

Voucher Payment Job Aid

****Use Internet Explorer. Firefox cannot link the scanned image.****

****Do not click save until all fields are completed and accurate.****

****If the payment is a wire transfer do not enter a voucher. See Appendix C: Wire Transfers and Special Handling****

1. Imaging the Unpaid Invoice

- GA attaches label to invoice and fills it out
- GA places the invoice, along with the desk file in the Unpaid Invoices To Be Imaged area in Files. *Note: if you want the invoice returned to you for payment, rather than paid by admin staff, clearly indicate "Return to GA" on the invoice, preferably near the label. After scanning it will be placed in your mailslot.*
- Files scans the invoice, enters the PO#, and sends it to the correct ImageNow monitor code drawer
- Files stamps "WORKFLOWED" on invoice and returns scanned invoice to Invoices Ready to be Paid area (currently by the signing table).

2. Look-up the PO.

- If your PO was converted, use the Excel spreadsheet *i/USERS/HOLDING/EFS/SPA_CONVERTED_POS* or Navigate to: *Purchasing > Purchase Orders > Add/Update Express POs*
- Click the Find An Existing Value tab
- Business Unit = UMN01
- Purchase Order Reference = CUFS PO
- Click Search button and open the PO record
- Ignore warning: "You cannot update Purchase Order for this Buyer"
- Write the PO ID# on Subaward Step 2 Form
- Check subaward balance in file against Line Amount in PS

3. Creating a Voucher

- Accounts Payable > Vouchers > Add/Update > Regular Entry
- Click Add a New Value tab if it does not default
- Business Unit = UMN01
- Voucher ID = NEXT (defaults)
- Voucher Style = Regular Voucher (defaults)
- Click Add button

4. Enter Invoice Number and Date

- In the Invoice Information tab enter the vendor's Invoice Number. Do not enter spaces, dashes, or punctuation. If no invoice number, use the vendor's account number. If there's no account number use amount + date. See Appendix B.
- Enter Invoice Date
- In the Worksheet Copy Option dropdown choose Purchase Order Only

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Invoice Information [Payments](#) [Voucher Attributes](#) [UM Approval History](#)

Business Unit: UMN01
Voucher ID: NEXT
Voucher Style: Regular

Invoice Number:
Invoice Date:

Copy from a Source Document

PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Vendor:
Name:
Location:
*Address: [Advanced Vendor Search](#)

*Pay Terms:
Control Group:
Accounting Date:
*Currency:
Total: [Calculate](#)

Basis Dt Type:
Inv Date:
[Comments](#)
[Non Merchandise Summary](#)

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Ship To: SpeedChart

5. Pulling the PO Information - Copy Worksheet Screen

- PO Business Unit = UMN01
- PO Number From = PO ID (i.e. W636452401 or 0000009231 if converted)
- Click Search button

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Home | Worklist | Add to Favorites | Sign Out

New Window | Help | Customize Page | Print

Copy Worksheet

Unit: UMN01 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: UMN01 University of Minnesota View Matched /Cancelled Only

PO Number From: 0000009611 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

- Click View All if necessary. Check the box on the far left of each available line.
- Click Copy Selected Lines button

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Copy Worksheet

Unit: UMN01 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: UMN01 University of Minnesota View Matched /Cancelled Only

PO Number From: 0000009611 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

Select PO Lines [Find](#) | [View All](#)

PO Unit: UMN01 PO No.: 0000009611 PO Date: 03/01/2007

Vendor ID: 0000002130 DARTMOUTH COLLEGE

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfr
<input checked="" type="checkbox"/>	1	1		FIRST 25K SUBJECT TO IDC	1.0000	LOT	227.43000	227.43	USD	1.0000	LOT	227.43	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Select All Clear All

PO Line Count: 1 PO Total: \$227.43

6. Verify Information and Calculate Total

- Change Pay Terms to correct value which is Net 30 unless special handling (glitch alert: field sometimes changes to Net 3 after copying PO lines)
- Total = Invoice Total
- Extended Amount = Invoice Total
- Click the top Calculate button (circled below), not the one in the Invoice Line
- The amount should auto-fill the invoice line
- Ship To = P107220001 (this is SPA's location)
- Do not attempt to change the Location or Address on the Invoice Information tab. The Address may be changed on the Payments tab (see below).

Invoice Information | Payments | Voucher Attributes | UM Approval History

Business Unit: UMN01 Invoice Number: FINAL
Voucher ID: NEXT Invoice Date: 06/19/2008
Voucher Style: Regular

Copy from a Source Document
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000002130 *Pay Terms: Net 30 Basis Dt Type Inv Date
Name: DARTMOUTHHC-00 Control Group: Comments
Location: HANOVER Accounting Date: 07/18/2008
*Address: 1 Advanced Vendor Search *Currency: USD Non Merchandise Summary
DARTMOUTH COLLEGE
TECH TRANSFER OFFICE
11 ROPE FERRY RD #6210
HANOVER, NH 03755-1404
Total: 55.94 Calculate Withholding
Difference 0.00
Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		FIRST 25K SUBJECT TO	1.0000	LOT	55.94000	55.94

Ship To: P107220001 SpeedChart Amount Only Use One Asset ID Calculate

7. Enter Comments to Vendor/Correct Check Address

- In the Message section of the Payments tab enter Period of Performance, Invoice Number, PO # and other information as required
- The Address field (the check address) may be changed. Do not change the Location field.
- If requesting special handling change the Handling field (See Appendix C).
- Without clicking save, go back to the Invoice Information tab

****Do not click Save until all information is complete and accurate (saving the voucher is step 11 below)****

Summary Invoice Information **Payments** Voucher Attributes Error Summary UM Approval History

Business Unit: UMN01 Invoice Number: 16015
Voucher ID: 00017371 Invoice Date: 04/01/2008
Voucher Style: Regular Total: 71.65
Vendor: ART CONSULTING SCANDINAVIA *Pay Terms: Due Now Schedule Payments
BOOKS ON ART
3650 CROSS CREED RD
MALIBU, CA 90265-4946

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

*Remit to: 0000000567 Gross Amount: 71.65 USD
Location: MALIBU Discount: 0.00 USD
***Address: 1** ART CONSULTING SCANDINAVIA BOOKS Scheduled Due: 07/23/2008
ON ART Net Due: 04/01/2008
3650 CROSS CREED RD Discount Due:
MALIBU, CA 90265-4946 Accounting Date: 07/24/2008

Payment Method

*Bank: WFBBK Pay Group:
*Account: 1223 *Handling: RE
*Method: CHK Check *Netting: N
Message: [Messages](#)
Message will appear on remittance advice.

Schedule Payment **Payment Options**

*Action: Schedule Payment Date: 07/24/2008 Hold Payment Separate Payment
Pay: Reference: 9002974 Hold Reason:
Letter of Credit: [Messages](#)

8. If One Line, Verify Distribution Line Amount

- Verify Distribution Line Amount and Account code (8103XX exempt from F&A; 8104XX includes F&A)
- Verify DeptID is correct (should not be SPA's DeptID)

9. If Multiple Lines, Adjust Distribution Line Amounts - Otherwise Jump to Next Step

- For invoices with multiple lines - Click View All on distribution lines
- Adjust the totals in the Amount fields in the Distribution Lines to deduct from correct Account code. The total of the Distribution Lines Amounts must equal the invoice amount
- Verify DeptID is correct (should not be SPA's DeptID)

GEORGIA TECH RESEARCH CORPORATION
PO BOX 100117
ATLANTA, GA 30384

Total: 0.00 Calculate

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		SUBK: GEORGIA TECH/N	1.0000	LOT	61,535.46000	61,535.46

Ship To: SpeedChart: Amount Only: Use One Asset ID: Calculate

Purchase Order & Receiver Info

Distribution Lines

Amount	Quantity	*GL Unit	Fund	DeptID	Program	PC Bus Unit	Project	Activity	Account	Fin EmplID	ChartField 1
42,196.00	0.6857	UMN01	3002	11140		UMSPR	05336559	1	810301		
19,339.46	0.3143	UMN01	3002	11140		UMSPR	05336559	1	810401		

Balancing

Invoice Lines: Misc Charge Amount: Freight Amount

10. Finalizing an Invoice if Final and Ready to Close Out - Otherwise Jump to Next Step

- If the invoice is marked Final and the PO is ready to be closed, click the Finalize button on the left (see below) The button on the right reverses the finalization

Invoice Date: 06/19/2008

Worksheet Copy Option: None

*Pay Terms: Net 30 Basis Dt Type Inv Date
Control Group: [Comments](#)
Accounting Date: 07/18/2008
*Currency: USD [Non Merchandise Summary](#)
Total: 55.94 [Withholding](#)
Difference 0.00

11. Completing the Voucher

- Click Save button at far bottom
- Once saved, Voucher ID will auto-generate

12. Verify and Print Voucher

- Click Error Summary tab at top
- Verify there are no errors

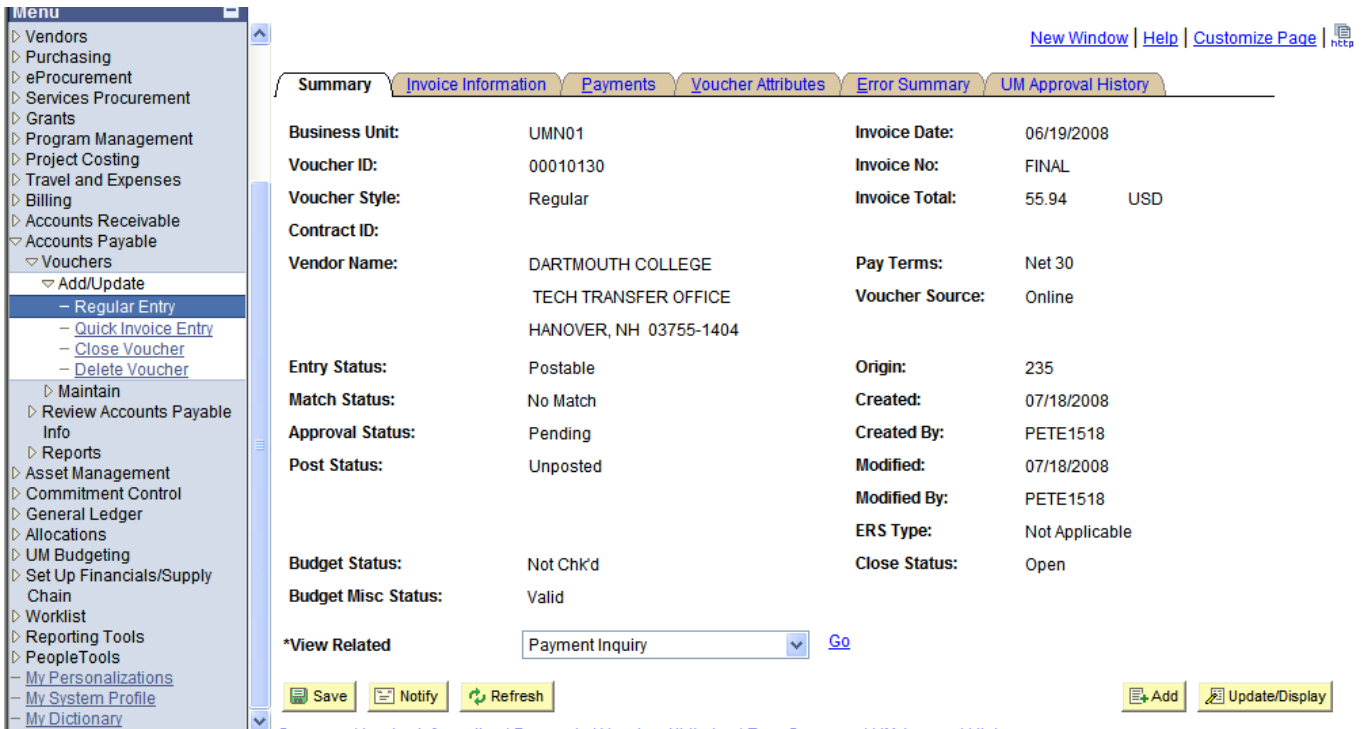
[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | **[Error Summary](#)** | [UM Approval History](#)

Business Unit: UMN01 Invoice Number: 37528
Voucher ID: 00017913 Invoice Date: 06/17/2008
Style: Regular Total: 266.00 USD

This Voucher does not have any errors.

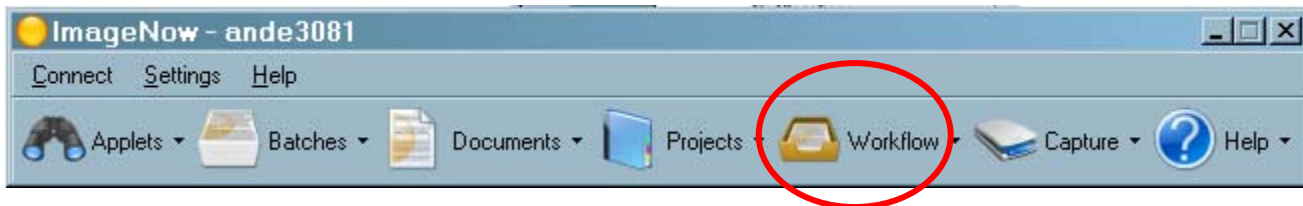
[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [UM Approval History](#)

- Click the Summary tab and print screen. (Note: If you are printing through Explorer, minimize the main menu on the Left side and choose Print Preview, rather than Print from the File menu. Printing through Explorer may take a very Long time. If you have the capability, using the print screen functionality or PrintKey may be a better option rather than printing through Explorer)
- Go to the Invoice Information screen so the invoiced image links correctly

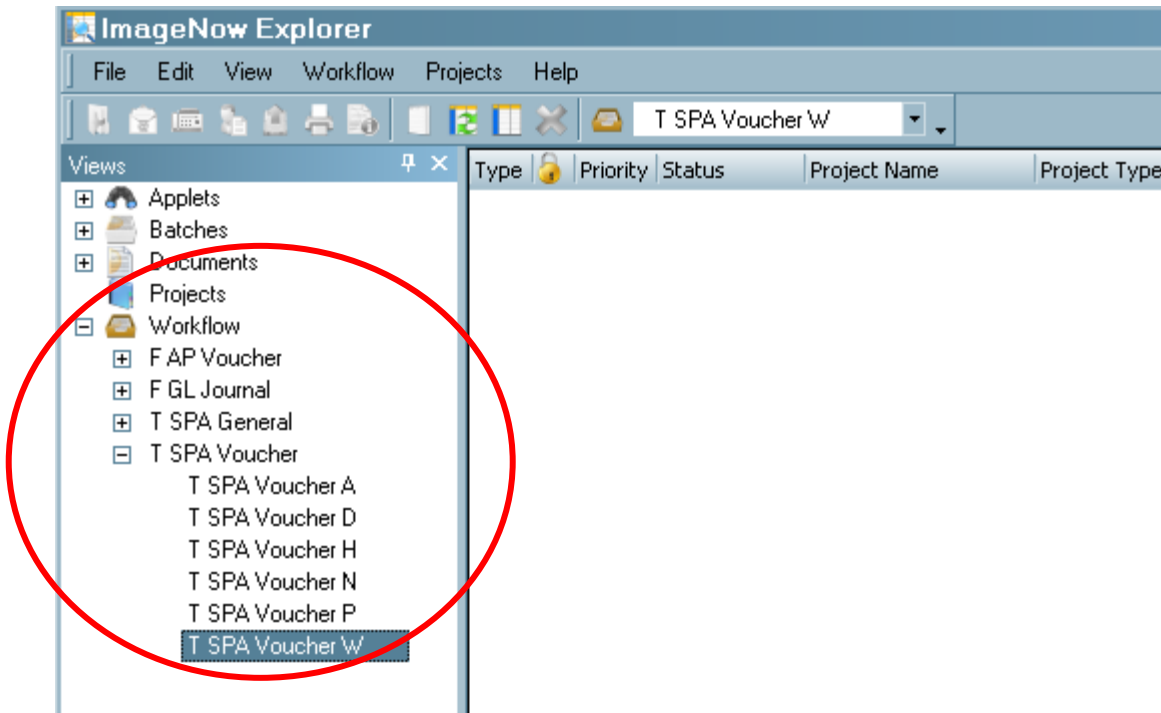


13. Linking the Voucher to the Image

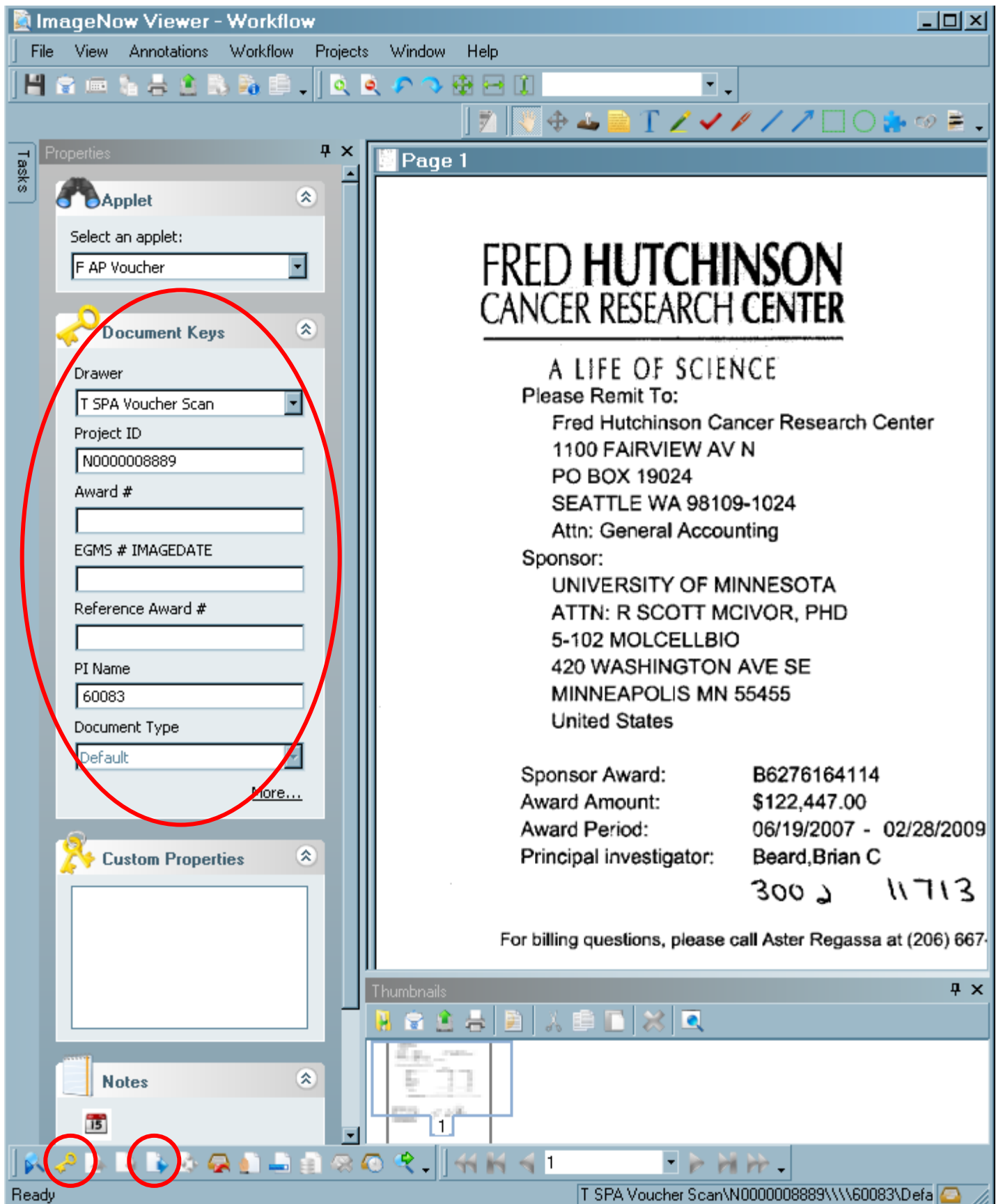
- Open ImageNow (not WebNow) The menu below will appear
- Click the Workflow icon which opens the ImageNow Explorer window



- Click the plus sign next to the Workflow icon in the left hand Views menu bar
- Click the plus sign next to T SPA Voucher
- Click the T SPA Voucher link with the appropriate monitor code
- Find your invoice using the PO # and double click



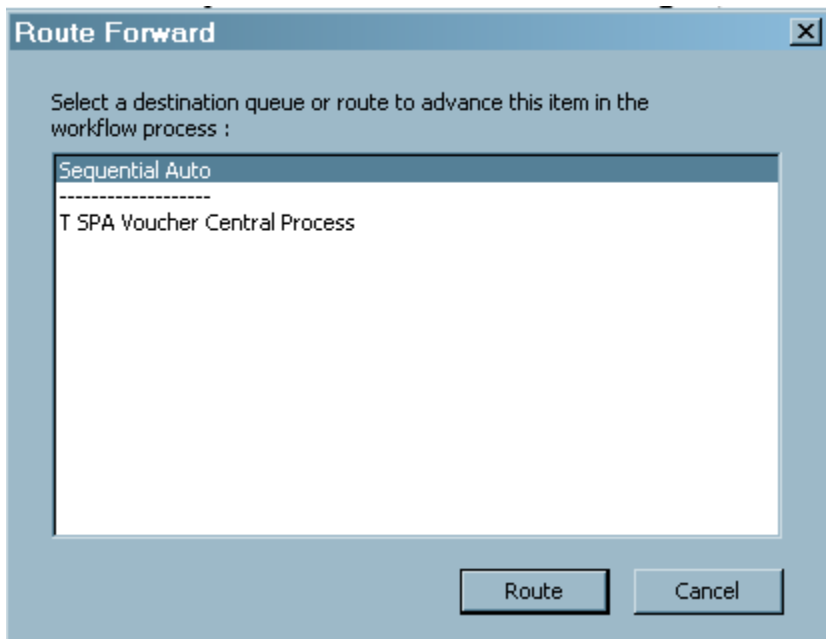
- The image will open in a new window. Verify it is the correct invoice
- Verify PeopleSoft shows the Invoice Information screen (not the Summary screen)
- Click the ReLink button which is shaped like a key on the lower left
- Document Keys will populate
- Click Route Forward (fifth in from bottom left)



- At the pop-up menu choose Sequential Auto for normal vouchers. Choose T SPA Voucher Central Process only when the image must go to Disbursements for wire-

Sequential Auto should be selected again.

- Click Route



- File Summary Sheet and invoice in desk folder behind balance sheet

Appendix A: Finding PO Information in PeopleSoft

Vendor Look-up

- Click [New Window](#) hyperlink
- Navigate to path: *Vendors > Vendor Information > Add/Update > Vendor*
- Use search to find vendor (Tip: Use Name 1 field with search operator contains) SetID = UMFIN.
- Verify the Open for Ordering field is Yes
- Find correct address in Location (top middle). Click View All if there are multiple Locations. Write down the Vendor #, Location name and Address on Step 2 Form

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	UMFIN				
Vendor ID:	0000002114				
Vendor Short Name:	UWI	UWI-001			
Vendor Name:	UNIVERSITY OF WISCONSIN				
Order:	UWI-001	Remit To:	UWI-001		
	MADISON		MADISON		
	MADISON, WI 53706		MADISON, WI 53706		
Status:	Approved	Last Modified By:	KIESE023		
Persistence:	Regular	Last modified date:	11/18/2008 11:14AM		
Classification:	Supplier	Created By:	HIGHT020		
HCM Class:		Created Date/time:	03/17/2008 1:52PM		
Open for Ordering:	Yes	Last Activity Date:	11/21/2008		
Withholding:	No				

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#)

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

Finding a Voucher ID using the PO ID.

- Purchasing > Purchase Orders > Add/Update POs
- Search for your PO under the Find an Existing Value tab
- Business Unit = UMN01
- If the purchase order was converted and you don't know the PO ID, use Purchase Order Reference field and plug in the old PO #
- In the Purchase Order Inquiry Screen click the Document Status hyperlink to open a new window showing a list of all vouchers, payments and maybe more. The Voucher ID is the Doc ID.

Find: Current Balance of a PO

Report: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity

Or

- Purchasing > Purchase Orders > Review PO Information > Activity Summary
- Business Unit: = UMN01
- From PO ID: = Enter PO#
- Click Search
- Details tab shows current PO total under Amount Ordered
- Click the Invoice tab to see PS invoices.
- Subtract invoices from the Amount Ordered for current PO balance.
- Note: Converted PO's had their pre-conversion balance converted as the Amount Ordered.



Activity Summary

Unit: UMN01 PO Status: Dispatched
PO ID: 0000008996 Vendor: INTEGRATIVE PSYCHOLOGICAL SERV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		SUBK: INTEGRATIVE PSYCHOLOGIC	LOT	1.0000	55835.000	USD	<input checked="" type="checkbox"/>

Finding the PO# using a Voucher ID

- Accounts Payable > Vouchers > Add/Update > Regular Entry
- In the Invoice Information tab click the [Purchase Order & Receiver Info](#) hyperlink. The PO number field will be grayed out.

Can't Find Your PO - Or Not Sure if it's Closed?

- *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*
- This search pulls up all POs, including closed POs

ImageNow Resources

<http://www.finsys.umn.edu/imaging/imaginghome.html>

Appendix B: Invoice Numbering Standards

Invoice Numbers

- Key only numbers and letters. Do not key dashes, commas or any punctuation.
- If the vendor has no specific invoice number, use the account number. Do not use spaces; key any dashes, commas or punctuation.
- If there is no invoice or account number, use the amount of the invoice and the invoice date as MMDDYY. Do not include any dollar sign, decimals or commas. Ex \$12,052.25, September 14, 2008 = 1205250091408
- See Vendor Payments manual, Appendix B for full text

Appendix C: Wire Transfers and Special Handling

Wire Transfers

- If this the first payment, go to Disbursements' job aid **Payment to a Foreign Vendor** for information needed with wire documentation. Fill out separate memo or write needed info on invoice.
http://www.controller.umn.edu/Disbursements/disbursements_dept_jobaids.htm
- Do not process a voucher.
- Have files scan invoice and ant attachments as normal
- When invoice is returned, open it in ImageNow as outlined in step 14 above. However, instead of clicking Relink, click Route Forward (fifth in from bottom left)
- At the pop-up menu choose T SPA Voucher Central Process
- Click Route
- Disbursements will enter voucher and send email confirmation to email address given on documentation.

Special Handling

- Request Department complete Check Handling Form
<http://process.umn.edu/groups/ppd/documents/Form/um1680.pdf>
- Have files scan invoice as normal
- Begin a voucher and choose appropriate Handling Code outlined in step 8 above (see codes below)
- Complete voucher and fill in missing Voucher # on Check Handling Form
- When invoice is returned, link image to invoice (step 14).
- Click Route Forward and choose T SPA Voucher Central Process
- Click Route

Look Up Handling

Cancel

Search Results

View All

First ◀ 1-16 of 16 ▶ Last

SetID	Payment Handling Description	Short Description	Sequence Number
UMFIN AT	Attachment Required	Attachment	30
UMFIN BA	Bursar - Arboretum	Arboretum	70
UMFIN BC	Bursar - Crookston	Crookston	72
UMFIN BD	Bursar - Duluth	Duluth	74
UMFIN BE	Bursar - East Bank	East Bank	76
UMFIN BM	Bursar - Morris	Morris	78
UMFIN BR	Bursar - Rochester	Rochester	80
UMFIN BS	Bursar - St Paul	St. Paul	82
UMFIN DS	Disbursement Services	Disb Svcs	10
UMFIN EM	Employee Check	Employee	40
UMFIN FO	Foreign Postage	Foreign	50
UMFIN HR	Human Resources	Human Re	90
UMFIN MC	MERC Program	MERC	5
UMFIN PY	Payroll	Payroll	95
UMFIN RE	Regular Payments	Regular	1
UMFIN UT	Utility Payment	Utility	20