PO Voucher Entry

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

Favorites -	Main Me	enu * >	Accounts Payabl	e 🔹 🚿	Vouchers -	⇒ Add/Upc	late - →	Regular Entry
Employee Se	lf-Service	Training						
Voucher Eind an Existing	Value <u>K</u> eyw	rord Search	Add a New Value					
B	usiness Unit UT Voucher ID NE	TTYL Q EXT equiar Voucher						
Su	pplier Name				Q			
Short Su	pplier Name		Q		``			
	Supplier ID	Q						
Supp	lier Location	Q						
Address Seque	nce Number	0 🔍						
Invo	bice Number							
1	nvoice Date	31						
Gross Invo	pice Amount		0.00					
Fre	ight Amount		0.00					
Misc Cha	arge Amount		0.00					
PO B	usiness Unit	Q						
	PO Number	Q						
Estimated No. of Ir	nvoice Lines	1						
Add		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	Q
Short Supplier Name BURGOON-001	
Supplier ID 100000003	
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.

Invoice Information	<u>P</u> ayments	Vouche	er Attributes											
				Investore No.	4		_	Invoice	• Total				Non Merchan	dise Summary
Business U				Accounting Date	15/20/2010	111			Line Total		10.50		Session Defa	ults
Voucher St	vie Regular)	/oucher		*Pay Terms	NET30	0 🗐			*Curronov		LIED.		Comments(0)	
louier of		o	100	Denis Dete Trees	In Data	Net	30 Day		Miscellaneous		030	È I	Attachments (0)
Invoice Da	ate US/29/201	8	10	Basis Date Type	Inv Date				Freight				Withholding	
Invoice Receiv	ea												Basis Date Ca	alculation
	EVCO P/	ARTNERS	S, LP						Total		10.50	יו ה	Template List	
Supplier	ID 1000000	03	Q	Control Group		Q			Difference		0.00	, i	Advanced Su	pplier Search
ShortNa	me BURGOO	N-001	Q	Pay Schedule	Manual		\checkmark						Supplier Hiers	archy
Locati	ion EDX		Q										Custom Field	5
*Addre	255 1		Q		Incomplete Vouch	er							Supplier 300	
Save	Save	For Later	r	Action			-	Run	Cala	ulata	P	rint		
				Action			×	- Num	00.0	unute			_	
Copy From Sou	Irce Docum	ent												
				(DO Number	0000040542				Canu Fran	Ness		~		
POL				FONUMBER	0000019542		Сору РО		Copy From	INONE		•	50	
Invoice Lines 🕐													Find Vi	ew All First
Lin	• 1 Dc	ony Dow	n	SpeedChart		Q		Purc	hase Order					_
*Distribute	by Quantity	v 201		Ship To	PHY1.108	Q								One /
It	em			Description	TK968654T Carton Set	aling Tape		Asso	(L 0000019542 1 ciste Receiver(s)	1				Cal
Quan	tity 1.0000								Deles					
U	OM EA		0					1 FG	R Price					
Unit Pr	ice 10.50000							10						
Line Amo	unt	10.5	0					Adj	ust PO Percentag	e				
								Allo	cate by Percentag	ge				
								*Se	rvice Start Date:	05/29/201	19 🛐	*Ser	vice	05/29/2019
												End		
								En	ipl ID:		Q	Date	2:	
Distribution L	ines								Personalize	Find Vi	iew All I 🖾	1 🔣	First 🕚	1 of 1 🕑 Last
GL Chart Exc	hange Rate	Statistic	cs Assets	()										
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Down L	ne POPe	ercent Pe	acent	werchandise AMT	quantity	-GL Unit	Account	Fun	u Dept	Function		Unit	Project	Activity
+ -	1 10	0.0000	100.0000	10.50	1.0000	UTTYL Q	63204	Q 310	5 🔍 115300 (700	Q		2	Q
						1								

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.

Voucher
Find an Existing Value Keyword Search Add a New Value
Business Unit UTTYL
Voucher Style Regular Voucher
Supplier Name EVCO PARTNERS, LP
Short Supplier Name BURGOON-001
Supplier ID 100000003
Supplier Location EDX
Address Sequence Number 1 Q
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
PO Number O
Estimated No. of Invoice Lines 1
Add

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	avments V	oucher Attributes							New Wir
Business Unit Voucher ID Voucher Style Invoice Date Invoice Received	UTTYL NEXT Regular Vouc 05/29/2019	cher	Invoice No Accounting Date *Pay Terms Basis Date Type	test 456 05/29/2019 NET30 Inv Date	Net 30 Day	Invoice Total Line *Curr Miscellar Fi	Total rency neous reight	0.00 USD Q 9	Non Merchandise Summ Session Defaults Comments(0) Attachments (0) Withholding Basis Date Calculation
Supplier ID ShortName Location *Address	EVCO PART 100000003 BURGOON-0 EDX 1	NERS, LP Q 01 Q Q	Control Group Pay Schedule	Manual	×	Diffe	Total rence	0.00	Template List Advanced Supplier Searc Supplier Hierarchy Supplier 360
Save	Save For	r Later	Action		~	Run	Calculate	Print	
Copy From Sourc	e Document	্	PO Number		Copy PO	Сор	y 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 Ol 🗸 😡

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
The PO Lookup Criteria	
PO Business Unit UTTYL Q UT Tyler	Reset View Matched /Cancelled Only
PO Number From 0000019542	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

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

PO Lookup Criteria		
PO Business Unit UTTYL Q UT Tyler	Look Up PO Number From	×
PO Number From 0000019542 Q PO Line Number From *PO Date Option No Date Additional Search Criteria Max Rows Search	He Supplier ID 1000000003 PO Business Unit UTTYL PO Number begins with V 0000019542 Look Up Clear Cancel Basic Lookup Search Results	p
	View 100 First 🕚 1 of 1 🛞 La	st
	PO Number Porchase Short Supplier Name Supplier Name Supplier Name Gross Amount	er t
	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 UTTYL Q UT Tyler	Reset View Matched /Cancelled Only
PO Number From 0000019542	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 PO Unit UTTYL Supplier ID 1000000003 EVCO PARTNERS, LP	Find View All First I of 1 Last PO Number 0000019542 PO Date 05/24/2019
Select All Deselect All	
Select PO Lilles Main Information Contract Information	Personalize Find View All 🖙 👪 🛛 First 🔍 1 of 1 🖤 Last
Select Unit Price Line Schedule Item ID Description	Quantity Vouchered UOM Merchandise Amount Currency PO Qty UC
10.50000 1 1 TK968654T Carton Sealing Tape	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 Invoice No test 456 Invoice Total Non Merchandise Summary Voucher ID NEXT Accounting Date 05/29/2019 Invoice No test 456 Session Defaults Comments(0) Voucher Style Regular Voucher Basis Date Type Inv Date Invoice No test 456 Witholding Invoice Date 05/29/2019 Basis Date Type Inv Date Total 10.50 Witholding Evco PARTNERS, LP Control Group Control Group Advanced Supplier Search Supplier ID 1000000003 Advanced Supplier Search Supplier ID 1000000003 Control Group Incomplete Voucher Total 10.50 Advanced Supplier Search Supplier ID 1000000003 Control Group Incomplete Voucher Supplier Hierarchy Custom Fields *Address 1 Incomplete Voucher Incomplete Voucher Supplier 360 Supplier 360 *Address 1 PO Number Copy Prom None Go Go
Business Unit UTTYL Invoice No test 456 Invoice No test 456 Non Merchandise Summary Youcher JD NEXT Accounting Date (5/29/2019) Invoice No test 456 Non Merchandise Summary Invoice Date 5/29/2019 Invoice No test 456 Not Merchandise Summary Invoice Date 5/29/2019 Invoice No test 456 Not Merchandise Summary Invoice Date 5/29/2019 Invoice No test 456 Not Merchandise Summary Supplier ID 1000000003 Basis Date Type Inv Date Not Merchandise Summary EVCO PARTNERS, LP Control Group Total 10.50 Supplier ID 10000000003 Control Group Value Advanced Supplier Search Supplier ID Excounding Edite Voucher Incomplete Voucher Supplier Hierarchy Save Save For Later Action Run Calculate Print Copy From Source Document PO Number Copy PO Copy From None Go
Business Unit UTTYL Invoice No lest 456 Non Methandide Summary Voucher ID NEXT Accounting Date 05/29/2019 Image: Control Group invoice Near Net 30 Day Line Total 10.50 Session Defaults Comments(0) Invoice Received Image: Control Group invoice Near Net 30 Day Image: Control Group invoice Near Net 30 Day Miscellaneous invoice Near Net 30 Day Miscellaneous invoice Near Net 30 Day Supplier ID 1000000003 Control Group invoice Near Net 30 Day Control Group invoice Near Net 30 Day Total 10.50 Miscellaneous invoice Near Net 30 Day Supplier ID 1000000003 Control Group invoice Near Net 30 Day Total 10.50 Miscellaneous invoice Near Net 30 Day Supplier ID 1000000003 Control Group invoice Near Net 30 Day Total 10.50 Miscellaneous invoice Near Net 30 Day Supplier ID 1000000003 Control Group invoice Near Near Net 30 Day Total 10.50 Miscellaneous invoice Near Net 30 Day Save Save For Later Action Run Calculate Print Copy From Source Document PO Number Copy PO Copy From None Go
Voucher JD NEXT Accounting Date 05/29/2019 Image: Second Defaults Second Defaults Voucher Style Regular Voucher "Pay Terms NET30 Net 30 Day "Currency USD Comments(0) Invoice Date 05/29/2019 Basis Date Type Inv Date Basis Date Type Inv Date Second Defaults Comments(0) EVCO PARTNERS, LP Control Group Total 10.50 Difference D.00 Supplier ID 1000000003 Control Group Pay Schedule Manual Voucher Supplier Interarchy Location EDX Incomplete Voucher Incomplete Voucher Supplier 360 Supplier 360 Save Save For Later Action Run Calculate Print Copy From Source Document PO Number Copy PO Copy From None Go
Voucher Style Regular Voucher "Pay Terms NET30 Net 30 Day Invoice Date D5/29/2019 Basis Date Type Inv Date Invoice Received Invoice Received Invoice Received Invoice Received EVCO PARTNERS, IP Control Group Invoice Building Supplier ID 1000000003 Control Group Incomplete Voucher Yaddress Incomplete Voucher Supplier Hierarchy Save Save For Later Action Yeong From Source Document Po Number Copy Pro Po Unit Po Number Copy Pro
Invoice Date 05/29/2019 is Basis Date Type Inv Date Invoice Received ISI EVCO PARTNERS, LP Supplier ID 1000000003 C Control Group Q ShortName BURGOON-001 Pay Schedule Manual Location EDX *Address 1 C Incomplete Voucher Save Save For Later Action V Run Calculate Print Copy From Source Document PO Number Copy PO Copy From None Go
Invoice Received is received is received is received in the second secon
EVCO PARTNERS, LP Total 10.50 Supplier ID 1000000003 ShortName BURGON-001 Location EDX Pay Schedule Manual *Address Incomplete Voucher Save Save For Later Action Run Calculate Print
Supplier ID 1000000003 Control Group Advanced Supplier Search ShortName BURGOON-001 Pay Schedule Manual Location EDX Custom Fields Supplier Search *Address 1 Incomplete Voucher Supplier 380 Save Save For Later Action Run Copy From Source Document PO Number Copy PO Copy From None
ShortName BURGOON-001 Pay Schedule Manual Supplier Hierarchy Location EDX Custom Fields *Address 1 Incomplete Voucher Save Save For Later Action Run Copy From Source Document PO Unit PO Number Copy From None Go
Location EDX Custom Fields *Address 1 *Address 1 Save Save For Later Action Run Calculate Print
*Address 1 Q Incomplete Voucher Supplier 360 Save Save For Later Action Run Calculate Copy From Source Document PO Unit PO Number Copy PO Copy From None
Save Save For Later Action Run Calculate Print
Save Save For Later Action Run Calculate Print Copy From Source Document PO Unit PO Number Copy PO Copy From None Go
Copy From Source Document PO Unit PO Number Copy PO Copy From None Go
PO Unit PO Number Copy PO Copy From None V Go
PO Unit PO Number Copy PO Copy From None Go
Invoice Lines 👔 Find View All First 🕚 1 d
Line 1 Conv Down SpeedChart Q Purchase Order
*Distribute to Council to PHY1.108 Q
tiem Description TK968654T Carton Sealing Tape Associate Reselver(c) Calculate
Adjust PO Percentage
Allocate by Percentage
*Service Start Date: 05/29/2019 🔢 *Service 05/29/2019
End
Empl ID: Q Date:
▼ Distribution Lines
Copy Line PO Percent Percent Merchandise Amt Quantity *GL Unit Account Fund Dept Function PC Bus Project Activity Unit

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* Account	s Payable * 👋 Vouchers *	> Add/Update - >	Regular Entry	
Employee Self-Service Training				
Summary Related Documents Invoice Information	Payments Voucher Attributes	Error Summary		1
Business Unit UTTYL	Invoice No test 456		Invoice Lotal	No
Voucher ID 00060788	Accounting Date 05/29/2019	H	Line Total 10.50	Se
Voucher Style Regular Voucher	*Pay Terms NET30	🔍 🏸 Net 30 Day	*Currency USD Q	Co
Invoice Date 05/29/2019	Basis Date Type Inv Date		Miscellaneous	At
Invoice Received			Freight	W
EVCO PARTNERS, LP Supplier ID 100000003	Control Group	Q	Total 10.50 Difference 0.00	Te Ac
ShortName BURGOON-001	Pay Schedule Manual	~		Su
Location EDX				С
*Address 1	Incomplete Vo	ucher		Su
Save Save For Later	Action Budget Checking Matching		Run Calculate Print	
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	d Documents
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 <u>R</u> elated Docum	nents Invoice Information
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 <u>purchasing@uttyler.edu</u> for assistance in correct Match Exceptions.

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