

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 🔍
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

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

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

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.

Invoice Information | Payments | Voucher Attributes

Business Unit: UTTYL
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: 05/29/2019
Invoice Received: []
Supplier ID: 1000000003
ShortName: BURGOON-001
Location: EDX
*Address: 1

Invoice No: test 05-29-19
Accounting Date: 05/29/2019
*Pay Terms: NET30
Basis Date Type: Inv Date
Control Group: []
Pay Schedule: Manual

Invoice Total
Line Total: 10.50
*Currency: USD
Miscellaneous: []
Freight: []
Total: 10.50
Difference: 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Withholding
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Custom Fields
Supplier 380

Save | Save For Later | Action: [] | Run | Calculate | Print

Copy From Source Document
PO Unit: UTTYL | PO Number: 0000019542 | Copy PO | Copy From: None | Go

Invoice Lines
Line 1 | Copy Down | *Distribute by: Quantity
Item: [] | Quantity: 1.0000 | UOM: EA | Unit Price: 10.50000 | Line Amount: 10.50
SpeedChart: [] | Ship To: PHY1.108 | Description: TK98854T Carton Sealing Tape

Purchase Order
UTTYL|0000019542|1|1
Associate Receiver(s)
Force Price: []
Adjust PO Percentage | Allocate by Percentage
*Service Start Date: 05/29/2019 | *Service End Date: 05/29/2019
Empl ID: []

Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets | []
Copy Down | Line | PO Percent | Percent | Merchandise Amt | Quantity | *GL Unit | Account | Fund | Dept | Function | PC Bus Unit | Project | Activity

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Function	PC Bus Unit	Project	Activity
[]	1	100.0000	100.0000	10.50	1.0000	UTTYL	83204	3105	115300	700			

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

When NOT paying a purchase order in full or if you prefer the original method, complete the Voucher entry screen as above:

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.

The screenshot shows the 'Voucher' entry screen with the following fields and values:

- 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 456
- Invoice Date: 05/29/2019
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (blank)
- PO Number: (blank)
- Estimated No. of Invoice Lines: 1

The 'Add' button is located at the bottom left of the form.

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

Invoice Information | Payments | Voucher Attributes

Business Unit: UTTYL | Invoice No: test 456 | Invoice Total: Line Total 0.00
Voucher ID: NEXT | Accounting Date: 05/29/2019 | *Pay Terms: NET30 | Net 30 Day
Voucher Style: Regular Voucher | Basis Date Type: Inv Date
Invoice Date: 05/29/2019 | Supplier: EVCO PARTNERS, LP
Supplier ID: 1000000003 | ShortName: BURGOON-001 | Location: EDX | *Address: 1
Control Group: | Pay Schedule: Manual
Action: | Run | Calculate | Print

Save | Save For Later | Incomplete Voucher

Copy From Source Document

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

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.

Copy From Source Document

PO Unit: | PO Number: | Copy PO | Copy From: Purchase Order Only | Go

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

Copy Worksheet

Business Unit: UTTYL | Return to Invoice Information | Voucher: NEXT

PO Lookup Criteria

PO Business Unit: UTTYL | UT Tyler
PO Number From: 0000019542
PO Line Number From: | PO Line Number To: |
*PO Date Option: No Date | PO Date: |

Additional Search Criteria

Max Rows: | Search | Copy Selected Lines

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

PO Lookup Criteria

PO Business Unit: UTTYL | UT Tyler
PO Number From: 0000019542
PO Line Number From: | PO Line Number To: |
*PO Date Option: No Date | PO Date: |

Additional Search Criteria

Max Rows: | Search

Look Up PO Number From

Supplier ID: 1000000003
PO Business Unit: UTTYL
PO Number: begins with 0000019542

Look Up | Clear | Cancel | Basic Lookup

Search Results

PO Number	Purchase Order Date	Short Supplier Name	Supplier Name	Supplier Location	Purchase Order Gross Amount
0000019542	05/24/2019	BURGOON-001	EVCO PARTNERS, LP EDX		10.5

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.

Copy Worksheet

Business Unit **UTTYL** [Return to Invoice Information](#) Voucher **NEXT**

PO Lookup Criteria

PO Business Unit View Matched /Cancelled Only

PO Number From PO Number To

PO Line Number From PO Line Number To

*PO Date Option PO Date

Additional Search Criteria

Max Rows

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

PO Unit **UTTYL** PO Number **0000019542**
Supplier ID **1000000003** **EVCO PARTNERS, LP** PO Date **05/24/2019**

Select All Deselect All

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

Main Information **Contract Information**

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UC
<input type="checkbox"/>	10.50000	1	1		TK968654T Carton Sealing Tape	<input type="text" value="1.0000"/>	EA	10.50 USD		1.0000 EA	

Select All Deselect All PO Line Count 1
PO Total \$10.50

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

Invoice Information | Payments | Voucher Attributes

Business Unit UTTYL
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 05/29/2019
Invoice Received
Supplier ID 1000000003
ShortName BURGOON-001
Location EDX
*Address 1

Invoice No test 456
Accounting Date 05/29/2019
*Pay Terms NET30
Basis Date Type Inv Date
Control Group
Pay Schedule Manual

Invoice Total
Line Total 10.50
*Currency USD
Miscellaneous
Freight
Total 10.50
Difference 0.00

Save Save For Later Action Run Calculate Print

Copy From Source Document
PO Unit PO Number Copy PO Copy From None Go

Invoice Lines
Line 1 Copy Down
*Distribute by Quantity
Item
Quantity 1.0000
UOM EA
Unit Price 10.50000
Line Amount 10.50

SpeedChart
Ship To PHY1.108
Description TK986654T Carton Sealing Tape

Purchase Order
UTTYL\0000019542\1\1
Associate Receiver(s)
Force Price
Adjust PO Percentage
Allocate by Percentage

*Service Start Date 05/29/2019 *Service End Date 05/29/2019
Empl ID

Distribution Lines
GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Function	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	100.0000	100.0000	10.50	1.0000	UTTYL	63204	3105	115300	700			

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.

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

Employee Self-Service Training

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

Business Unit UTTYL
Voucher ID 00060788
Voucher Style Regular Voucher
Invoice Date 05/29/2019
Invoice Received
Supplier ID 1000000003
ShortName BURGOON-001
Location EDX
*Address 1

Invoice No test 456
Accounting Date 05/29/2019
*Pay Terms NET30
Basis Date Type Inv Date
Control Group
Pay Schedule Manual

Invoice Total
Line Total 10.50
*Currency USD
Miscellaneous
Freight
Total 10.50
Difference 0.00

Save Save For Later Action Run Calculate Print

Copy From Source Document
PO Unit PO Number Copy PO Copy From None Go

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.

Summary	Related Documents	Invoice Info
Business Unit UTTYL		
Voucher ID 00059999		
Voucher Style Regular		
Supplier Name GLOBAL PAYMENTS INC 26158 NETWORK PL CHICAGO, IL 60673-1261		
Entry Status Postable		
Match Status Matched		

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

Summary	Related Documents	Invoice Information	Pa
Business Unit: UTTYL			
Voucher ID: T0098638			
Voucher Style: Regular			
Contract ID:			
Vendor Name: POSSIBLE MISSIONS INC 150 W PARKER RD STE 602 HOUSTON, TX 77076			
Entry Status: Postable			
Match Status: Exceptions			

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.