Columbia University Finance Training

Job Aid: Creating a Non-PO Voucher



A Non-PO Voucher can be used to pay for invoices for goods and services where Requisition/Purchase Orders are not required and for Check Requests, Employee Reimbursements, Advance Reconciliations, and Petty Cash.

Creating a Non-PO Voucher

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.

		ARC < Welcome to ARC		
		Create Requisitions	Vauahaa	
		Requisition Management	voucher	
Buying and Paying		Change Order Processing	Find an Existing Value	Add a New Val
		Purchase Order Review	*Business Unit	COLUM Q
		Receipt Processing	Voucher ID	NEXT
		Supplier Review	Voucher Style	Regular Vou
		Voucher Entry	Name 1	

Or, click the NavBar > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.

2. Click the Voucher Style dropdown and select Regular Voucher.

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher 🔻
Supplier Name:	JAPAN PUB TRADING CO LTD
Short Supplier Name:	JAPAN PUB
Supplier ID:	000000015 Q
Supplier Location:	ACH-01 Q
Address Sequence Number:	10
Invoice Number:	123456
Invoice Date:	11/1/2016
Gross Invoice Amount:	1000
PO Business Unit:	Q
PO Number:	Q
Estimated No. of Invoice Line	c 1

- 3. In the **Supplier ID** field, enter or search for the desired Suppler ID for the vendor you are paying.
- 4. Enter the **Invoice Number**.
- 5. Enter the **Invoice Date**.
- 6. Enter the **Gross Invoice Amount**.
- 7. Click the Add button. The Voucher form appears on the Invoice Information tab.

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Completing the Voucher Form



- 1. In the Header section, enter the **Invoice Received** date.
- 2. Click the Voucher Type dropdown and select Invoice.
- 3. Enter the ChartFields in the **Distribution** (ChartString) Line **or** you can select a **SpeedChart** to enter a preset ChartString.

5 Save	Save For Later	6	ction Budge	t Checking		-	Run	View Do Calculate	Print			
Copy From §	iource Document		cuon Dudge	Concerning				Gairdiate				1
P	O Unit	PO Nur	nber		С	ору РО	c	opy From None	Tind View All	Go	f1 🛞 ast	
Unit Line Arr	Line 1 Copy Down te by Amount v Item Q Infity Price 1,000.00 Calculate	SpeedC Sh Descrij Packing	hart ip To 615W1 ption Slip	31STS	Q Q	4				One Asset	2 H	
GL Chart	ines xchange Rate <u>S</u> tatistics	Assets (****)					Pers	onalize Find Vie	w All 🖾 🔜	First 🕚 1 of 1	Last	ion
Copy Down	Line Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	
* - •	1 1,000.00		COLUMQ	٩	Q	٩	C	Q		Q 0	c	
			4								Þ	
Save	Save For Later]										
Save	Save For Later]								📑 Add 🔰 U	pdate/Displa	у

- 4. Enter a **Description** of the good or service.
- 5. Click Save.
- 6. Click the Action dropdown and select Budget Checking.
- 7. Click Run and Yes to the message. To view Budget Status, click the Summary tab.

Summary	<u>R</u> elate	d Documents	Invoice Inform	nation	Payments	Voucher Attribu	ites	Error Summ	nary	
				* 20						# Eda
Busine	ss Unit	COLUM				Invoice Date	11/01/	2016		
Vou	cher ID	02422163				Invoice No	12345	6		
Vouche	er Style	Regular				Invoice Total	1,000.	00 US	D	
Supplier	Name	JAPAN PUB TR	RADING CO LTD)		Pay Terms	Due N	ow		
		1-2-1 SARUG/	AKU-CHO			Voucher Source	Online			
		CHIYODA-KU	TOKYO 101-006	64						
		TOKYO 101-0	064 JPN			Origin	ENG			
Entry	Status	Postable				Created On	12/09/	2016 11:50A	M	
Match	Status					HICLES	-			
NOV	otatao	No Match				Created	mag2			
Approval	Status	Pending				Last Update	12/09/	2016 11:524	M	
Post	Status	Unposted				Modified By	mag2	2010 11.02		
						ERS Type	Not Ar	plicable		
						Close Status	Open			
Budget	Status	Valid					opon			
Budget Misc	Status	Valid								
*View F	Related	Payment Inquir	У		▼ Go					
The Return to	Search	Notify	C Refresh				1	Add	周 Up	date/Display
	20					20:				
Summary Rel	ated Do	cuments Invoid	e Information F	Payment	s Voucher At	tributes Error Su	mmary			

8. Return to the Invoice Information tab and click the **Procurement EDM** link to upload the Invoice and any other required information.

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	IN THE CITY OF NEW YORK

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9. Click the **Preview & Submit for Approval** button. The Preview Approval Screen appears. Click the **Submit for Approval** button.

Preview Approval Business Unit COLUM Voucher ID 02748405 Approval Status Pending Departmental Approval	Submit For Approval	*Non-Production*
BUSINESS_UNIT=CO	LUM, VOUCHER_ID=02748405, VOUCHER_I	LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated
Departmental Approval		

Getting Help

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now <u>https://columbia.service-now.com</u>

Or, you can contact the Service Center by phone: (212) 854-2122