PO Voucher Entry

Note: Follow navigation procedures found in the Create Non-PO Voucher entry procedures.

Favorites ▾	Main Menu ▾	>	Accounts Payable ▾	>	Vouchers ▾	>	Add/Update ▾	>	Regular Entry

Employee Self-Service	Training

Voucher

Find an Existing Value	Keyword Search	**Add a New Value**

Business Unit UTTYL 🔍
Voucher ID NEXT
Voucher Style Regular Voucher ▾

Supplier Name [ ] 🔍
Short Supplier Name [ ] 🔍
Supplier ID [ ] 🔍
Supplier Location [ ] 🔍
Address Sequence Number [0] 🔍
Invoice Number [ ]
Invoice Date [ ] 📅

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]

Find an Existing Value | Keyword Search | Add a New Value

The 9.2 upgrade version of UT Share/PeopleSoft has an option to pull in the Purchase Order from the initial Voucher data entry screen.

==ONLY use this PO Voucher option if you are paying for a purchase order in full.==

Do not use this option for a partial payment.

On the initial Voucher entry screen, begin by entering a part of the Supplier Name or Short Supplier Name then click the search icon. Select the correct Supplier for your payment.

Voucher

Find an Existing Value	Keyword Search	Add a New Value

Business Unit UTTYL 🔍

Voucher ID NEXT

Voucher Style Regular Voucher ▾

Supplier Name EVCO PARTNERS, LP 🔍

Short Supplier Name BURGOON-001 🔍

Supplier ID 1000000003 🔍

Supplier Location EDX 🔍

Address Sequence Number 1 🔍

Invoice Number test 05-29-19

Invoice Date 05/29/2019 📅

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit UTTYL 🔍

PO Number 0000019542 🔍

Estimated No. of Invoice Lines 1

Add

The **Supplier ID, Supplier Location, and Address Sequence Number** for the Purchase Order will auto-populate the screen.

Enter the **Invoice Number** exactly as shown on the Supplier Invoice form.

Enter the **Invoice Date as pre-printed on the Supplier Invoice**. Note: This may NOT be the same date that you physically received the Invoice either by U.S. mail or by email.

Do not enter any amounts in the Gross Invoice Amount, Freight Amount, or Misc Charge Amount fields.

When paying in full for the purchase order ONLY, at the **PO Business Unit** field, click the search icon and select **UTTYL**. You will be returned to the Voucher entry screen.

When paying in full for the purchase order ONLY, at the **PO Number** field, click the search icon then select the PO Number from the list that pops up.

For a PO Voucher do not change or add any number of lines in the Estimated No. of Invoice Lines field.

Click the **ADD** button to create the PO Voucher.

You will be directed to the **Invoice Information** tab screen of the new voucher.

The Copy From Source Document section, shows the **PO Business Unit** and **PO Number**.

The **Supplier ID, Supplier Location, and Address Sequence Number** for the Purchase Order will auto-populate the screen.

Enter the **Invoice Number** exactly as shown on the Supplier Invoice form.

Enter the **Invoice Date as pre-printed on the Supplier Invoice**. Note: This may NOT be the same date that you physically received the Invoice either by U.S. mail or by email.

Do not enter any amounts in the Gross Invoice Amount, Freight Amount, or Misc Charge Amount fields.

Leave the **PO Business Unit** field blank.

Leave the **PO Number** field blank.

For a PO Voucher do not change or add any number of lines in the **Estimated No. of Invoice Lines** field.

Click the **ADD** button to create the PO Voucher.

You will be directed to the **Invoice Information** tab screen of the new voucher.

Click the arrow beside the **Copy From Source Document** label if the section is not already expanded.

On the right side of the **Copy From Source Document** section click the drop down arrow at the **Copy From** action box.

Select **Purchase Order Only**, then click the **GO** hyperlink.

On the resulting screen, click the search icon for **PO Business Unit** and select **UTTYL**.

Click the search icon for **PO Number From** and select your purchase order from the list.

After your purchase order has populated the screen, the scroll down to the **Select PO Lines** section a click the Select box for each line below that will be paid on this voucher, then click the **Copy Select Lines** button.

You will be returned to the voucher Invoice Information tab screen.

Complete the voucher as previously discussed.

Click on the Save for Later button or Save button depending on how far along you are.

When the PO Voucher has been **Saved**, the **Action** dropdown box will show a **Matching** option.

When you have completely finished the PO Voucher, click on Matching then click on the Run button beside the Action box.

Click on the Summary tab to navigate to that screen to review the Matching status.

A status of **Matched** is good.

A status of **Exceptions** needs attention before you may proceed with the voucher.

Contact the Procurement team at purchasing@uttyler.edu for assistance in correct Match Exceptions.

Complete the PO Voucher as shown in the Non-PO Voucher procedures.