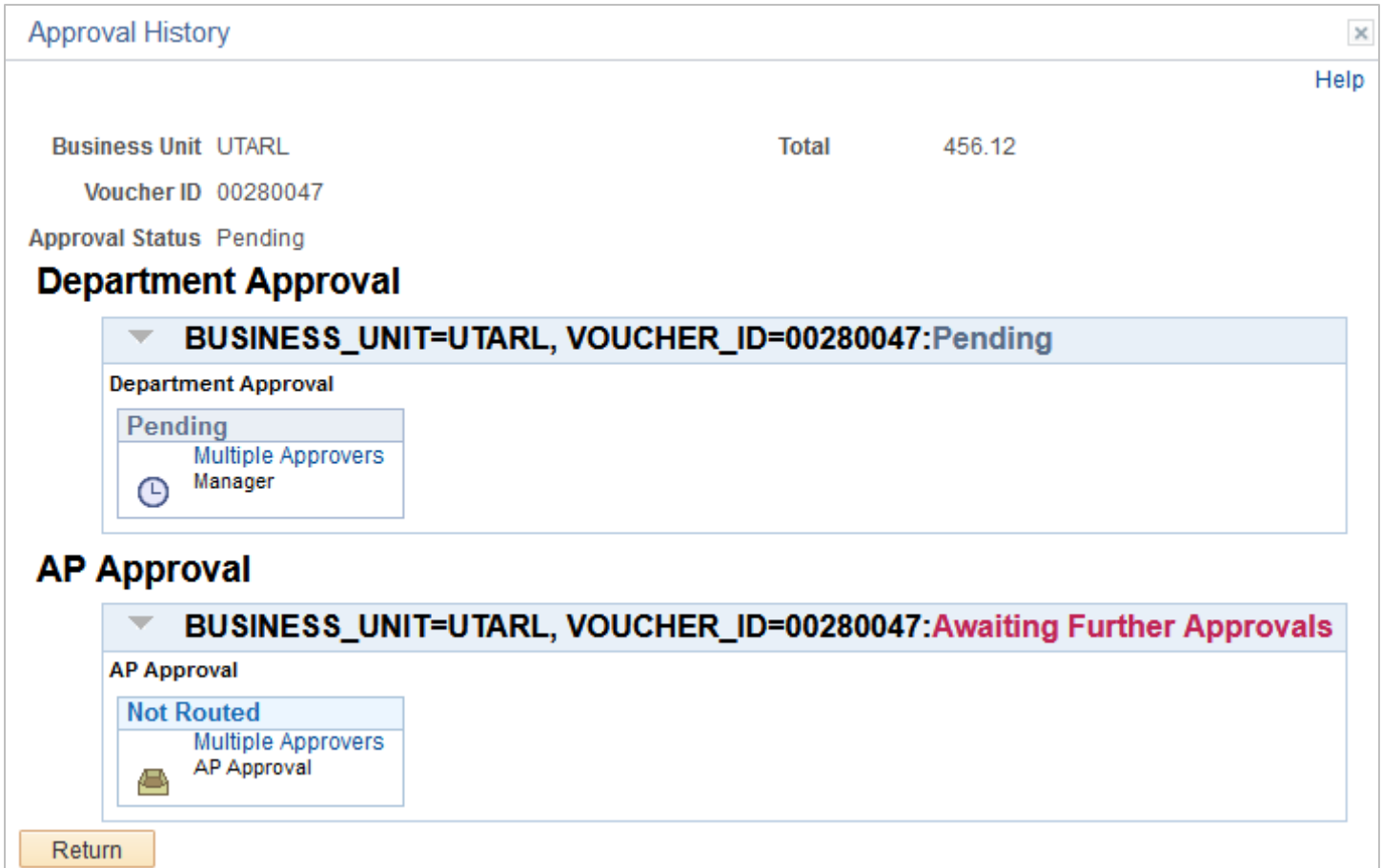
Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	
Business Unit UTARL Voucher ID 00280047 Voucher Style Regular Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA IN KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188 Entry Status Postable Match Status No Match Approval Status Pending Post Status Unposted Budget Status Valid Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>				Invoice Date 06/26/2023 Invoice No 123456789 Invoice Total 456.12 USD Pay Terms Net 30 Day Voucher Source Online Origin ONL Created On 06/28/2023 1:29PM Created By 6001234567 Last Update 06/28/2023 3:27PM Modified By 6001234567 ERS Type Not Applicable Close Status Open		
<div style="display: flex; justify-content: space-between;"> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </div>						
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary						

39. Click the **Approval History** link.

The Approval History page displays the current routing (*Pending*) and the future routing (*Awaiting Further Approvals*).

Note: *Multiple Approvers indicate there is more than one approver listed.*

40. Click the **Multiple Approvers** link to view the approvers. The Approver Information window displays the name of each approver.



The screenshot shows a window titled "Approval History" with a close button in the top right corner. Below the title bar, there is a "Help" link. The main content area displays the following information:

- Business Unit:** UTARL
- Total:** 456.12
- Voucher ID:** 00280047
- Approval Status:** Pending

The window is divided into two main sections:

- Department Approval:** This section has a dropdown menu showing "BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Pending". Below it, there is a "Department Approval" label and a "Pending" status box. The "Pending" box contains a "Multiple Approvers" link and a "Manager" link with a clock icon.
- AP Approval:** This section has a dropdown menu showing "BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Awaiting Further Approvals". Below it, there is an "AP Approval" label and a "Not Routed" status box. The "Not Routed" box contains a "Multiple Approvers" link and an "AP Approval" link with a folder icon.

At the bottom left of the window, there is a "Return" button.

41. Click the **Close** button.

42. Click the **Return** button to return to the Voucher Summary page.