

Purchase Order Vouchers

The purpose of this job aid is to explain how to create a Purchase Order Voucher.

Purchase Orders are used to purchase items such as computer equipment, maintenance contracts, and laboratory equipment. The Purchase Order (PO) Voucher requests payment for those goods and/or services encumbered by a Purchase Order.

If a department needs to make a purchase that requires a Purchase Order (see UTA's **Best Value Purchasing Procedures**, <u>Procedure BF-PGS-PR01</u>), a requisition can be entered that will, upon approval, be sourced to a Purchase Order. Once the Purchase Order has been dispatched, it can be sent to the supplier to make the purchase. Then, the supplier will fulfill the order, and when items on the invoice are received or the service is completed, the PO voucher can be created to generate a payment to the supplier.

Note: Not all items require a systematic receipt to process a PO Voucher. The voucher will error during a budget check if a receipt is required.

Things to consider before starting a PO Voucher:

- An original invoice is required for payment to a supplier. It must display the name of the company, the remittance 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 by a pre-inked date stamp.
- When processing a Purchase Order (PO) Voucher, the elements of the chartfield string (Fund, Department, Function, Cost Center, Project) should not be updated from the approved PO on the voucher. This includes using the SpeedChart function.

Create a Purchase Order Voucher

1. To create a Purchase Order Voucher, 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 |
|----|--|-----------------|
| | Add a New Value screen, leave the default | |
| | values: | |
| | | |

- Business Unit (UTARL)
- Voucher ID (NEXT)
- Voucher Style (Regular Voucher)
- 3. Enter the Invoice Number.
- 4. Enter the Invoice Date.

Note: Leave the remaining fields blank when processing a Purchase Order Voucher. The Supplier Name, Address, and Invoice Amount will be copied from the PO.

5. Click the **Add** button.

| *Business Unit | UTARL Q |
|--------------------------------|-------------------|
| *Voucher ID | NEXT |
| *Voucher Style | Regular Voucher V |
| Supplier Name | Q |
| Short Supplier Name | Q |
| Supplier ID | Q |
| Supplier Location | Q |
| Address Sequence Number | 0 🔍 |
| Invoice Number | 7654321 |
| Invoice Date | 03/17/2023 |
| Gross Invoice Amount | 0.00 |
| Freight Amount | 0.00 |
| Misc Charge Amount | 0.00 |
| PO Business Unit | Q |
| PO Number | Q |
| Estimated No. of Invoice Lines | 1 |
| Add | |

6. The **Invoice Information** page is displayed. The Purchase Order Voucher begins with copying PO data from the source document. After copying the PO, you can edit or add additional data to complete the voucher. Click the expansion arrow to open the **Copy from Source Document** section.

| Invoice Information | Payments | Voucher Attribute | es | | | | | | | |
|---------------------|--------------|-------------------|-----------------|----------------|------|------------|-------------|----------------|----------|--------------------------|
| Business L | Jnit UTARL | | Invoice No | 7654321 | | | Invoice Tot | al | | Non Merchandise Summary |
| Voucher | ID NEXT | | Accounting Date | 04/10/2023 | B1 | | 1 | Line Total | 0.00 | Session Defaults |
| Voucher St | yle Regular | Voucher | *Pay Terms | NET30 | Q 👳 | Net 30 Day | | Currency | | Comments(0) |
| Invoice D | ate 03/17/20 | 23 | Basis Date Type | Inv Date | | | Misc | ellaneous | F | Attachments (0) |
| Invoice Receiv | /ed | (it) | | | | | | Freight | * | Basis Date Calculation |
| | | | | | | | | Total | 0.00 | Advanced Supplier Search |
| Supplier | r ID | Q | Control Group | | Q | | 0 | Difference | 0.00 | Supplier Hierarchy |
| ShortNa | me | Q | Pay Schedule | Manual | | ~ | | | | Supplier 360 |
| Locat | ion | | | | | | | | | |
| *Addro | ess | | | Incomplete Vou | cher | | | | | |
| Save | Save | e For Later | Action | | | ~ | Run | Calculate | Print | |
| Copy From Sou | irce Docum | ent | | | | | | | | |
| POL | Jnit | ٩ | PO Number | ٩ | | Copy PO | | Copy From None | ~ | Go |



Purchase Order Vouchers

- 7. Click the **Copy From** drop-down menu.
- 8. Select **Purchase Order Only** from the list. This option lets you view the PO lines and select specific line item(s) to copy onto the voucher.
- 9. Click the **Go** link.

| Copy From | None | Go |
|-----------|---------------------|----|
| | Non PO Receipt | |
| | None | |
| | PO Receipt | |
| | Purchase Order Only | |
| | Template | |
| | Voucher | |

The **Copy Worksheet** page is displayed. This page is used to copy information from an approved PO. Using the copy feature saves time and reduces the possibility of data entry errors.

- 10. Enter "UTARL" in the PO Business Unit field.
- 11. Enter or search for the PO number in the **PO Number From** field.
- 12. Click the **Search** button.

| Copy Worksheet | | | | | |
|---|------------------------------------|--|--|--|--|
| Business Unit UTARL Return to Invoice Information | Voucher NEXT | | | | |
| PO Lookup Criteria | | | | | |
| PO Business Unit UTARL Q UT Arlington | Reset View Matched /Cancelled Only | | | | |
| PO Number From 0000054321 | PO Number To | | | | |
| PO Line Number From | PO Line Number To | | | | |
| *PO Date Option No Date V | PO Date | | | | |
| Additional Search Criteria | | | | | |
| Max Rows Search | Copy Selected Lines | | | | |

The Select PO Lines grid displays line-item information from the PO.

Note: To view the additional PO lines, you may need to click the **View All** link or the "Show next" button in the Select PO Lines title bar.

| Select PO Lines | | | | | | Find V | /iew All Fi | irst 🕚 1 | 1 of 1 🛞 Last |
|---|----------------------------|-----------------------------|--|-----|-----------------------|------------|-------------|----------|---------------|
| PO Unit UTARL Supplier ID 0000012345 | SCARBOROUGH SPECIALT | IES INC | PO Number 0000054321 PO Date 03/03/2023 | | | | | | |
| Select All Deselect All | | | | | | | | | |
| Select PO Lines | | | | | Personalize Fin | d View All | Firs 🔜 | st 🕚 1 | of 4 💽 Last |
| Main Information Contract Information | UPN Information | | | | | | | | |
| Select Unit Price Line Number | Schedule Number Item ID | Description | Quantity Vouchered | UOM | Merchandise Amount | Currency | PO Qty | UOM PO | PO Price |
| 1.04000 | 1 | Light Up Piggy Key Chain | 1000.0000 | EA | 1040.00 | USD | 1000.0000 | EA | 1.0400 |
| < | | | | | | | | | > |
| Select All Deselect All | | | | F | PO Line Count 4 | 00 | | | |



13. Select the items received and ready to be vouchered by clicking the box in the **Select** column. If all items are not received, it may be necessary to adjust the Quantity, to match the invoice quantity.

| Select PO Lir | nes | | | | | | | | Find | I View All | First 🕚 | 1 of 1 🕑 Las |
|---------------|---------------------------------|----------------|--------------------|-------------|-----------------------------|-----------------------|-----|--------------------------------------|------------|------------|---------|--------------|
| | PO Unit UTA Supplier ID 0000 | NRL 0012345 | SCARBOROU | GH SPECIALT | IES INC | | | PO Number 0000054 PO Date 03/03/2 | 321 023 | | | |
| Select PO I | Select All Deselect All | | | | | | | | | | | |
| Main Inform | nation Contract | t Information | UPN Infor | mation | | | | Personalize 1 inu | | | · 1-40 | 14 Casi |
| Select | Unit Price | Line Number | Schedule Number | Item ID | Description | Quantity Vouchered | UOM | Merchandise Amount | Currency | PO Qty | UOM PO | PO Price |
| F | 1.04000 | 1 | 1 | | Light Up Piggy Key Chain | 900.0000 | EA | 1040.00 | USD | 1000.0000 | EA | 1.040 |
| | 20.00000 | 2 | : 1 | | Setup Charge: REPEAT | 1.0000 | EA | 20.00 | USD | 1.0000 | EA | 20.000 |
| | 2.19000 | 3 | 1 | | Pig Spikey Top Pen | 250.0000 | EA | 1095.00 | USD | 500.0000 | EA | 2.190 |
| | 4.69000 | 4 | 1 | | Shortie Pig | 300.0000 | ΕA | 1407.00 | USD | 300.0000 | EA | 4.690 |
| < | | | | | | | | | | | | > |
| Select A | | eselect All | | | | | P | O Line Count 4 | | | | |
| | | | | | | | | PO Total \$3,562. | 00 | | | |

For PO line items for "Amount Only" items, it may be necessary to adjust the Merchandise Amount to match the invoiced amount.

| Select PO Li | nes | | | | | | | | Find | View All | First 🤇 |) 1 of 1 🕑 Las | |
|--------------|--------------------------------|-----------------|--------------------|---------|-------------------------------|-----------------------|-----|--|-------------------|----------|---------|----------------|--|
| | PO Unit UTA Supplier ID 000 | RL 0054321 I | Parchment LL | с | | | | PO Number 00000 PO Date 03/02/ | 12345 2023 | | | | |
| Select / | All 🗖 De | select All | | | | | | | | | | | |
| Select PO | Lines | | | | | | | Personalize Fin | d View All [쾬 | E Firs | t 🕙 1 d | of 1 🕑 Last | |
| Main Inform | ation <u>C</u> ontract | Information | UPN Info | mation | | | | | | | | | |
| Select | Unit Price | Line Number | Schedule Number | Item ID | Description | Quantity Vouchered | UOM | Merchandise Amount Currency PO Qty UOM PO PO Price | | | | | |
| | 188000.00000 | 1 | 1 | | Parchment Diploma Services | 1.0000 | LOT | 188000.00 | USD | 1.0000 | LOT | 188000.0000 | |
| < | | | | | | | | | | | | > | |
| Select A | All 🗖 De | select All | | | | | | PO Line Count 1 PO Total \$188,0 | 000.00 | | | | |



- 14. If all line items are to be paid, click the **Select All** link to select all items on the PO.
- 15. Click the **Copy Selected Lines** button.

| | Busine | ss Unit UT/ | ARL Return | to Invoice I | Information | | | Voucher NEXT | | | | |
|--|---|---|---|--------------------------------|---|--|-----------------------------|---|---|--|---|--|
| PO Looki | up Criteria | | | | | | | | | | | |
| | PO Busine | ss Unit UT/ | RL | Qυ | IT Arlington | Reset View Matched /Cancelled Only | | | | | | |
| | PO Numbe | From 000 | 0054321 | Q | | | Р | O Number To | | Q | | |
| | PO Line Numbe | er From | | Q | | | PO Lir | e Number To | | Q | | |
| | *PO Date | Option No | Date | ~ | | | | PO Date | | 81 | | |
| Addition | nal Search Criter | ria | | | | | | | | | | |
| | Max Rows | S | Search | | | | | Сор | y Selected Lin | es | | |
| ect PO Li | ines | | | | | | | | Fin | d View All | First 🕚 | 1 of 1 🕑 |
| | | | | | | | | | | | | |
| | PO Unit UTA | RL | | | | | | PO Number 000005 | 4321 | | | |
| | PO Unit UTA Supplier ID 000 | RL 0012345 | SCARBOROL | JGH SPEC | IALTIES INC | | | PO Number 000005 PO Date 03/03/2 | 4321 023 | | | |
| Select / | PO Unit UTA Supplier ID 000 All De | RL 0012345 eselect All | SCARBOROL | JGH SPEC | IALTIES INC | | | PO Number 000005 PO Date 03/03/2 | 4321 023 | | | |
| Select / | PO Unit UTA Supplier ID 000 All De Lines | RL 0012345 eselect All | SCARBOROL | JGH SPEC | HALTIES INC | | | PO Number 000005 PO Date 03/03/2 Personalize Find | 4321 023 View 1 🖓 | First (| ④ 1-4 o | f 4 🕑 Last |
| Select / ect PO | PO Unit UTA Supplier ID 000 All De Lines nation Contract | RL 0012345 eselect All Information | SCARBOROL | JGH SPEC | IALTIES INC | | | PO Number 000005 PO Date 03/03/2 Personalize Find | 4321 023 View 1 🔄 | 📑 First (| ④ 1-4 o | f 4 🕑 Last |
| Select / elect PO ain Inform | PO Unit UTA Supplier ID 000 All De Lines Contract Unit Price | RL 0012345 eselect All Information Line Number | SCARBOROU UPN Info Schedule Number | JGH SPEC rmation Item ID | Description | Quantity Vouchered | UOM | PO Number 000005 PO Date 03/03/2 Personalize Find Merchandise Amount | 4321 023 View 1 🔄 Currency | PO Qty | | f 4 🕑 Last PO Price |
| Select / ect PO ain Inform Select | PO Unit UTA Supplier ID 000 All Contract Contract Unit Price 1.04000 | RL 0012345 eselect All Information Line Number | SCARBOROL UPN Info Schedule Number | IGH SPEC | Description Light Up Piggy Key Chain | Quantity Vouchered | UOM EA | PO Number 000005 PO Date 03/03/2 Personalize Find Merchandise Amount 1040.00 | 4321 023 View 1 🔄 Currency USD | First First General Science PO Qty 1000.00000 1000.0000< | 1-4 or UOM PO EA | F4 (e) Last PO Price |
| Select / select PO ain Inform Select V | PO Unit UTA Supplier ID 000 AII Image: Contract Image: Contract Contract Unit Price 1.04000 20.00000 20.00000 | RL 0012345 eselect All Information Line Number 1 2 | SCARBOROL UPN Info Schedule Number 1 | IGH SPEC | ALTIES INC | Quantity Vouchered | UOM EA EA | PO Number 000005 PO Date 03/03/2 Personalize Find Merchandise Amount 1040.00 20.00 | 4321 023 View 1 [🖓] Currency USD USD | PO Qty 1000.0000 1.0000 | 1-4 or UOM PO EA EA | F4 🕑 Last |
| Select / slect PO ain Inform Select | PO Unit UTA Supplier ID 000 All De Lines | RL 0012345 asselect All Information Line Number 1 2 3 | SCARBOROL UPN Info Schedule Number 1 1 | IGH SPEC | ALTIES INC Description Light Up Piggy Key Chain Setup Charge: REPEAT Pig Spikey Top Pen | Quantity Vouchered 900.0000 1.0000 250.0000 | UOM EA EA EA | PO Number 000005 PO Date 03/03/2 Personalize Find Merchandise | 4321 023 View 1 🔊 Currency USD USD USD | First (Po Qty 1000.0000 1.0000 500.0000 | 1-4 or uom po EA EA EA | F4 (*) Last PO Price 1.04 20.00 2.15 |
| Select / slect PO ain Inform Select | PO Unit UTA Supplier ID 000 AII Image: Contract Unit Price 1.04000 20.00000 2.19000 4.69000 4.69000 | RL 0012345 eselect All Information Line Number 1 2 3 3 | SCARBOROL UPN Info Schedule Number 1 1 1 1 | IGH SPEC | ALTIES INC Description Light Up Piggy Key Chain Setup Charge: REPEAT Pig Spikey Top Pen Shortie Pig | Quantity Vouchered 900.0000 1.0000 250.0000 300.0000 | UOM EA EA EA EA | PO Number 000005 PO Date 03/03/2 Personalize Find Merchandise | 4321 023 View 1 [🖓] Currency USD USD USD USD | First PO Qty 1000.0000 1.0000 500.0000 300.0000 | I-4 o UOM PO EA EA EA EA | 14 E Last PO Price 1.04 20.00 2.15 4.65 |

The Invoice Information page is displayed.

| Regular Entry | | | | | | | |
|---|--|-----------------|---|-------------------------------------|--|-------------------------|--------|
| Invoice Information Payments Voucher Attributes |] | | | | | | |
| Business Unit UTARL Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 03/17/2023 1 Invoice Received 1 Supplier ID 0000012345 ShortName SCARBOROUG-00E Location SHARED *Address 1 | Invoice No 7654321 Accounting Date 04/10/2023 *Pay Terms NET30 Basis Date Type Inv Date SINC Control Group Pay Schedule Manual Incomplete V | Net 30 Day | Invoice Total Line Total Currency Miscellaneous Freight Total Difference | 1,503.50 USD 1,503.50 0.00 | Non Merchandise Summar Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Custom Fields Supplier 360 | у | |
| Save Save For Later | Action | ~ | Run Calculate | Print | | | |
| Copy From Source Document | | | | | | | |
| PO Unit | PO Number | Сору РО | Copy From None | ~ | Go | | |
| Invoice Lines (?) | | | | | Find View All | First 🕚 1 of 3 | 🕑 Last |
| Line 1 Copy Down *Distribute by Quantity v Item Q Quantity 900.0000 UOM EA Unit Price 1.04000 Line Amount 936.00 | SpeedChart Ship To Description Light Up Piggy | Q. Key Chain | Purchase Order UTARL 10000054321111 Associate Receiver(s) Force Price Adjust PO Percentage Allocate by Percentage | | | One Asset UPN Calculate | + - |



The following information was copied from the PO: the supplier's name, remit to address, the dollar amount to be paid, the PO lines, and the accounting information provided on the requisition. Review the information for accuracy and complete the additional fields required for processing the PO voucher.

- 16. Make sure the remit-to address matches the address on the supplier's invoice. Click the Address Lookup icon to search for the correct address (PW-RMT). If the address does not exist, you must request the address to be added through PaymentWorks by the supplier before proceeding with the voucher.
- 17. The **Comments** link is used to add any remarks related to the voucher or any requests for payment(such as "check to picked-up by [person name] on [date]", or "process as separate payment").
- 18. The 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 <u>Attach Document to Voucher</u> Instructions.
- 19. Click the **Basis Date Calculation** link to enter the information required for the prompt payment calculation.



The **Basis Date Calculation** page is used to determine the Payment Basis Date. The Payment Basis Date determines the date when the payment is scheduled to pay. The Scheduled Due Date can be viewed from the Payments page. If this system has determined that the payment is overdue, with a valid reason, you may stop the interest from being paid to the vendor from the Payments page.

- 20. To determine the **Payment Basis Date**, the following fields must be completed for the prompt payment calculation:
 - A. Invoice Receipt Date
 - B. Invoice Date
 - C. Goods/Services Receipt Date
- 21. 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.*

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

| Date Calculation | | | | | | | | × |
|---|------------------|--------------------|------------|---------------|--------------------|--|----|-----|
| Back to Invoice | | | | | | | He | elp |
| Date Calculation Basis | Texas Prompt Pay | ``` | · | Service Dates | | | | |
| Fed Pymnt Basis Date | 03/30/2023 | | | | | Edit Project Service Dates | | |
| Invoice Receipt Date | 03/30/2023 🛱 | Invoice Date | 03/17/2023 | | Service Start Date | 03/30/2023 | 31 | |
| Goods/Services Receipt Date Cancel Calculat | 03/30/2023 🛐 | Acceptance Date | Ĭ | | Service End Date | 03/30/2023 Update ALL Voucher Lines | | |



23. Click the **Calculate** button to generate the Payment Basis Date. This will update based on the Invoice receipt date, Invoice Date, and the Goods/Services Receipt date, whichever is later.

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. The supplier's payment must be made promptly to avoid applying a penalty fee.

| Date Calculation | | |
|---|-------------------------|-------------------------------------|
| Back to Invoice | | Hei |
| Date Calculation Basis Texas Pro | pt Pay 🗸 | Service Dates |
| Fed Pymnt Basis Date 03/30/2023 | J | Edit Project Service Dates |
| Invoice Receipt Date 03/30/2023 | Invoice Date 03/17/2023 | Service Start Date 03/30/2023 |
| Goods/Services Receipt 03/30/2023 Date Cancel Calculate | Acceptance 3 | Service End Date 03/30/2023 03/2023 |

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

- 24. Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.
- 25. Enter the date the goods were provided or the date the service was completed in the **Service End Date field**.
- 26. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all your invoice lines on the Invoice Information page.
- 27. Click the **Back to Invoice** link to return to the Invoice Information page.

The Invoice and Distribution Lines will default with the information copied from the PO. You will need to review the information for accuracy.

| nvoice Lines 🛞 | | | | | Find View All | First 🕚 1 of 3 🕑 La |
|--|--|------------------|---|----------------------|----------------------|-------------------------|
| Line 1 Copy Down *Distribute by Quantity v Item Quantity 990.0000 UOM EA Unit Price 1.04000 Line Amount 936.00 | SpeedChart Ship To Description Light Up Piggy Key Cl | Q. hain | Purchase Order UTARL 100000543211111 Associate Receiver(s) Force Price Force Price Adjust PO Percentage Allocate by Percentage Service Start 03/30/2023 Date: Empl ID: | *Service End Date: 0 | 3/30/2023 B | One Asset UPN Calculate |
| Distribution Lines | | | Personalize Find | View All 💷 🔢 | First 🕙 1 of 1 🕑 Las | t |
| GL Chart Exchange Rate Statistics Assets | | | | | | |
| Copy Down Line PO Percent Percent | Merchandise Amt Quantity | *GL Unit Account | Oper Unit | Fund Dept | Program | |
| ★ ■ 1 100.0000 100.0000 | 936.00 900.0000 | UTARL 🔍 63003 | QQ | 3105 Q 65432 | 1 Q | Q > |
| Save Save For Later | | | | | | |

Note: Do not change the line information from the Voucher screen once it has been copied from the PO Copy Worksheet. For the PO encumbrance to release appropriately, ensure all PO line information comes from the Copy Worksheet. If a change to the PO needs to be made due to changes after the PO was dispatched, contact the Buyer in Procurement Services.



If there is more than one line item on your purchase order voucher, click the **View All** link or the **Show Next** button to view the additional line items.

| Invoice Lines ② | | | Find <u>View All</u> First ④ 1 of 3 🕑 Last |
|---|---|---|--|
| Line 1 Copy Down *Distribute by Quantity Item Quantity 900.0000 UOM EA Unit Price Line Amount 936.00 | SpeedChart Ship To Description Light Up Piggy Key Chain | Purchase Order UTAR 0000054321 1 1 Associate Receiver(s) Force Price | One Asset UPN Calculate |

28. Click the **Save** button. Notice that the Voucher ID number has been assigned.

| Summary Related Documents Invoice Information | Payments <u>V</u> oucher Attributes | Error Summary | | |
|--|--|---------------------|---|---|
| Business Unit UTARL Voucher ID 00280050 Voucher Style Regular Voucher Invoice Date 03/17/2023 | Invoice No 7654321 Accounting Date 04/10/2023 *Pay Terms NET30 Basis Date Type Inv Date | 関 Q 🛒 Net 30 Day | Invoice Total Line Total 1,503 *Currency US Miscellaneous Freight | Non Merchandise Summary 3.50 Session Defaults Comments(1) Attachments (3) Basis Date Calculation Tanalata List |
| ScarBOROUGH SPECIALTIES Supplier ID 0000012345 Q ShortName SCARBOROUG-00E Q Location SHARED Q *Address 1 Q | INC Control Group Pay Schedule Manual | Q ~ | Total 1,503 Difference (| 50 Advanced Supplier Search 3.00 Supplier Hierarchy Custom Fields Supplier 360 |
| Save | Action | v | Run Calculate | Print |

- 29. 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.
- 30. Ensure that the address 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).

- 31. 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.
- 32. Click the Save button.

After completing the required fields, you must run matching and then budget checking before submitting your voucher for approval.

- Matching is a process that compares the voucher to the PO and receiving documents to ensure that you are paying for what you ordered and received. This process must be run successfully, to a "Matched" status, before the Budget Check process will run.
- Budget Checking is the process that checks for available funds and valid chartfield values.



- 33. Click the Action drop-down menu.
- 34. Select **Matching** from the list.
- 35. Click the **Run** button.
- Click the Yes button to wait for the budget checking process to complete.

| Action | ĭ | | Run |
|--------|-----------------|---|-------------------|
| | 4 |) | |
| | Budget Checking | | Schedule Payments |
| | Matching | | IPAC |

Once the Matching process is complete, the Match Status on the **Summary** tab will update. A voucher must be in "Matched" status to proceed.

| Regular Entry | Regular Entry |
|--|---|
| Summary Related Documents Invoice Information Payment | Summary Related Documents Invoice Information Payment |
| Business UnitUTARLVoucher ID00280050Voucher StyleRegularSupplier NameSCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179Entry StatusPostableMatch StatusMatchedApproval StatusPending Unposted | Business UnitUTARLVoucher ID00280050Voucher StyleRegularSupplier NameSCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179Entry StatusPostableMatch StatusExceptionsApproval StatusPending Unposted |
| Budget Status Not Chk'd Budget Misc Status Valid *View Related Payment Inquiry V Go | Budget Status Not Chk'd Budget Misc Status Valid *View Related Payment Inquiry |

If the Match status is "Exceptions", click on the **Error Summary** tab to review the cause of the exception(s). Two commonly seen Match Exceptions are below. If assistance is needed to resolve a matching exception, please contact Knowledge Services (KnowledgeServices@uta.edu).

- "Life To Date Voucher Amt > PO Schedule Amt + % Tolerance" Indicates that there is a
 discrepancy between how much is being paid on the voucher against how much
 encumbrance exists on the PO. Investigate the amount of the voucher against how
 much remains encumbered on the PO.
- "No Receipts Exist" Indicates that one or more of the selected PO lines requires
 receiving and the receipt has not yet been created. A receipt must be entered for the
 PO line items. See the <u>Desktop Receiving Job Aid</u> for further information. Once the
 receipt is entered, navigate back to the voucher, and run Matching again. The voucher
 must be in a "Matched" Match Status to move forward for budget checking.

Return to the **Payments** tab once the issue is corrected and rerun the Matching Process.



After successfully running the matching process (Match Status is "Matched"), return to the **Payments** Tab to run a Budget Check.

- 37. Click the **Action** drop-down menu.
- 38. Select **Budget Checking** from the list.
- 39. Click the Run button.
- 40. Click the **Yes** button to wait for the budget checking process to complete.



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.

| Regular Ent | ry | | | Regula | r Entr | у | | |
|--|--|---|----------|--------------------------------|--|--|--|------------|
| Summary Relate | ed Documents | Invoice Information | Payments | Summary | Relate | d Documents | Invoice Information | Payments |
| Business Uni Voucher ID Voucher Style | t UTARL 0 00280050 Regular | | | Busin Vo Vouct | ess Unit ucher ID ner Style | UTARL 00280050 Regular | | |
| Supplier Name | SCARBOROU 10501 INDIA LUBBOCK, T | JGH SPECIALTIES INC NA AVE X 79423-5179 | : | Suppli | er Name | SCARBOROU 10501 INDIA LUBBOCK, T | JGH SPECIALTIES IN NA AVE X 79423-5179 | С |
| Entry Status Match Status Approval Status Post Status | Postable Matched Pending Unposted | | | Entr Matc Approva Pos | y Status h Status al Status st Status | Postable Matched Pending Unposted | Preview | w Approval |
| Budget Status | Exceptions | | | Budge | et Status | Valid | | |
| Budget Misc Status *View Related | Valid Payment Inqu | iry | ✓ Go | Budget Mis *View | c Status Related | Valid Payment Inqu | liry | ▼ Go |

The three common budget errors are:

- Exceeds Budget Tolerance-There are no funds/insufficient funds in the Cost Center 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).

Return to the Payments tab once the issue is corrected and rerun the Budget check Process.



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

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

| Summary Related Doc | uments Invoice In | formation Payments V | oucher Attributes | Error Summ | ary | | | | |
|---------------------|-------------------|----------------------|-------------------|------------|------------|---------------|----------|-------------------------|-----|
| Business Unit | UTARL | Invoice No | 7654321 | | | Invoice Total | | Non Merchandise Summa | ary |
| Voucher ID | 00280050 | Accounting Date | 04/10/2023 | 31 | | Line Total | 1,503.50 | Session Defaults | |
| Voucher Style | Regular Voucher | *Pay Terms | NET30 | Q 👳 | Net 30 Day | *Currency | USD | Comments(0) | |
| Invoice Date | 03/17/2023 | Basis Date Type | Inv Date | | | Miscellaneous | | Attachments (0) | |
| Invoice Received | 03/30/2023 | | | | | Freight | | Basis Date Calculation | |
| | SCARBOROUGH SI | PECIALTIES INC | | | | Total | 1,503,50 | Advanced Supplier Searc | ch |
| Supplier ID | 0000012345 | | | | | Difference | 0.00 | Preview Approval | |
| ShortName | SCARBOROUG-005 | Pay Schedule | Manual | | ~ | | | Supplier Hierarchy | |
| Location | SHARED | | | | | | | Custom Fields | |
| *Address | 1 | | | | | | | Supplier 360 | |
| | | | | | | | 16 _F | | |
| Save | | Action | | | × | Run Calcu | late Pr | rint Submit Approval | |

42. 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).

43. Click the **OK** button.

voucher.

| Approval Comments | | × |
|--------------------|--------------------------|------|
| Dusiness Unit | | Help |
| Business Unit | UTARL | |
| Voucher ID | 00280050 | |
| Additional Details | | ¥ |
| | | |
| | | |
| | | |
| | | |
| | | |
| | 254 characters remaining | |
| OK Cancel | Refresh | |
| 2 | | |

44. Click the **Summary Tab**. The Summary page summarizes all the information entered on the

Note: The voucher status is displayed as "Pending" with a "Valid" budget status.

| egular | Entry | | | | | |
|---------------------------|---|---|----------|---|---|---------------|
| Summary | Related Documents | Invoice Information | Payments | Voucher Attribute | es <u>E</u> rror Summary | |
| Busine Vou | ess Unit UTARL ucher ID 00280050 | | | Invoice Date 03 Invoice No 7 | 3/17/2023 7654321 | |
| Supplie | er Name SCARBOROU(10501 INDIAN LUBBOCK, TX | GH SPECIALTIES INC A AVE 79423-5179 | | invoice total | 1,503.50 035 | |
| Entry Match Approva | y Status Postable h Status Matched I Status Pending t Status Lupposted | Approval H | History | Pay Terms Voucher Source Origin | Net 30 Day Online ONL 06/20/2023 10:424M | |
| Budget | t Status Valid | | | Created Off Last Update Modified By ERS Type | 6001234567 06/30/2023 2:21PM 6001234567 Not Applicable | |
| Budget Misc *View | c Status Valid Related Payment Inqui | y C. Refresh | Ƴ Go | Close Status | Open | 周 Update/Disi |