# 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,** Procedure BF-PGS-PR01), 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.
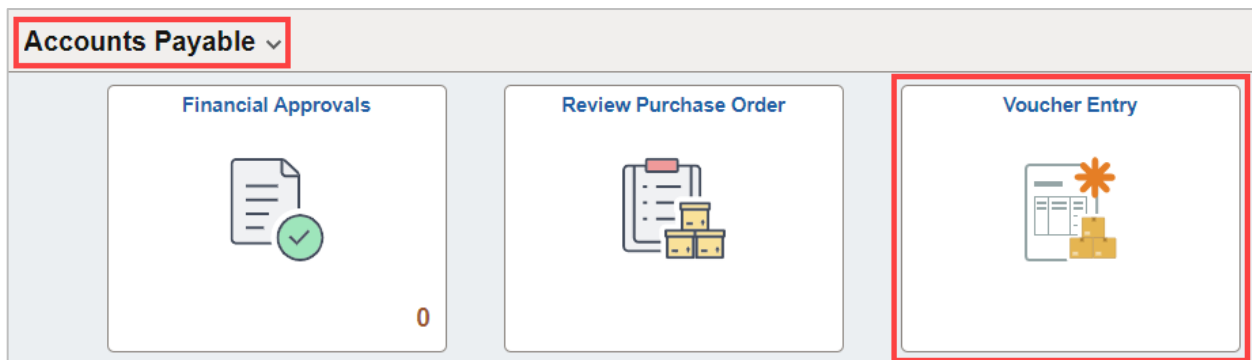


Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry.**

2. The **Voucher Entry** page is displayed. From the **Add a New Value** 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.

**Add a New Value**

| | |
|---|---|
| *Business Unit | UTARL |
| *Voucher ID | NEXT |
| *Voucher Style | Regular Voucher |
| Supplier Name | |
| Short Supplier Name | |
| Supplier ID | |
| Supplier Location | |
| 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 | |
| PO Number | |
| 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 Attributes | | | | |
|---|---|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| Business Unit UTARL | Invoice No 7654321 | | Invoice Total | Non Merchandise Summary |
| Voucher ID NEXT | Accounting Date 04/10/2023 | | Line Total 0.00 | Session Defaults |
| Voucher Style Regular Voucher | *Pay Terms NET30  Net 30 Day | | *Currency USD | Comments(0) |
| Invoice Date 03/17/2023 | Basis Date Type Inv Date | | Miscellaneous | Attachments (0) |
| Invoice Received | | | Freight | Basis Date Calculation |
| | | | | Template List |
| Supplier ID | Control Group | | Total 0.00 | Advanced Supplier Search |
| ShortName | Pay Schedule Manual | | Difference 0.00 | Supplier Hierarchy |
| Location | | | | Supplier 360 |
| *Address | Incomplete Voucher | | | |
| Save | Save For Later | Action | Run | Calculate | Print |

**Copy From Source Document**

| PO Unit | PO Number | | Copy PO | Copy From None | Go |
|---|---|---|---|---|---|

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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 🔍 | 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 ▼ | | 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 | View All    First ◀ 1 of 1 ▶ Last

PO Unit  UTARL                          PO Number  0000054321
Supplier ID  0000012345    SCARBOROUGH SPECIALTIES INC    PO Date  03/03/2023

☑ Select All      ☐ Deselect All

**Select PO Lines**                 Personalize | Find | View All | 🔲 | 📊    First ◀ 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 | 1 | | Light Up Piggy Key Chain | 1000.0000 | EA | 1040.00 | USD | 1000.0000 | EA | 1.0400 |

☑ Select All      ☐ Deselect All        PO Line Count  4
                                        PO Total  $3,562.00

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 Lines**           Find | View All     First ◀ **1 of 1** ▶ Last

| PO Unit | UTARL | | | | | | | PO Number | 0000054321 | | | |
| Supplier ID | 0000012345 | SCARBOROUGH SPECIALTIES INC | | | | | | PO Date | 03/03/2023 | | | |

☑ Select All     ☐ Deselect All

**Select PO Lines**      Personalize | Find | View 1 | 🗗 | 🖿     First ◀ **1-4 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 | 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 | EA | 1407.00 | USD | 300.0000 | EA | 4.690 |

☑ Select All     ☐ Deselect All          PO 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 Lines**           Find | View All     First ◀ **1 of 1** ▶ Last

| PO Unit | UTARL | | | | | | | PO Number | 0000012345 | | | |
| Supplier ID | 0000054321 | Parchment LLC | | | | | | PO Date | 03/02/2023 | | | |

☑ Select All     ☐ Deselect All

**Select PO Lines**      Personalize | Find | View All | 🗗 | 🖿     First ◀ **1 of 1** ▶ 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 |
| ☐ | 188000.00000 | 1 | 1 | | Parchment Diploma Services | 1.0000 | LOT | 188000.00 | USD | 1.0000 | LOT | 188000.0000 |

☑ Select All     ☐ Deselect All          PO Line Count   1

                                           PO Total   $188,000.00

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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.

**Copy Worksheet**

Business Unit UTARL  Return to Invoice Information                          Voucher NEXT

**PO Lookup Criteria**

| | | | |
|---|---|---|---|
| PO Business Unit | UTARL | 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 | | PO Date | |

**Additional Search Criteria**

Max Rows ___    Search                                    Copy Selected Lines

**Select PO Lines**                          Find | View All    First ◀ 1 of 1 ▶ Last

PO Unit  UTARL                                      PO Number  0000054321
Supplier ID  0000012345    SCARBOROUGH SPECIALTIES INC    PO Date  03/03/2023

☑ Select All    ☐ Deselect All

**Select PO Lines**              Personalize | Find | View 1 | 🖼 | 🔳   First ◀ 1-4 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 | 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 | EA | 1407.00 | USD | 300.0000 | EA | 4.690 |

☑ Select All    ☐ Deselect All                PO Line Count  4
                                                PO Total  $3,562.00

The **Invoice Information** page is displayed.

**Regular Entry**

**Invoice Information** | Payments | Voucher Attributes

| | | | |
|---|---|---|---|
| Business Unit | UTARL | Invoice No | 7654321 |
| Voucher ID | NEXT | Accounting Date | 04/10/2023 |
| Voucher Style | Regular Voucher | *Pay Terms | NET30    Net 30 Day |
| Invoice Date | 03/17/2023 | Basis Date Type | Inv Date |
| Invoice Received | | | |

SCARBOROUGH SPECIALTIES INC

Supplier ID  0000012345        Control Group
ShortName  SCARBOROUG-005    Pay Schedule  Manual
Location  SHARED
*Address  1                    ☐ Incomplete Voucher

**Invoice Total**
Line Total        1,503.50
*Currency    USD
Miscellaneous
Freight

Total        1,503.50
Difference        0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Custom Fields
Supplier 360

Save    Save For Later    Action ___    Run    Calculate    Print

**Copy From Source Document**

PO Unit ___    PO Number ___    Copy PO    Copy From  None    Go

**Invoice Lines** ?                          Find | View All    First ◀ 1 of 3 ▶ Last

Line  1    ☐ Copy Down
*Distribute by  Quantity
Item ___
Quantity  900.0000
UOM  EA
Unit Price  1.04000
Line Amount  936.00

SpeedChart ___
Ship To  642-130
Description  Light Up Piggy Key Chain

**Purchase Order**
UTARL|0000054321|1|1
Associate Receiver(s)
☐ Force Price

☐ One Asset
UPN
Calculate

Adjust PO Percentage
Allocate by Percentage

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 Attach Document to Voucher Instructions.

19. Click the **Basis Date Calculation** link to enter the information required for the prompt payment calculation.
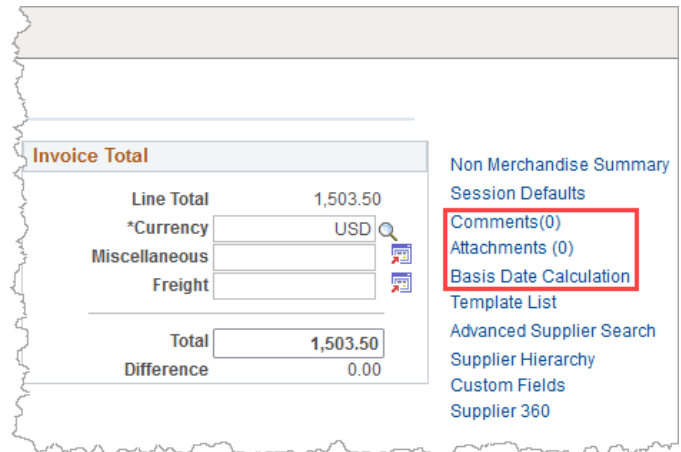


The **Basis Date Calculation** page is used to determine the Payment Basis Date. The Payment Basis Date determines the date when the payment is scheduled to pay. The Scheduled Due Date can be viewed from the Payments page. If this system has determined that the payment is overdue, with a valid reason,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

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.*



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.



**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.



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



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.

36. Click the **Yes** button to wait for the budget checking process to complete.
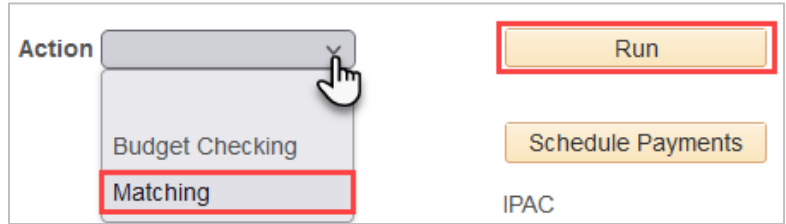
Once the Matching process is complete, the Match Status on the **Summary** tab will update. A voucher must be in "Matched" status to proceed.

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 **Desktop Receiving Job Aid** 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.

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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.
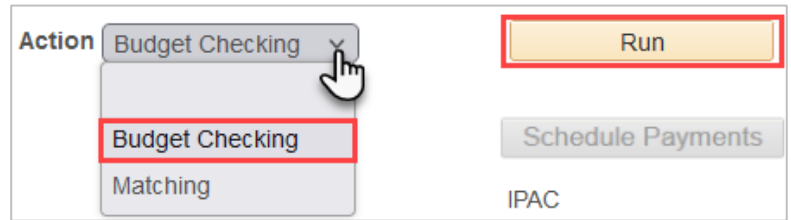
**Note:** *When the budget check finishes, the Budget Status on the Summary page will update. A voucher must be in "Valid" budget check status to submit the voucher. If it shows "Exceptions," click on the word to drill to the cause of the exception.*

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*.



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.



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

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