

AP - Accounts Payable

Training Guide

Created on 8/3/2017



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AP - Accounts Payable

Finding and Entering Suppliers

Upon completion of this section, you will be able to:

- Search for a supplier
- Enter a supplier

Searching for a Supplier

Procedure

In this simulation you will search for a supplier in the vendor file.

Step	Action
1.	The Search page provides multiple fields for you to enter data and search for a supplier.
	Note: You can use the percent sign (%) as a wildcard to narrow your search.
	Hint: To ensure a faster search, enter the first few characters of the Supplier Name <u>and</u> the Taxpayer ID number, which is a unique identifier.

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Supplier Name	Supplier Number	Parent Supplier Name	Tax Registration Number	D-U-N-S Number	Employee Number	View	End Date					
No search conducted.												
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Step	Action
2.	Enter the Supplier Name (last name, first name) if entering an individual or the company name.
	In this simulation, search for Alex Hayes. Remember to search on the last name first.
	Enter "Hayes%".
3.	The Taxpayer ID is a unique identifier. Enter the Taxpayer ID , without hyphens.
	In this example, enter "852369741".
4.	The Show More Options link allows you to search by supplier type, etc. Typically you won't need to use this.
5.	Click the Go button. Go
б.	In this example, no results were found.
7.	In this example, searching by Supplier Name without the Taxpayer ID yielded results. View information for Hayes Group. Click the View button.
8.	Information on the Suppliers Quick Update, Company Profile, Organization, Address Book, Contact Directory, and Approval History are available to view.
9.	Congratulations! You have completed the simulation on searching for a supplier in the vendor file. End of Procedure.

Entering a Supplier into the Vendor File

Search the system to verify the supplier is not in the vendor file prior to creating them. (See instructions in "Searching for a Supplier" topic).

Procedure

Note: Remember that before you add a supplier you must first check to ensure that the supplier does not already exist in the vendor file (refer to topic **Searching for a Supplier**).

In this simulation you will create a new supplier for inclusion in the vendor file.



uppliers									
Suppliers	3								
					Create	Supplier			
Search									
At least one	e search criteria is rec ce. Fields are case ins	quired. Including part o sensitive.	f supplier's name or num	ber will improve the	search				
	Supplier Name	Hayes%	Tax Registratio	on Number					
	Supplier Number			-S Number					
	Taxpayer ID	852369741	Employe	ee Number					
Go Search R									
Go Search R	Clear esults								
Go Search R	Clear	Parent Supplier Name	Tax Registration Number	Employee Number	View	End Date			
Go Search R I 2 5 Supplier	Clear esults ⇔ ▼ ■ Supplier		Tax Registration Number	Employee Number	View				
Go Search R M 2 5 Supplier Name No results	Clear esults ☆ ▼ III Supplier		Tax Registration Number	Employee Number	View				
Go Search R M 2 5 Supplier Name No results	Clear esults ☆ ▼ III Supplier		Tax Registration Number	Employee Number	View				
Go Search R M 2 5 Supplier Name No results	Clear esults ☆ ▼ III Supplier		Tax Registration Number	Employee Number	View				
Go Search R M 2 5 Supplier Name No results	Clear esults ☆ ▼ III Supplier		Tax Registration Number	Employee Number	View				
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Go Search R M 2 5 Supplier Name No results	Clear esults ☆ ▼ III Supplier		Tax Registration Number	Employee Number	View				

Step	Action
1.	Begin by clicking on the Create Supplier button. Create Supplier
2.	The Create Supplier page displays. Any information you entered for the search does not carry over so you will have to re-enter that information.
	Note: Vendors must be entered using upper case letters, so ensure the Caps Lock button is turned on!
	Enter "HAYES, AMY" in the Supplier Name field.
3.	Use the Special Status field only if you are paying one of the following special individuals or groups requiring an immediate payment: - Human subjects - Medical Center Employee - NRA UVA Fellows - Refunds - Research - UVA Fellows
4.	Enter the Taxpayer ID (without hyphens). Enter " 852369741 ".
5.	Click the Apply button.

Step	Action
6.	The Update [Supplier name] Organization page displays, with the supplier's name and number defaulted.
	Click the Organization link to access the Taxpayer ID information.
	Organization
7.	The Taxpayer ID displays.
	Do not change any information on this page.
8.	Next, enter supplier address information.
	Click on the Address Book link.
	Address Book
9.	The Update [Supplier name]: Address Book page displays.
	Since you are creating a new supplier, click the Create button.
	Create
10.	The Create Address: Confirm Details page displays. You must complete the fields marked with an asterisk.
	Country is a required field. It defaults to the United States. Use the list of values drop down menu if you need to select a different country, for example when adding a foreign supplier or individual.
11.	Enter the supplier's address, beginning with Address Line 1.
	For this example, enter "165 MADISON AVENUE" in the Address Line 1 field.
12.	Enter the City information.
	For this example, enter " NEW YORK " into the City field.
13.	Enter the State information.
	This is a free form field.
	Note: Always enter the 2 character state code without spaces or punctuation, in all capital letters.
	Example: NY (correct) N.Y. (incorrect)
	For this example, enter " NY " in the State field.
14.	Enter the Postal Code (zip code).
	For this example, enter "10016" in the Postal Code field.



Step	Action
15.	The Address Name field is the geographic location of the supplier. This name will also become your Site name.
	 Naming conventions: This field allows 15 characters. Always use the city name (NEW YORK, NEW YORK01, NEW YORK02).
16.	Enter the Address Name.
	For this example, enter " NEW YORK " in the Address Name field.
17.	The Communication Details box is checked by default.
	Do <u>not</u> uncheck it.
18.	Add a phone number.
	For this example, enter "212" in the Phone Area Code field.
19.	For this example, enter "875-2256" into the Phone Number field.
20.	The Address Purpose defaults to Payment.
	No action is required on your part. Accounts Payable will select additional address purposes as needed when they enter the vendor's registration information into the system.
	Note: If the supplier is needed immediately for an order in the Marketplace, contact Accounts Payable (924-4212) for their assistance.
21.	When you have completed entering address information, link the new address to a site.
	Click the Continue button.
	Continue
22.	The Create Address: Site Creation page displays. Use this page to link the address to the site.
	Click the Select checkbox.



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	Address Name Address Details Purpose	165 MADISON A	VENUE, NEW YORK, NY, US, 10016			Supplier Name Supplier Number				
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Site A	ttributes									
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Step	Action
23.	Click the Apply button.
	Apply
24.	The Update [Supplier name]: Address Book page displays. You can edit the information using the Update icon. You can also use the Details Arrow link to access address details.
25.	Next, add supplier contact information.
	Click on the Contact Directory link.
	Contact Directory
26.	The Update [Supplier name]: Contact Directory page displays.
	Click the Create button.
	Create
27.	In this example, the contact information has been added for you.
28.	Click the Apply button.
	Apply



Step	Action
29.	A contact created confirmation message displays.
	You can change contact information by selecting the Update icon.
	If other supplier information needs to be changed, use the menu bar on the left side of the screen and select the page to be changed.
	Important Note: When you exit the supplier pages, you will not be able to update the information via the system. Instead, you will complete the Vendor Sites Add/Update for Departments form located on the Procurement and Supplier Diversity Services website.
30.	Congratulations! You have completed the simulation for entering a supplier into the Vendor File. End of Procedure.

Payments

Upon completion of this section, you will be able to:

• Find a payment

Finding Payments

Procedure

In this simulation, you will learn how to find a payment.

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UVA AP/PO Viewer		PO Approval Error	Approval workflow database error occurs while approving Purchase Requisition 1191398	14-Apr-2016	
UVA AR Viewer UVA Employee Self-Service	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
UVA FA Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA GL Viewer UVA GM Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA HRMS Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA Instructor Self-Service UVA ODS Specialist	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA ODS Specialist-Limited		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA ODS Specialist-OLM	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
VVA ODS Specialist-Restricted	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA OLM Specialist	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA PO Purchaser UVA PO Requester		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA PO Shopper	<				>



Step	Action
1.	Click on UVA AP/PO Viewer to navigate to Payments.
	UVA AP/PO Viewer

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rise Search Contract Documents			Go Search Results Display	Preference S	standard [
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Navigator	Worklist				
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UVA AP Fellows Stipend Processor	From 🗠	Туре 🗠	Subject 🗠	Sent 💌	Due 🛆
UVA AP P-Card Holder		PO Approval Error	Approval workflow database error occurs while approving Purchase Requisition 1191398	14-Apr-2016	
Supplier Entry	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
Invoices	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Other Other Purchasing	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA AR Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA Employee Self-Service UVA FA Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA GL Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA GM Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA HRMS Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA Instructor Self-Service	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA ODS Specialist		UVA Timecard	Hochstetler, Kelly approved timecard for	23-Jan-2016	
UVA ODS Specialist-Limited	<	Approval Workflow	period 11-JAN-2016 - 24-JAN-2016		>
UVA ODS Specialist-OLM					
 UVA ODS Specialist-Restricted 					

Step	Action
2.	Click on Payments .
	Payments
3.	The Find Payments page displays.
	Search for a payment by entering known data :
	Payment - check number
	Payee - Individual or Supplier receiving the payment
	Voucher Audit - Payment Voucher number
	Status - Status, Dates, and Accounted



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Step	Action
4.	For this example, search by Payment Number (check number).
	Enter the desired information into the Payment: Numbers field. Enter "6024707".
5.	Press [Tab].



Step	Action
6.	Click the Find button.
	Find
7.	The Payments page displays.
	You can see the following information:
	Invoice number (205829)
	Date of the payment (28-OCT-2010)
	Amount (\$13,134.28)
	GL Date (28-DEC-2010) Payment Amount (\$13,134.28)
8.	You may also access the Payment Overview and Invoice Overview pages.
9.	Click the Payment Overview button.
	Payment <u>O</u> verview
10.	The Payment Overview page displays.
	Information pre-populates from the Payments page.
	Also provided is the Taxpayer ID and the Status of the payment.
	For this example, the Status of the Payment is Negotiable.
11.	The Invoices area list all invoices (by Invoice Number) paid with this payment.
	In this example, there is only one invoice.
12.	Click the Invoice Overview button.
	Invoice Overview
13.	The Invoice Overview page displays.
14.	Click the Close button.
	×



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	28-DEC-2010		PO BOX 791040			
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Step	Action
15.	Click the Close button.
16.	Congratulations! You have completed the simulation on how to find a payment. End of Procedure.

Purchase Requisitions in the Integrated System

Upon completion of this section, you will be able to:

- Find a requisition
- Print a requisition

Finding a Requisition

Procedure

In this simulation you will locate a requisition.

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UVA AR Viewer						
UVA Employee Self-Service	~	Worklist				
UVA FA Viewer						
UVA GL Viewer					Fu	ll List (10)
UVA GM Viewer		1 2 🖻	♀ ■			
UVA HRMS Viewer		From $ riangleq$	Туре 🛆	Subject 🛆	Sent 💌	Due 🛆
UVA Instructor Self-Service		Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA ODS Specialist		Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA ODS Specialist-Limited		Jensen, Jack	PO Approval	Standard Purchase Order 1699301 has been approved	06-Apr-2016	
UVA ODS Specialist-Restricted		Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA OLM Specialist		Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA Marketplace			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
 Supplier Entry Payment Voucher 		SYSADMIN		Teaching Reminder	18-Feb-2016	
Account Payable		SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
A Durchasing		SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Notifications Summary			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
Requisition	- 11					
Summary						
Purchase Orders						
Receiving	\sim					

Step	Action
1.	To find a requisition, you must first go to the Requisition Summary.
	UVA PO Purchaser >> Purchasing >> Requisitions >> Requisition Summary.
	Click the Requisition Summary link.
	Requisition
	Summary
2.	Enter known criteria in the fields. The more information you include, the more restrictive the search.
	We recommend that you search either by Requisition Number or by Preparer name.
3.	You can also use the alternative region tabs to further restrict the search.
4.	If you don't know the requisition number or the preparer's name but you do know the purchase order number, choose the Related Documents tab and enter the number in the Purchase Order field.
5.	Choose which summary window to display by selecting from the Results group (Headers, Lines, Shipments, or Distributions).
	Depending on the search criteria you have specified, not all summary windows may be available.
	In this exercise use the default, Headers.



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Step	Action
6.	Click in the Requisition Number field.
7.	Enter the example requisition number. Enter the desired information into the Requisition Number field. Enter " 1191381 ".
8.	Click the Find (B) button.
9.	The Requisition Headers Summary window displays. You cannot open the requisition.



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Step	Action
10.	Click the Lines button to view the requisition.
	Lines

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Step	Action
11.	The Requisition Lines Summary page displays. There are two lines.
	You can scroll across to view the requisition information.
	Click the Close button.

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		Number	Description	Approval Status		Creation Date	Currer	
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Step	Action
12.	Click the Close button.
	×
13.	Congratulations, you have completed the simulation for finding a requisition. End of Procedure.

Printing a Requisition

Procedure

In this simulation, you will see how to print a requisition.



UVA GM Viewer				Full L	ist (10)
UVA Instructor Self-Service UVA ODS Specialist UVA ODS Specialist-Limited UVA ODS Specialist-OLM UVA ODS Specialist-Restricted UVA ODS Specialist-Restricted UVA ODS OP Purchaser UVA OD Purchaser UVA OD Purchaser UVA A OLM Specialist UVA OLM Specialist UVA A OLM SPECIAL SPEC	20 2 20 20 20 20 20 20 20 20 20 20 20 20	OTA Workflow	Subject △ Standard Purchase Order 1699302 has been approved Standard Purchase Order 1699208 has been approved Standard Purchase Order 1699301 has been approved Standard Purchase Order 1699306 has been approved Standard Purchase Order 1699299 has been approved Teaching Reminder Teaching Reminder Teaching Reminder Teaching Reminder	Sent ▼ 06-Apr-2016 06-Apr-2016 06-Apr-2016 06-Apr-2016 06-Apr-2016 31-Mar-2016 19-Feb-2016 19-Feb-2016 10-Feb-2016 23-Jan-2016	
Run UVA PO Requester UVA PO Shopper	Ŷ				

Step	Action
1.	To print a requisition, you must first run a report, and then use the print option.
	UVA PO Purchaser >> Purchasing >> Reports >> Run
	Click the Run link.





Step	Action
2.	The Submit a New Request screen displays.
	Using the Single Request option (defaulted), click the OK button.
3.	To run this request, choose the name from the list of values.
	Click the Name (ellipsis) button.
4.	Highlight the Printed Requisitions Report row.
	Printed Requisitions Report
5.	Click the OK button.
6.	Now enter values in the Requisition Numbers From and To fields.
7.	Enter the desired information into the Requisition Numbers From field. Enter " 1191381 ".
8.	Press [Tab].
9.	Enter the desired information into the Requisition Numbers To field. Enter " 1191381 ".

Step	Action
10.	Click the OK button.
	Ōĸ
11.	Click the Submit button.
	Sub <u>m</u> it
12.	The request is in the Pending phase.
	Click the Refresh Data button.
	Refresh Data
13.	Phase changes to Completed when the report has run.
	Click the View Output button.
	View Output
14.	This is an example of a requisition you could print (File>Print) for your records.
15.	Congratulations! You have viewed the simulation on how to print a requisition. End of Procedure.

Finding and Printing Purchase Orders in the Integrated System

Upon completion of this section, you will be able to:

- Find purchase orders
- Print PDFs of purchase orders
- View invoices

Finding a Purchase Order

Procedure

In this simulation you will locate a purchase order.



prise Search Contract Documents 🔽			Go Search Results Disp	lay Preference	Standard N
ome					
Personalize	Worklist				
UVA AP Fellows Stipend Processor				Full	List (11)
UVA AP/PO Viewer	X 2 5	🔅 🗕 💷			
UVA AR Viewer	From $ riangleq$	Туре 🗠	Subject 🗠	Sent 🔻	Due 🗠
UVA Employee Self-Service UVA FA Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699307 has been approved	04-Apr-2016	
UVA GL Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA GM Viewer UVA HRMS Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	31-Mar-2016	
UVA Instructor Self-Service	Jensen, Jack	PO Approval	Standard Purchase Order 1699301 has been approved	31-Mar-2016	
UVA ODS Specialist UVA ODS Specialist-Limited	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA ODS Specialist-OLM	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	31-Mar-2016	
UVA ODS Specialist-Restricted		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA PO Purchaser	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA Marketplace	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Supplier Entry	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Payment Voucher Account Payable		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	

Step	Action
1.	From the UVA PO Purchaser menu on your Home page, navigate to the Find Purchase Order screen.
	Click the Purchasing link.
	Purchasing
2.	Click the Purchase Orders link.
	Purchase Orders
3.	Click the Purchase Order Summary link.
	Purchase Order
	Summary
4.	Enter known criteria in the fields. The more information you include, the more restrictive the search.
	We recommend that you search either by purchase order Number or by Buyer name.
5.	You can also use the alternative region tabs to further restrict the search.
6.	If you don't know the purchase order number or the buyer's name but you do know the requisition number, choose the Related Documents tab and enter the number in the Requisition field.



Step	Action
7.	Choose which summary window to display by selecting from the Results group (Headers, Lines, Shipments, or Distributions).
	Depending on the search criteria you have specified, not all summary windows may be available.
	In this exercise use the default, Headers.

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Find Purchase Orders Distriction			0000000000000000000000 - 7 7 >	
Operating Unit	A1000 Rector/Board of \			
Number		Туре		
Release		Currency		
Supplier		Site		
Ship-To Org			Show External Locations	
Bill-To		Line Type		
Ship-To		Buyer		≚ ×
Line				
Shipment			Consumption Advice Global Agreement	
Line Date Ranges Status F Item, Rev Category Description Suppire Item VMI Consigned	elated Documents Deliver To	Accounting Projects	Results ● Headers ● Lines ● Shipments ● Distributions	
Clear	New Release ((E) New PO	Find (J)	
Record: 1/1	List of Valu 4	×08C>	Qpen	

Step	Action
8.	Enter the purchase order number.
	Enter the desired information into the Number field. Enter " 1699307 ".
9.	Click the Find (J) button.
	Find (J)



OPurchase Order Headers 2000										
	Number	Release	Rev	Description	Туре	Global	Enable All Sites			
	<mark>1699307</mark>	_	0		Standard Purch			A		
				-						
						С				
		_								
								T		
	<u> </u>			1		_				
		Lines		New Release	New F	0	Open			
		-			-					
_		VMI		*			Distributions			
		Consigned		*						
		Clear		New Release (B)	New EO		Find (J)			

Step	Action
10.	The summary window displays the Headers page.
	Information that is found on the Purchase Order Headers page includes; a description of the purchase order, the approval status, name of the supplier, dollar amount, and the matched amount of the purchase order. Click the Open button.
11.	The purchase order displays.
12.	Congratulations! You have completed the simulation for finding a purchase order. End of Procedure.

Printing a Purchase Order in the Integrated System

You may need to print a copy of the Purchase Order to deliver the purchase order to the Supplier/Vendor (by fax) or to keep a copy for your records/file.

Also, if the purchase order is ever revised, you must print and deliver (fax, email, etc.) the revised purchase order to the Supplier/Vendor.

Procedure

In this simulation you will see how to print a purchase order.

			Eu	ll List (11)
1 2 🕞	🔅 🗕 💷		14	
	Туре 🛆	Subject 🗠	Sent 🔻	Due 🛆
Jensen, Jack	PO Approval	Standard Purchase Order 1699307 has been approved	04-Apr-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	31-Mar-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699301 has been approved	31-Mar-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	31-Mar-2016	
	UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
 SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
 SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
 SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
	UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
l	Jensen, Jack Jensen, Jack Jensen, Jack Jensen, Jack Jensen, Jack SYSADMIN SYSADMIN	Jensen, PO Approval Jensen, Jack PO Approval Jensen, VA Timecard Approval Workflow SYSADMIN OTA Workflow SYSADMIN OTA Workflow	Jensen, Jack PO Approval Standard Purchase Order 1699307 has been approved Jansk PO Approval Standard Purchase Order 1699306 has Jack PO Approval Standard Purchase Order 1699306 has Jack PO Approval Standard Purchase Order 1699306 has Jack PO Approval Standard Purchase Order 1699301 has Jensen, Jack PO Approval Standard Purchase Order 1699291 has Jensen, Jack PO Approval Standard Purchase Order 1699298 has Jensen, Jack PO Approval Standard Purchase Order 1699298 has Jensen, Jack PO Approval Standard Purchase Order 1699298 has Jensen, Jack PO Approval Hochsteller, Kaly approvad timecard for Approval Workflow SYSADMIN OTA Workflow Teaching Reminder SYSADMIN OTA Workflow Teaching Reminder UVA Timecard Hochsteller, Kely approved timecard for	Jensen, Jack PO Approval Standard Purchase Order 1699307 has 04-Apr-2016 Jansker, PO Approval Standard Purchase Order 1699306 has 04-Apr-2016 Jack PO Approval Standard Purchase Order 1699306 has 04-Apr-2016 Jack PO Approval Standard Purchase Order 1699306 has 04-Apr-2016 Jensen, Jack PO Approval Standard Purchase Order 1699302 has 31-Mar-2016 Jensen, Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jensen, Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jack PO Approval Standard Purchase Order 169929 has 31-Mar-2016 Jack PO Approval Hochstelter, Kuly approved timecard for 19-Feb-2016 SYSADMIN

Step	Action
1.	From the UVA PO Purchaser menu on your home page, navigate to the Submit a New Request screen.
	Click the Reports link.
2.	Click the Run link.
	Run





Step	Action
3.	The Submit a New Request screen displays.
	Using the Single Request option (defaulted), click the OK button.

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	sasaassasaassassassassassassassassassas	9
Run this Request		
	Сору	
Name		
Operating Unit		
Parameters		
Language		
	Language Settings Debug Options	
As above Times		
At these Times	As Soon as Possible Schedule	
Run the Job		
- Upon Completion		
	Save all Output Files	
Layout	Options	
Notify		
Print to	Delivery Opts	
Help (<u>C</u>)	Submit Cancel	
Record: 1/1	List of Valu ACSC>	
Recolu. M		



Step	Action
4.	To run this request, choose the name from the list of values.
	Click the Name (ellipsis) button.
5.	Highlight the UVA Printed Purchase Order Report - PDF row.
6.	Click the OK button.
7.	Enter parameters for the following fields by choosing appropriate selections from the list of values.
	Click the Print Selection(ellipsis) button.
8.	Use the default All.
	Click the OK button.
9.	Now enter values in the Purchase Order Numbers From and To fields.
	Press [Tab].
10.	Enter the desired information into the Purchase Order Numbers From field.
	This is a REQUIRED field.
	Enter "1699307".
11.	Press [Tab].
12.	The To field auto populates with the value in the From field.
	Click the OK button.
13.	Click the Submit button. Submit





16068982	Name UVA Printed Purchase Ord		Phase Pending	Status Normal	Parameters R, , 1699307, 1699307, ,		
				_			
						-	
						_	
Hold	Request	View Details			View Output		
Cance	el Request	Diagnostics			View Log		

Step	Action
14.	The request is in the Pending phase.
	Click the Refresh Data button.
	Refresh Data
15.	Phase changes to Completed when the report has run.
	Click the View Output button.
	View Output

U	NIVERSITY VIRGINIA		of the National Association of al Procurement.		Pur	cha	ise Orde	er
	ER DIVERSITY SERVICES				Page Nu	mber:	1 of 1	
ARRUTHERS HALL RM 2 001 N EMMET ST	70 (POB 400202)				Purchase 0		1699307	
harlottesville, VA 22904-42					Order	Date:	04-APR-16	
hone: 434-924-4212	Fax: 434-982-2690				Revi	sion:	0	
SUPPLIER: GRAIN	GER				Revision	Date:		
1657 SH	HERMER RD				Requeste	d By:	Jensen, Jack S	
NORTH United S	IBROOK,IL 60062-5362			R	lequestor P	hone:	434-924-4351	
GILME 409 MC	OF BIOLOGY (BRODIE) R HALL GROUND RM 071 CORMICK RD - LDG DK esville,VA 22904		INVOICE	CARRI PO BO	UNTS PAYA UTHERS HA X 400197 ttesville,VA 2	LL, 100	1 N EMMET ST	
Supplier No. Pa	yment Terms		Freight Terms	FOB		5	šhip Via	
5045 Ne	et 30 days			Destina	tion			
Buyer Telephone	Buyer Name		Delivery Location Code	UVA Co	ontract Numbe	r		
434-924-4351	Jack Jensen		BDBROD	See CSS	s			
LINE NO.	PART NUMBER / DE	SCRIPTIO	ON	ED BY ATE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Shipment	420 NV 7 1/2 HP 213TC 230/460 1 2 101 LG00005 Supplies	i, Lab, Oth		 PR-16	2.00	Each	3059	6,118.00

Step	Action
16.	This is an example of a purchase order that you could print (File>Print) and fax to the supplier/vendor to place the order for goods and/or services or print the purchase order if it has been revised. Press [Enter].
17.	Congratulations! You have completed the simulation for prining a purchase order in the integraed system. End of Procedure.

Viewing an Invoice

Procedure

In this simulation you want to view an invoice.



UVA HRMS Viewer UVA Instructor Self-Service	X 2 5	* _ m _		Full L	.ist (11)
 UVA ODS Specialist 	From \triangle	Type 🛆	Subject 🗠	Sent 🔻	Due 🛆
UVA ODS Specialist-Limited	Jensen, Jack	PO Approval	Standard Purchase Order 1699307 has been approved	04-Apr-2016	
 UVA ODS Specialist-OLM UVA ODS Specialist-Restricted 	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
 UVA OLM Specialist UVA PO Purchaser 	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	31-Mar-2016	
UVA Marketplace	Jensen, Jack	PO Approval	Standard Purchase Order 1699301 has been approved	31-Mar-2016	
Supplier Entry Payment Voucher	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
Account Payable	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	31-Mar-2016	
Purchasing Notifications Summary		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
Requisitions	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
Purchase Orders	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Purchase Order	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Summary		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
 Receiving Reports 	<				>
UVA PO Requester	~				

Step	Action
1.	From your Home page, navigate to the Find Purchase Order screen.
	UVA PO Purchaser > Purchasing > Purchase Orders, click the Purchase Order Summary link.
	Purchase Order
	Summary



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Find Purchase Orders DODDDDDD			000000000000000000000 _ 	4
Operating Unit	A1000 Rector/Board of \			
Number		Туре		
Release	c	urrency		
Supplier		Site		
Ship-To Org			Show External Locations	
Bill-To	Li	ne Type		
Ship-To		Buyer		
Line			View Releases	
Shipment			Consumption Advice	
			Global Agreement	
Line Date Ranges Status R Item, Rev Category Description Supplier tem VM Consigned	elated Documents Deliver To Accounting F	Projects	Results © Heagers • Lipes • Shipments • Distributions	
Clear	New Release (B)	New <u>P</u> O	Find (J)	
Record: 1/1	List of Valu <08C>			

Step	Action
2.	Enter known criteria in the fields. The more information you include, the more restrictive the search. We recommend that you search either by purchase order Number or by Buyer name.
	In this example, locate the PO using the PO number.
	Enter the desired information into the Number field. Enter "1087478".
3.	Click the Find (J) button. Find (<u>J</u>)
4.	Instead of opening the PO, click the Inquire menu.



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_	Purchase Orders Purchase Order Header: C	View Distributions View Action History View Invoices		**********	-0	-	_	
	Number Re 1087478	View Receipts View Reguisitions View Approval through Workfl View Document	ow	Type Standard Purch	Global	Enable All Sites	Ê	
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	۲ Consign	VMI ned				วา่อแหมแกเเอ		
	Clear	r New f	Release (<u>B</u>)	New <u>P</u> O		Find (<u>J</u>))	

Step	Action
5.	Click the View Invoices list item.
	View Invoices

11 2 Remit	nop Requis	sitions Receiving														
Movice Date Type Supplier	equisitions	Notifications Ap	provals													
Invoice Date ~ Type Supplier Supplier Currency Amount Due Status On Payment Remit-to Supplier Due Payment 00478050 14-Feb-2011 Standard CAYMAN COMPANY CHICAGO USD 875.00 0.00 Approved Paid CAYMAN CHEMICAL 23- CAPMAN- 2011 091320 2011	nvoices	for Standard	d Purch	ase Orde	er 10874	78									Expo	rt
Invoice Date Type Supplie Supplie Currence Amon Du Status On Paint Remit- Status Remit- Supplie Remit- Supplie																
Invoice Invoice Date Type Supplier Supplier Currency Amount Due Status On Payment Remit-to Supplier Due Payment 00478050 14-Feb-2011 Standard CAYMAN COMPANY CHICAGO USD 875:0 0.00 Approved Paid CAYMAN CHEMICAL 23- MAR 8091322	Z															
00478050 14-Feb-2011 Standard CHEMICAL CHICAGO USD 875.00 0.00 Approved Paid CHEMICAL COMPANY 2011	Invoice 🛆	Invoice Date 🔻	Туре	Supplier	Supplier Site	Currency	Amount	Due	Status	On Hold	Payment Status		to Supplier	Due Date	Payment	
	00478050	14-Feb-2011	Standard	CHEMICAL	CHICAGO	USD	875.00	0.00	Approved		Paid	CHEMICAL		MAR-	8091320	
	<														>	



Step	Action
6.	The invoice displays. Here you can view the invoice date, supplier name, amount, payment status, po number, receipt, and attachments (if there are any).
	You can also view linked information.
	Click the Invoice link.
	00478050
7.	Invoice information displayed includes general and payment details, an amount summary, and access to three tabs (Invoice Lines, Scheduled Payments, and Hold Reasons) for additional information.

	sitions	Receiving														
uisitions	Notificatio	ons Approval	s													
quisitions	>															
andar	d Invoi	ce: 004780)50	(Tota	I USD	875.00)									E	Export
rrency= U	SD															
											F	ayment In	formatic	n		
eneral							Amount	Summary	/				Paid 87			
Invoice	Date 14-	Feb-2011						ltem 7	98.00			Discount Ta	iken 0.0	00		
S	tatus Ap	proved						Freight 7	7.00				Due 0.0	00		
On Hold					Misc	ellaneous C	.00			Status Paid						
E	Batch							Tax C	.00 🕕			Payment Date 23-MAR-2011				
Attachm	nents <u>No</u>	ne					Pr	epayment (.00			Payment 8091320				
Sup	oplier CA	YMAN CHEMIC	AL CO	OMPAN	Y		1	Retainage C	.00			Т	erm Ne	t 30 days		
Supplier	r Site CH	ICAGO					Withho	olding Tax C	.00							
Add		375 COLLECTIO		RDR				Total 8	75.00							
	CH	ICAGO, IL 6069	93													
nvoice Lii	nes Sch	eduled Paymen	ts I	Hold Re	asons											
Z 2																
Line 🔺	Туре 🛆	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status 🛆	PO Number	PO Line	PO Shipment	Buyer	Receipt	Order Type	Ref Nur
1	Item	CGMP ELISA KIT	3	Each	266.00		798.00	0.00	Approved	1087478	1	1	Howell, Nancy L			
	Freight	2690		N			77.00	0.00	Approved							
2		1	1	1		1	1		1						>	

Step	Action
8.	Click the Scheduled Payments tab.
	Scheduled Payments



op Requisition	s Receiving						
quisitions Notif	ications Approv	als					
equisitions >							
Standard In	voice: 00478	8050 (Total USD 87	5.00)				Expo
urrency= USD							
					Payment Info	mation	
eneral			Amount Summa	ry		id 875.00	
Invoice Date	14-Feb-2011		Item	798.00	Discount Take	en 0.00	
Status	Approved		Freight	77.00	Du	ie 0.00	
On Hold			Miscellaneous	0.00	State	is Paid	
Batch			Tax	0.00 🕕	Payment Da	te 23-MAR-2	011
Attachments	None		Prepayment	0.00	-	nt <u>8091320</u>	
Supplier	er CAYMAN CHEMICAL COMPANY		Retainage	0.00	Ter	m Net 30 day	/S
Supplier Site	CHICAGO		Withholding Tax	0.00			
Address	16875 COLLECT	ION CTR DR	Total	875.00			
	CHICAGO, IL 60	693					
Invoice Lines	Scheduled Payme	Hold Reasons					
🕱 🔁 🕞 🥸	▼ 🖩						
Due Date	Amount	Remaining Amount	Remit-to Supplier		Remit-to Supplier Site	Status	Method
23-Mar-2011	875.00	0.00	CAYMAN CHEMICAL COMP	ANY		Fully Paid	Wire
eturn to Requisitio	ons						

Step	Action
9.	Click the Hold Reasons tab. Hold Reasons
	Hold Reasons
10.	If the invoice is on hold, then the reason would be listed here.
	For this example, the invoice is not on hold.
11.	To exit the Invoice page, click the Return to Requisitions link. Return to Requisitions
12.	Congratulations! You have completed the simulation for viewing an invoice. End of Procedure.

Reviewing Receiving Transactions

Reviewing a Receiving Transaction

As needed, you can review your receiving transactions.

Procedure

In this simulation you want to review a recently received purchase order.

UVA ODS Specialist-Restricted						
UVA ODS Specialist-Restricted	^	Worklist				
UVA PO Purchaser					E.,	III List (10)
UVA Marketplace		1 2 🕞	ö. ▼ Ⅲ ▼		10	11 2132 (10)
Supplier Entry			Туре 🛆	Subject △	Sent 🔻	Due 🛆
Payment Voucher Account Payable		Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
A E Purchasing		Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
 Notifications Summary Reguisitions 	- 64	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
Purchase Orders		Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Receiving Receipts		Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
Returns			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
Receiving		SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
Transactions Corrections		SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Match Unordered		SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Receipts			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
Receiving Transactions Summary						
Transaction Status						
Summary						

Step	Action
1.	From your Home page, navigate to the Find Receiving Transactions screen.
	UVA PO Purchaser > Purchasing > Receiving, click the Receiving Transactions Summary link.
	Receiving
	Transactions Summary



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OFind Receiving Transactions (CMS) 000000000000000000000000000000000000	<u></u>
Supplier and Internal Customer	
Operating Unit A1000 RectorBoard c	
Source Type All Receipt	
Purchase Order Release	
Line Shipment	
Requisition Line Shipment	
Supplier Ste	
Receiving Location Item Receipt Details Transaction Details Shipments Destination Item, Rev	
Clear Find	
Record: 1/1 List of Valu <0SC≽	

Step	Action
2.	The Find Receiving Transactions screen displays.
	Choose the source type of Supplier . Click the Source Type list.
3.	Click the Supplier list item.
	Supplier
4.	To narrow your search, enter search criteria in other fields as desired, including Receipt number, Purchase Order number, Supplier name, and Receiving Location .
	You can use the ellipsis () in any field to select from the LOV.
5.	In this example, search by PO number.
	Press [Tab].
6.	Enter the desired information into the Purchase Order field. Enter "1085154".



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(≠ ≥ ⊙ (
O Find Receiving Transactions (CMS) - 2006/0000000000000000000000000000000000	<u> </u>
Supplier and Internal Customer	
Operating Unit A1000 Rector/Board of	
Source Type Supplier Receipt	
Purchase Order 1085154 ··· Release	
Line Shipment	
Requisition Line Shipment	
Supplier Supplier Ste	
Receiving Location	
Item Receipt Details Transaction Details Shipments Destination	
Item, Rev	
Category	
Description	
Supplier Item	
<u>Clear</u> Find	
Record: 1/1 List of Valu <08C>	

Step	Action
7.	Click the Find button.
8.	The Receipt Headers Summary screen displays. If your search generated more than one transaction, place the current record indicator (blue box) next to the receipt you want to view.


				11日 日本 11日 11日	×	i × ≥
eceipt Headers S	Summary (CMS) - DODODO				0000000000 2 3	
Receipt	Date	Supplier	Supplier Site	Shipment Number	Ship Date	
234627	29-MAR-2011 10:2	FISHER SCIENTIFI	HANOVER PA1045		28-MAR-2011 00:	
					1	
			_		D	
				_		
					ansactions	
Supplier It	em				-	
		Clea	r (Find)	

Step	Action
9.	Click the Transactions button.
10.	The Receipt Transaction Summary form displays. Scroll to view all information. Click the horizontal scrollbar.
11.	Click the horizontal scrollbar.
12.	Congratulations, you have completed the simulation for reviewing a receiving transaction. End of Procedure.

Finding and Reviewing Payment Vouchers

Finding and Reviewing a Payment Voucher

You can find and review your payment vouchers using the Flashlight icon or by running a query on the voucher number. If you cannot recall the voucher number, you can query on the Trading Partner/Supplier name and the invoice number to find the payment voucher.

Once the payment voucher has been approved, it is available for Accounts Payable (Procurement) to process the payment. If no changes are required, payment will be made.

Procedure

This simulation shows two different methods of finding payment vouchers.

UVA AP P-Card Holder	^	Worklist				
UVA AP/PO Viewer					E	III List (10)
UVA Employee Self-Service		🕱 😂 🕞 (Ö 🗸 💷		r.	III LIST (10)
UVA FA Viewer			Туре 🛆	Subject 🛆	Sent 💌	Due 🛆
UVA GL Viewer		Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
UVA HRMS Viewer		Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA Instructor Self-Service		Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA ODS Specialist-Limited		Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA ODS Specialist-OLM		Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA OLM Specialist			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA PO Purchaser		SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA Marketplace		SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Supplier Entry Payment Voucher		SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Account Payable			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
 Purchasing UVA PO Requester 						
UVA PO Shopper						
UVA Request Logs						

Step	Action
1.	Begin by navigating to the Payment Voucher form.
	Click on the Payment Voucher link to access the form.
	Payment Voucher
2.	Method 1: Using the Flashlight icon.
	Click the Flashlight icon.
	8
3.	The Find Invoices screen displays.
	You can search by Trading Partner/Supplier , Invoice Number or Voucher Number , or a combination of the three.



Payment Voucher Batch Control Tot	al Caracteria				Batch Actual	Total	ن <u>ک</u> ا
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	Calculate Balance Owed.		Clear	Ner		Find	
							_
Actions 1							Distributions

Step	Action
4.	In this example, search for a payment voucher using the invoice number and voucher number.
	Click in the Invoice Number field.
5.	Enter the desired information into the Invoice: Number field. Enter "221".
6.	Click in the Voucher Audit Numbers: Start field.
7.	Enter the desired information into the Voucher Audit: Numbers: Start field. Enter "3311259".
8.	Press [Tab].
9.	The voucher number automatically populates the Voucher Audit Numbers: End field. Click the Find button.
	Find
10.	The Payment Voucher displays.
	As needed, you can use the All Distributions button to review the distributions.



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Step	Action
11.	Method 2: Run a Query
	From the menu bar, select View>Query by Example>Enter.
	Click the Enter menu.
	Enter
12.	Click in the Invoice Num field.
13.	Enter the desired information into the Invoice Num field. Enter "221".
14.	From the menu bar, select View>Query by Example>Run.
	Click the Run menu.
15.	The Payment Voucher displays.
	As needed, you can use the All Distributions button to review the distributions.
16.	Congratulations! You have completed the simulation for using two different methods to find payment vouchers. End of Procedure.



Viewing the Status of a Payment Voucher

You may view the status of your payment voucher to determine whether it has been paid, the payment date, check number, etc.

The **Invoice Overview** screen shows information about the payment voucher including:

- status
- current hold and reason, if any
- scheduled due date

Accessing Payment Overview

If the payment voucher is paid, the check number, date, and amount paid is also shown on the Invoice Overview screen.

You can click on the check number to activate the Payment Overview button.

On the Payment Overview screen, you can see the address the check was sent to, the payee's name, and a list of invoices that were paid by the check. This information displays on the check stub that is received by the Trading Partner (Supplier).

The status of the check, cashed or negotiable (not yet cashed) is also shown.

Procedure

In this simulation you will view a payment voucher to see information, including payment status and check number.

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UVA FA Viewer				Fu	III List (10)
UVA GM Viewer	H 2	🖻 🔅 🔻 🎟			
UVA HRMS Viewer	From 4	🗅 Туре 🛆	Subject 🗠	Sent 💌	Due 🛆
UVA Instructor Self-Service	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
UVA ODS Specialist UVA ODS Specialist-Limited	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA ODS Specialist-OLM	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA ODS Specialist-Restricted	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA PO Purchaser	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA Marketplace	Jack	UVA Timecard	Hochstetler, Kelly approved timecard for	19-Feb-2016	
Supplier Entry Payment Voucher		Approval Workflow	period 08-FEB-2016 - 21-FEB-2016	19-Feb-2010	
Account Payable	SYSADI	MIN OTA Workflow	Teaching Reminder	18-Feb-2016	
Account Payable	SYSAD	MIN OTA Workflow	Teaching Reminder	10-Feb-2016	
	SYSAD	MIN OTA Workflow	Teaching Reminder	03-Feb-2016	
Invoices		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
Invoice					
Overview					
Withheld					
Amounts					
Payments	~				

Step	Action
1.	You will need to go to the Invoice Overview.
	UVA Purchaser >> Accounts Payable >> Invoices >> Inquiry >> Invoice Overview
	Click Invoice Overview
	Invoice
	Overview



Step	Action
2.	The Find Invoices page displays. You can enter search criteria such as Trading Partner, Invoice Number, and/or Voucher number.
	For this example, search by the voucher number.
	Click in the Voucher Start Number field.
3.	Enter the desired information into the Voucher Start Number field. Enter " 3205210 ".
4.	Press [Tab].



Step	Action
5.	The voucher number does not carry forward from the previous field.
	Enter the desired information into the Voucher End Number field. Enter "3205210".
6.	Click the Find button.
7.	The Invoice Overview page displays.
	Review the Invoice Status section. In this example, the payment status is Fully Paid.
8.	In this example the payment voucher is not on hold - the Active Hold and Reason sections are blank. It will be available for payment processing after Accounts Payable has reviewed it.
	If a hold is listed here, the payment cannot be made until Accounts Payable releases the hold.
9.	The Scheduled Payments and Actual Payments sections show payment details.
	Note the Paid By field. The check number and payment date is displayed here.





Step	Action
10.	You can view more payment details.
	Click the Payment Overview button.
	Payment Overview
11.	The Payment Overview page displays.
	The payment in this example has a status of Negotiable . There is no date in the Cleared Date field, indicating that the payee has not yet cashed the check.
12.	The Invoices section populates with the invoice number and description entered on the payment voucher.
13.	From this page, you can return to the Invoice Overview page or access Payments .
	Bank and Supplier information is unavailable for review.



Step	Action
14.	Click the Close button.
	×
15.	Congratulations! You have completed the simulation for viewing the status of a payment voucher. End of Procedure.



Running and Printing the Payment Voucher/Invoice Report Procedure

You may need to print the payment vouchers you created.

In this simulation, you will learn how to run and print the **Payment Voucher/Invoice Report**.

UVA GM Viewer	^	Worklist				
UVA HRMS Viewer					Eul	l List (10)
UVA ODS Specialist		X 2 🕞	ö • III •		ru	List (10,
UVA ODS Specialist-Limited		From $ riangle$	Туре 🛆	Subject △	Sent 🔻	Due 🛆
UVA ODS Specialist-OLM		Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
UVA OLM Specialist		Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA PO Purchaser		Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
Supplier Entry		Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Payment Voucher Account Payable		Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
Purchasing			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
Notifications Summary		SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
Requisitions Durchase Orders		SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Purchase Orders Receiving		SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Reports Run			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA PO Requester						
UVA PO Shopper						
UVA Request Logs						

Step	Action
1.	Expand the Reports link to find the report.
	Click on the Run link.
	Run



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Step	Action
2.	The Submit a New Request page displays. It automatically defaults to " Single Request ".
	Click on the OK button.

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Step	Action
3.	Click on the drop down LOV for the Name field.



Step	Action
4.	Click the UVA Payment Voucher/Invoice Report.



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Step	Action
5.	Click the OK button.
	Ωκ
6.	Enter parameters for your request.
	If you are printing a <u>single</u> payment voucher, enter the payment voucher number in the " Voucher Number From " and TAB .
	If you are running a report for <u>multiple</u> payment vouchers, enter a Voucher Preparer ID (user ID) AND a <u>range of voucher numbers</u> using the "Voucher Number From " and "Voucher Number To" fields.
	For this example, you will run a report for a single payment voucher.
7.	Click in the Voucher Preparer ID field.
8.	Enter your user ID into the Voucher Preparer ID field.
	Enter "JSJ6B".
9.	Click in the Voucher Number From field.
10.	Enter the payment voucher number you created into the Voucher Number From field.
	Enter " 3311259 ".



Step	Action
11.	Click on the OK button.
	<u></u> Ωκ
12.	Click on the Submit button.
	Sub <u>m</u> it
13.	There are many phases when submitting a request ID to print.
	This request ID is in a " Pending " phase.
	As you continue to click on the Refresh Data button, it will move to " Running " and finally " Completed ".



Step	Action	
14.	Click on the Refresh Data button.	
	Refresh Data	
15.	Click on the Refresh Data button.	
	<u>R</u> efresh Data	



Step	Action							
16.	Notice the phase is now " Completed ".							
	Note: You must have Adobe Reader software that is compatible with your Windows version. Contact your Local Support Partner (LSP) for assistance.							
	Click on the View Output button.							
	View Output							
17.	This is the output for payment voucher number 3311259 .							
18.	You may print the Payment Voucher/Invoice report by selecting File>Print.							
	Another way to print the report would be to click on the printer icon on the browser toolbar.							
	This report should be printed in landscape orientation.							
19.	Congratulations! You have completed the simulation on how to run and print the Payment Voucher/Invoice Report . End of Procedure.							

Working with Payment Vouchers

Payment Voucher Overview

Appropriate Uses of the Payment Voucher

Check the **Goods & Services Procurement Guide** (<u>http:www.procurement.virginia.edu/pageprocguidev2</u>) on the Procurement website to see what commodities are allowed on a Payment Voucher as the policies can sometimes change.

A Payment Voucher may be used for processing payments for the following items:

- eVA-excluded items
- Payments to individuals for research participation
- Travel for official University travel, as documented on a travel workbook
- Reimbursements to petty cash custodians, as documented on a petty cash workbook

Some high-risk transactions automatically go on "HOLD" and require Procurement to release them.

Paper Documentation Required

There are two types of Payment Vouchers that require original paper documentation.



- **Travel Reimbursement:** The original Travel Workbook and all supporting documentation must be submitted to Procurement.
- **Petty Cash Reimbursement:** The original Petty Cash reimbursement form and all supporting documentation must be submitted to Procurement. The completed UVA Payment Voucher must be used as a cover sheet.

The supporting documentation must be completed and approved prior to sending the paper documentation to Procurement. The department originating the Payment Voucher will maintain the documentation for all other types of Payment Vouchers.

Reimbursing Travel:

The Payment Voucher form is used to reimburse costs incurred while on business travel.

Before completing and submitting a payment voucher in the IS, employees must complete the Travel Workbook, which can be found on the Procurement and Supplier Diversity Services website.

http://www.procurement.virginia.edu/pagetravelformlist

Once the Travel Workbook has all the required signatures and supporting documentation (receipts), enter the payment voucher into the IS. The paper version of the Travel Workbook is sent to Procurement (Accounts Payable) for their review.

You have the option to electronically attach the Travel Workbook to the payment voucher using the attachment (paperclip) icon. However, Accounts Payable will audit only the original paper documentation with receipts.

Reimbursing Petty Cash:

All petty cash custodians must be listed in the IS vendor file in order to receive payment. Custodians are added at the time the petty cash account is established. For example, they will be listed in the vendor file as "Custodian Webster, Donna".

The Petty Cash custodian will prepare a Petty Cash Reimbursement form and submit it to the PO Purchaser for entering a payment voucher into the IS.

Departments may have either cash or checking petty cash accounts.

Not every department uses petty cash. The university is not opening any new accounts.



To start a simulation:

- 1. Double-click on the module.
- 2. Double-click on the section.
- 3. Click on the topic you wish to view.

4. Click "Try It" in the upper right-hand corner to interact with the simulation. Click "Print It" to print out a Job Aid.

Entering Payment Voucher Information on the General Tab

Procedure

In this simulation you will begin by entering information on the **General** tab when creating a payment voucher.

UVA AP Fellows Stipend Processor	~	Worklist				
UVA AP/PO Viewer		WORKISL				
UVA AR Viewer			-		Fu	III List (10)
UVA Employee Self-Service		🕱 😂 🖻 i	🔅 🔻 💷			
UVA FA Viewer			Туре 🛆	Subject 🛆	Sent 💌	Due 🛆
UVA GL Viewer		Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
UVA GM Viewer		Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA Instructor Self-Service		Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA ODS Specialist		Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA ODS Specialist-OLM		Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA ODS Specialist-Restricted			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA PO Purchaser		SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA Marketplace		SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Supplier Entry		SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Payment Voucher Account Payable			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
Purchasing						
UVA PO Requester						
UVA PO Shopper						
UVA Request Logs						



Step	Action
1.	Begin by navigating to the Payment Voucher form.
	Click on the Payment Voucher link to access the form.
	Payment Voucher
2.	The Payment Voucher displays.
	You may use the predefined yellow folder (Payment Voucher R12) to rearrange the fields, but it is not required.
	The Type field defaults to Standard. Do <u>NOT</u> change it!
3.	The Trading Partner is the supplier/vendor, employee, or student you are paying.
	This is the name that will appear on the check.



Step	Action
4.	Click in the Trading Partner field.
5.	Click on the drop down list of values (LOV) to search for the Trading Partner .
	This list is the UVA Vendor file of those who can receive a payment.



Step	Action
6.	Enter the Trading Partner name in the Find field.
	Note: You can use the percentage (%) sign to narrow your search.
	For this example, you are searching for Journal of Bone & Joint Surgery.
	Enter the desired information into the Find field. Enter " journal of % ".
7.	Click on the Find button.
	Eind
8.	Choose from the resulting list.
	Click on Journal of Bone & Joint Surg.
	JOURNAL OF BONE & JOINT SURG
9.	Click the OK button.
	QK
10.	The Supplier Number defaults when you select the Supplier/Trading Partner.
	It is the number generated by the system when the Supplier/Trading Partner is first entered into the system.
11.	The Supplier Site is the address information for the Supplier/Trading Partner.
	Click in the Supplier Site field.
	Note: If there is only one site, it will default. Otherwise, choose the site from the LOV.
12.	Click in the Invoice Date field.
13.	Click on the drop down LOV to access the calendar and select the date printed on the invoice.



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Step	Action
14.	In this example, the calendar displays for April. Select April 4th from the calendar.
	Click on 4.
15.	Click the OK button.
	ОК
16.	The information entered in the Invoice Num and Description fields appears on the check stub or the Direct Deposit notification.
	This helps the payee identify the payment.



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Step	Action
17.	Click in the Invoice Num field.

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6	Actions 1									Distributions
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Step	Action
18.	The Invoice Num field is a free-form field.
	Enter the invoice number from the invoice. This number cannot be a duplicate.
	If this is a payment for an employee or a student and there is no invoice number, enter your email address prefix, followed by the current date (e.g., JSJ6B 7-APR-2016).
	Note: Always use upper case when entering verbiage.
	Enter "221" into the Invoice Num field.

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Batch Control Total								tch Actual Total	
I									
Туре		Supplier Num					Invoice Amount	Description	Terms Da
Standard	JOURNAL	261	NEEDHAM	04-APR-201	221	USD			
Summary Item Retainag Prepayments Applie Withholdin Subtot Ta Freigt Miscellaneou Tot	e		Amou	nt Paid	0.00		atus A Scheduled Paym escription	Status Never Validated uccounted Unprocessed Holds	
Açtions 1	,							AI	Distributions

Step	Action
19.	Enter the amount from the invoice into the Invoice Amount field.
	Enter "100.00" into the Invoice Amount field.
20.	Click in the Description field.
21.	The Description field appears on the check stub or the Direct Deposit notification to help the payee identify the payment.
	Enter "one year Dr McQ" into the Description field.



Step	Action
22.	To access other fields on the form, click the horizontal scrollbar.
23.	 Depending on the Trading Partner selected, the value in the Terms field defaults from the Vendor File. Net 30 days defaults as the standard for most Trading Partners, suppliers, or vendors unless different terms have been negotiated with the Trading Partner. Faculty, staff, and students terms default to Immediate. You are allowed to change the terms to Immediate when paying the following: Human Subjects Honoraria Travel (non-employees)
24.	Click in the Date Invoice Received field.
25.	Click the drop down LOV to access the calendar.

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Payment Voucher (UVA PO Purchaser) Batch Control Total	Date Terms	- ∠ ⊐ × Batch Actual Total
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Tax Freight Miscellaneous Total	J	Scheduled Payment Holds
Actions 1	Nicrosoft Lync (All Distributions



Step	Action
26.	The calendar displays with the current date selected.
	For this example, use the date shown as current (April 7).
	Click the OK button.

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	Batch Cont					Batch Actual Total	
	ce Amount	Description	Terms Date	Terms	Date Invoice Received	Date Goods Received	
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1	General	2 Lines	_		_	_	
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Step	Action
27.	Click in the Date Goods Received field.
28.	Click the drop down LOV to access the calendar.

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ce Amount Description Terms Date Terms	Date Invoice Received Date Goods Received Voucher Number
100.00 April 2016 R -2016 Net 30 days	07-APR-2016 00:00:00
10 11 12 13 14 15 16	
1 General 17 18 19 20 21 22 23	
Summary- 24 25 26 27 28 29 30 1 2 3 4 5 6 7 -Amount Paid-	Status
07-APR-2016	0.00 Status Never Validated
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OK Cancel	Holds
Tax	Scheduled Payment Holds
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Miscellaneous	Description
Total	one year Dr McQ
Actions 1	All Distributions
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Step	Action
29.	For this example, the subscription begins on May 1. The calendar displays April and the first week of May. Click on 1 to select May 1, 2016.
30.	Click the OK button.



	Fotal				Batch Actual Total	
ce Amount Des	cription	Terms Date	Terms	Date Invoice Received	Date Goods Received	Voucher Number
100.00 one	year Dr McQ	07-APR-2016	Net 30 days	07-APR-2016 00:00:00	01-MAY-2016 00:00:00	
		-				
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Miscella	Total				e year Dr McQ	
Actions 1						All Distributions

Step	Action
31.	When you select a future date, the system generates a Caution note.
	Click the OK button to close the message.

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100.00 one year Dr MicQ	07-APR-2016	Net 30 days	07-APR-2016 00:00:00	01-MAY-2016 00:00:00	
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Summary	Amount		Status		
Items	USD	0.00		Status Never Valio	
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Step	Action
32.	Click the Save button.
33.	The system automatically generates a note that includes the payment voucher number.Important: Record the voucher number (In this example, 3311259) on the invoice.
	Click the OK button.
34.	Congratulations! You have successfully completed the simulation for entering information on the General tab when creating a payment voucher. The next topic shows you how to access the Lines tab and enter the PTAEO information. End of Procedure.

Entering PTAEO Information on the Lines Tab

Once the payment voucher **General** tab is completed and saved, and the system has generated a **Payment Voucher Number**, access the **Lines** tab to enter the PTAEO information for the payment voucher.

Procedure

In this simulation you will access the **Lines** tab and the **Distributions** page to enter the PTAEO information.



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Standard JOUR Standard JOUR I General 2 Lines -Summary Items Retainage Prepayments Applied Withholding Subtotal Tax	VAL 261	Amou	04-APR-201	221	USD	100.00	one year Dr McQ	07-APR-2
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Items Retainage Prepayments Applied Subtotal Tax		_	int Paid	0.00	St	atus	Status Never Validated	• 2 Lines
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							_	
Actions 1								All Distributions
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Step	Action
1.	Click the 2 Lines tab.
	2 Lines

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Туре			Supplier Num		Site Invoice Date			Invoice Amount			Terms Da
Standar	rd	JOURNAL	261	NEEDH	AM 04-APR-201	221	USD	100.00	one year Dr Mo	Q	07-APR-2
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S Num			PO Release	PO Line	Gross	UOM		, Ir	2		• <u>2</u> Lines
S Num	Туре		PO Release	PO Line	Gross	MOU		Description	2		• <u>2</u> Lines
S Num	Туре		PO Release	PO Line	Gross			Description	2		• <u>2</u> Lines
S Num	Туре		PO Release	PO Line	Gross	UOM		Description	2		• <u>2</u> Lines
S Num	Туре		PO Release	PO Line	Gross	UOM		Description	2		• <u>2</u> Lines
S Num	Туре				Gross			Description	2		• <u>2</u> Lines
Num	Туре				Gross Quantity Invoiced		Unit Price	Description one year Dr McC	2		• <u>2</u> Lines
Num	Туре				Gross Quantity Invoiced		Unit Price	Description one year Dr McC	2 Distributions		• <u>2</u> Lines
Num	Туре				Gross Quantity Invoiced		Unit Price	Description one year Dr McC			• <u>2</u> Lines



Step	Action
2.	Enter "100.00" into the Amount field.
3.	Enter the PTAEO information.
	Click the Distributions button.
	Distributions
4.	Note: You may use the predefined yellow folder (Payment Voucher R12) to rearrange the fields for easier data entry.
	Do not enter information into the Account field!
5.	Notice there are many blank distribution lines available for you to use if you plan to split the payment voucher between several different PTAEOs.



Step	Action
6.	Enter "100.00" into the Amount field.
7.	Use your departmental PTAEO(s) when creating payment vouchers for your department. For this example, enter " 101902 " into the Project field.
8.	For this example, enter "101" into the Task field.
9.	Enter "sg00026" into the Award Number field.



Step	Action
10.	Click on the Expenditure Type drop down LOV to see a list of expenditure types.
11.	You can use the Find field to search for an expenditure type. Click in the Find field.
12.	For this example, you are searching for Professional Licenses & Fees . Enter " profess% " into the Find field.
13.	Click the Find button.
14.	Notice that Professional Licenses & Fees defaulted because the LOV contained only one word beginning with "profess".
15.	Enter "20030" into the Expenditure Organization field.
16.	The Expenditure Item Date automatically defaults from the Invoice Date field.
17.	Save your work. Click the Save button.
18.	Close the window. Click the X button.
19.	Congratulations! You have successfully completed the simulation for accessing the Lines tab and the Distributions page to enter PTAEO information. In the next topic you will see how to use the Discard Line 1 button to create a reversal line if you entered an incorrect PTAEO. End of Procedure.

Adding an Attachment to a Payment Voucher

Procedure

In this simulation you will add an attachment to a payment voucher.



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Туре	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Description		Terms Da
Standard	JOURNAL	261	NEEDHAM	04-APR-201	221	USD	100.00	one year Dr McQ		07-APR-2
1 General 2 Lines										
I General Z Lines	_	_	_	_	_	_	_		_	
Summary				nt Paid] [^{Sta}	atus			
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Freigh	t									
Miscellaneou	s					De	scription	ear Dr McQ		
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Step	Action
1.	Note: Always add attachments on the General Tab so they are visible to others.
	Click the Attachments link.

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	Category	Title	Description	Data Type		ource	ns Da
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Entity	Name: Invoice						Þ
Include {	Related Documents		Publish to Catalog	Dogumer	nt Catalog		
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	ns 1					All Distributio	ins
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Step	Action
2.	Click in the Category field.
3.	Category must be Miscellaneous . You can use a shortcut for entering the value. Enter " m " into the Category field and [Tab] to the next field.
4.	 You must enter text in either the Title and/or Description fields. Title is an optional free form field. It allows you to name the attachment. Enter "JB&JS Order Form" into the Title field and [Tab] to the next field.
5.	 Description is a free form field used to explain what the payment is for. Enter a Description and [Tab] to the next field. Enter the desired information into the Description field. Enter "JB&JS Order Form".
6.	Click on the Data Type LOV .
7.	Choose from the list of options. File (Excel or Word document) is the default. Use this type in the example. Other Data Types are: - Long Text: A note up to 4,000 characters in length - Short Text: A note up to 2,000 characters in length - Web Page: Allows you to attach a web page Click the OK button.

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File Upload									
* Upload File		Browse							
Cancel	Submit Clear								
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Step	Action
8.	Search for the file you wish to attach.
	Note: This opens in a separate screen and may open in the background.
	Click the Browse button.
	Browse



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Step	Action
9.	Find the file you wish to attach.
	Double click on the file named " JB&JS.pdf ".

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Step	Action
10.	Click the Submit button.
	Submit



Step	Action
11.	Notice the Confirmation message with instructions.
	Click on the Close button.





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			Ision Has the file been uploaded suc <u>Xes</u>			
	Related Documents		Bublish to Catalog	Dogum	ent Catalog	

Step	Action
12.	A message asks if the file was uploaded successfully. Click the Yes button.
13.	Click the Open Document button to verify the correct file is attached.



S	Step	Action
	14.	The attachment named "JB & JS Order Form displays.
		Click the Close button.




Step	Action
15.	Save your work.
	Click the Save button.
16.	Click the Close button.
17.	Notice that the attachment link does not yet show a yellow paper under the paperclip, which indicates when an attachment is present. There are several ways to refresh the screen to see the attachment.
18.	One way to refresh the attachment link is to click first on the Lines tab, then click back on the General tab.
19.	Notice the yellow paper is now visible under the paper clip.
20.	Congratulations! You have successfully completed the simulation for adding an attachment to a payment voucher. End of Procedure.

Approving Payment Vouchers

Procedure

In this simulation you will approve and submit a payment voucher.

Batch Control Total								rich Actual Total	
Туре	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Description	Terms Da
Standard	JOURNAL	261	NEEDHAM	04-APR-201	221	USD	100.00	one year Dr McQ	07-APR-2
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Actions 1									All Distributions

Step	Action						
1.	Click the Actions 1 button.						
	Actions 1						
2.	The Payment Voucher Actions page displays.						
	There are many actions to choose from.						
	Next you will see a description for each of them.						

	Payment Voucher Actions
All App	rovals Have Been Obtained
	Check this box if you have received all necessary departmental approvals and you are ready to submit the payment voucher to Accounts Payable.
	Once you have approved the Payment Voucher II is available for processing by Procurement Services. It is not possible to electronically route the payment voucher to a departmental approver. Obtain additional departmental approval via – mail or paper.
Hold fo	r Pickup
	Check this box only when special circumstances require that someone must physically pick up the check. All other payments will either be mailed or handled via direct deposit.
	Entername of individual who will pick up the check. Enterphone number of individual who will pick up the check.
Paper	Document Must be Mailed With Check
	Check this box if a paper document must accompany the payment. Forward the paper document to Procurement Services with information such as voucher number, payee, invoice date, and amount to allow Procurement Services to match the document with the Payment Voucher. This Payment Voucher will remain on hold until Procurement Services has received your documentation.
	If the check attachment is <u>not</u> required to be on original document, you may fax it to Procurement Services at (434) 924-3077. Please include a cover sheet with the voucher number, and number of pages.
Foreig	yn/Wire Transfer Request Form
	See the Procurement and Supplier Diversity Services web site for Foreign/wire instructions.
Prepa	yment
	Check thic box if a symmetrim tuble made prior to receiving the goods or services. You must state the reason that prepayment is required, either in the description section or by clicking on the attachment loon description of the toolbar.
 Result 	icon la on the loobal.
• 110300	
	Check this box if your voucher had been returned and you have supplied requested information on the Ø attachment.

Step	Action
3.	This page describes each payment voucher action.
	Note: The most important action button is All Approvals Have Been Obtained. You <u>must</u> select it each time you request a payment!
	You may select multiple buttons at once.



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Step	Action
4.	In this example, click on the All Approvals Have Been Obtained checkbox.
5.	Click the OK button.
6.	 The Status of the payment voucher will be one of the following: Never Validated: The All Approvals Have Been Obtained button has not been selected. The payment voucher will not be reviewed or approved by Procurement. Needs Revalidation: The Payment Voucher requires final approval by Accounts Payable (all Travel & Petty Cash). Validated: The payment will be scheduled after AP reviews the voucher. Cancelled: The payment voucher has been cancelled. Look for additional information via the attachment (paper clip) icon.
7.	Congratulations! You have successfully completed the simulation for approving and submitting a payment voucher. End of Procedure.

Deleting a Payment Voucher

You can delete a payment voucher if you have entered and saved it (including distributions) but have not validated (approved) it - the status of the payment voucher is Never Validated.

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Once you validate a payment voucher, you cannot delete it.

Deleting a payment voucher permanently removes it from the system.

Procedure

In this simulation you will delete a payment voucher that has been entered and saved but not validated (approved).

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1 General 2 Lines Summary Items Retainage Items Prepayments Applied Items Withholding Items Subtotal Items Tax Freight Miscellaneous Description										
Agtions 1	Actions 1 All Digtributions									
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Step	Action
1.	First, search for the payment voucher to be deleted by clicking the Flashlight icon.
	Another method is to select View>Find from the menu bar.



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Step	Action
2.	The Find Invoices screen displays.
	To search by voucher number, click in the Voucher Audit: Numbers: Start field.
3.	Enter the desired information into the Voucher Audit: Numbers: Start field. Enter " 2367356 ".
4.	Press [Tab].
5.	The voucher number automatically populates the Voucher Audit: Numbers: End field. Click the Find button.
	Find
6.	Verify the payment voucher displayed is the one to be deleted and that the status is Never Validated .



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Step	Action
7.	To delete the payment voucher, click the red X icon. Click the Delete button.
8.	A caution message displays. This action cannot be undone. Click the OK button.
9.	To finalize deletion of the payment voucher, click the Save button.
10.	Congratulations! You have completed the simulation for deleting a payment voucher. End of Procedure.

Changing and Resubmitting a Payment Voucher

There may be situations where you need to change a validated payment voucher. You must make these changes shortly after submission:

- Faculty, Staff and Students payment terms are set for "Immediate". Therefore, any changes to payments reimbursing these groups must be done the same day the payment voucher is submitted into the system.
- Trading Partner/Suppliers Terms are set most often to "Net 30 days". Therefore, any changes to payments for these groups have a window of approximately 10 working days before the payment is processed by Accounts Payable.



No changes are allowed if the payment voucher has been paid.

Check the status of the payment voucher to determine if it has been paid **BEFORE** you attempt to change it:

• To verify that the invoice has not been paid, use Invoice Overview. Navigate to Accounts Payable: Invoices: Inquiry>Invoice Overview to determine the status of the payment voucher.

If the payment voucher has been paid and the PTAEO information is incorrect, someone must process a GA Transaction (Cost Transfer) to make the correction.

The following fields may be changed on a validated (approved) but not yet paid payment voucher:

- Distributions (PTAEO)
- Dollar Amount

Rejection of Payment Vouchers

If Procurement rejects your payment voucher, you will receive an email notification with the invoice number and vendor name of the rejected payment voucher. Procurement will document the reason(s) for rejecting the payment voucher by using the attachment (paperclip) functionality in the IS system.

If you want to correct the problem with the payment voucher, you may do so and resubmit it to Procurement (Accounts Payable).

Correcting Payment Voucher Holds

The following are holds that require user correction:

Voucher Returned to Dept: This hold indicates Procurement Services requires additional information before the transaction can be processed. You can use the paperclip to see what information is required. This alerts Procurement Services that the department has supplied the required information.

Petty Cash Hold: This hold indicates the original documentation has not been received or reviewed by Procurement. Please ensure this paperwork is complete and forwarded to Procurement.

Requires an Attachment: This hold indicates you requested original documentation to be mailed with the check, however the paperwork has not been received by Procurement. Payment cannot be processed until this paperwork is received.

Restricted Item: This system hold is caused when a user selects a high-risk expenditure type. It requires Procurement to release this hold after review. It often indicates the original travel workbook has not been received or reviewed by Procurement. You must submit any required paperwork to Procurement as soon as possible.

Dept. Hold: This hold is put on the transaction per the department's request. Please resolve this issue and alert Procurement to remove the hold by using the Invoice/Correction Action form on Procurement's website. Examples of resolution would be to contact the vendor and request the vendor to resend the bill after the issue is resolved. You can also partially pay an invoice but be sure the vendor is aware they need to send an invoice for the additional amount at a later time.



Awaiting Credit Memo: Contact the vendor and ask them to send a credit memo so this hold can be released. You do have the option to partially pay an invoice but be sure to alert the vendor so they can correct their records.

Distribution Variance: This is a system hold. It indicates that the invoice header amount and the invoice distribution amounts do not agree. Query the payment voucher in IS and make changes to either the header or distribution form, then approve the transaction.

Resubmit PV: This hold indicates Procurement originally returned the payment voucher to the department. After supplying requested information, the user checked "Resubmit PV" on the approval screen in the Integrated System. If you feel you have supplied all required information and this hold does not seem to be released, please contact Procurement Services immediately.

Procurement Services will handle all other holds. No user action is required unless requested.

Procedure

Begin by locating the payment voucher that requires changing. (Refer to the **Finding and Reviewing a Payment Voucher** topic.)

Note: If you are changing the dollar amount of the payment voucher, then first work with the Discard Lines button and Distributions.

In this simulation, Accounts Payable has rejected your payment voucher because of an incorrect expenditure type. Change and resubmit the payment voucher to Accounts Payable.

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Step	Action
1.	Step 1: View the Reason for Rejection
	Within the Payment Voucher , view the reason(s) Accounts Payable rejected it.
	Click the attachment (paperclip) icon.
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Step	Action
2.	The Attachments screen displays. When you click in the Category field, the notes display.
	In this example, the first entry (Main Seq 10) contains the note you wrote when completing the payment voucher.
	The second entry (Main Seq 20) indicates a wrong expenditure type was used.
	Click in the Category field. Miscellaneous
3.	The attached note displays.



Step	Action
4.	Now you can correct the payment voucher.
	Click the Close button.



Step	Action
5.	Step 2: Correct the Payment Voucher
	Since in this example the expenditure type needs to be changed, first review the original PTAEO information.
	Click the All Distributions button.



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Step	Action
6.	To view the fields on the right, click the horizontal scrollbar.
7.	The PTAEO information displays. Click the Close button.

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Step	Action
8.	Next, reverse the original PTAEO information.
	Click the 2 Lines tab.
9.	Click the Discard Line 1 button.
	Discard Line 1
10.	Notice that the amount for line 1 is now a zero dollar amount.
	You will re-enter the dollar amount (on the next available line).
11.	Click in the Amount field.
12.	Enter the desired information into the Amount field. Enter " 500.00 ".
13.	Enter the correct PTAEO information, including the new expenditure type.
	Click the Distributions button.

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Step	Action
14.	Click in the Amount field.
15.	Enter the desired information into the Amount field. Enter " 500.00 ".
16.	Click in the Project field.
17.	Enter the desired information into the Project field. Enter "101902".
18.	Press [Tab].
19.	Enter the desired information into the Task field. Enter " 101 ".
20.	Press [Tab].
21.	Enter the desired information into the Award Number field. Enter "LG00005".
22.	Press [Tab].
23.	You can search for an expenditure type.
	Click on the Expenditure Type button.
24.	The LOV displays.
	Click in the Find field.
25.	Enter the desired information into the Find field. Enter " Honoraria% ".
26.	Click the Find button.
	Eind
27.	The expenditure type populates the field.
	Press [Tab].
28.	Enter "20030" into the Expenditure Organization field.
29.	Press [Tab].
30.	Save your changes.
	Click the Save button.
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31.	Click the Close button.
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Step	Action
32.	Write a note to Accounts Payable by clicking the attachment (paperclip) icon.

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Step	Action
33.	Click in the next available Category field.
34.	You can use shortcuts to enter the category. Enter " m " into the Category field.
35.	Press [Tab].
36.	Enter text in either the Title and/or Description fields. For this example, enter " Corrected exp type " into the Title field.
37.	Press [Tab].
38.	From the Source tab, enter the Data Type . Click the Data Type button.
39.	Choose from the LOV. For this exercise, choose Short Text. Click the Short Text list item. Short Text
40.	Click the OK button.
41.	Write a short text note. In this example, a note has been entered for you.
42.	Save your entry. Click the Save button.
43.	Click the Close button.



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Step	Action
44.	Step 3: Resubmit the Payment Voucher
	Click the Actions 1 button.
	Actions 1
45.	If needed, you may select multiple Payment Voucher Actions checkboxes.
	However, if <i>both</i> the All Approvals Have Been Approved and the Resubmit to Accounts Payable buttons are selected, then the system generates the following note." The Fiscal Classification Code is not associated with any Item Category Code ". Click OK and the note will go away.
	Important : When resubmitting a payment voucher to Accounts Payable, do <u>not</u> select the All Approvals Have Been Obtained button.



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Step	Action
46.	Click the Resubmit to Accounts Payable checkbox only.
47.	Click the OK button.
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Step	Action
48.	A note displays.
	Click the OK button.
49.	The next note informs you that the payment voucher is awaiting Accounts Payable's review.
	Click the OK button.
50.	To view the status of the payment voucher, click the 1 General tab. 1 General
51.	The Status section displays the information that the status of the payment voucher is Needs Revalidation , and that there is one Hold placed on it.
	If the requested changes have been completed and they do not require additional information or further changes, Accounts Payable will review the payment voucher, release the hold, and process the payment.
52.	Congratulations! You have completed the simulation for changing and resubmitting a payment voucher. End of Procedure.

Using the Discard Line1 Button

The Discard Line1 button creates a reversal line for each previously entered PTAEO.

You will use the Discard Line 1 button to correct the PTAEO information which you had previously entered and saved, but later determined was incorrect.

Note: The system will not let you change PTAEO information once it has been saved!

Procedure

In this simulation you will use the **Discard Line1** button to reverse incorrect PTAEO information entered on a payment voucher.



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Step	Action
1.	Begin by clicking on the 2 Lines tab.
2.	Important Note: When you select this button, the system creates a reversal for
	EVERY distribution line entered.
	Click on the Discard Line 1 button.
	Discard Line 1
3.	The line amount is now zero (0.00).
4.	View the new distribution lines.
	Click the Distributions button.
	Distributions
5.	The Line Total and Distribution Total fields show zero.
	A new line was automatically created to offset each line previously entered.



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Step	Action
6.	Click the Close button.
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7.	The Discard Line1 and Distributions buttons are inactive (grayed out) for the Num 1 line.
	Next, you will see how to enter a new line and distribution for the Payment Voucher.



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Step	Action
8.	You will re-enter the dollar amount and the new distribution (PTAEO) line(s) on the next available line.
	Notice both the Discard Line 2 and Distributions buttons are now active.
	Click in the Amount field for line 2.
9.	Notice the Discard button is now named Discard Line 2 .
	Enter "100.00" into the Amount field.
10.	Click the Distributions button.
11.	Notice the Line and Distribution Totals do not agree.



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Step	Action
12.	Click in the Amount field.
13.	Notice the Line Number is 2.
	Enter "100.00" into the Amount field.
14.	Click in the Project field.
15.	Notice the Line and Distribution Totals agree and are no longer red.
	Enter the PTAEO.
	Enter "129924" into the Project field.
16.	Scroll to access other fields.
	Click the horizontal scrollbar.
17.	Enter "101" into the Task field.
18.	Enter "LS00347" into the Award Number field.
19.	Click in the Expenditure Type field.
20.	You can use the Find feature to locate an expenditure type.
	Click in the Find field.



Step	Action
21.	Enter "Profess%" into the Find field.
22.	Click the Find button.
23.	The Expenditure Type field populated with one choice based on your search in the LOV.
24.	Enter "20030" into the Expenditure Organization field.
25.	Save your work. Click the Save button.
26.	Click the Close button.

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Step	Action
27.	Click on the 1 General tab to view all distributions.
	<u>1</u> General
28.	Click the All Distributions button to view the newly added distribution line.

Step	Action
29.	The Distributions page displays.

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	Line Number 1 e Description one yea	ar Dr McQ			100.00 100.00
Nu	im Type	Amount	Account	Description	Project
1	Item	100.00	20.101902.1001.6155.20030.000		101902
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Step	Action
30.	 Note: Whenever you change a payment voucher, remember to approve and submit it to Accounts Payable. Refer to the Approving Payment Vouchers topic for more information. Click the Close button.
31.	Congratulations! You have successfully completed the simulation for using the Discard Line1 button to reverse incorrect PTAEO information entered on a payment voucher. End of Procedure.

Canceling a Payment Voucher

After creating a payment voucher you may find that you need to cancel it.

You can cancel a payment voucher if the payment voucher status is **Validated** and it has not been paid.

Check the status of the payment voucher to determine if it has been paid **BEFORE** you attempt to cancel it.



• To verify that the payment voucher (invoice) has not been paid, use Invoice Overview. Navigate to Accounts Payable: Invoices: Inquiry>Invoice Overview to determine the status of the payment voucher.

Procedure

In this simulation you will cancel a payment voucher.

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Step	Action
1.	First, search for the payment voucher to be canceled by clicking the Flashlight icon.
	Another method is to select View>Find from the menu bar.



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Step	Action
2.	Click in the Voucher Audit: Numbers: Start field.
3.	Enter the desired information into the Voucher Audit: Numbers: Start field. Enter "2367369".
4.	Press [Tab].
5.	The voucher number automatically populates the Voucher Audit: Numbers: End field. Click the Find button. Find



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Step	Action
6.	The Payment Voucher displays.
	Reverse the original information.
	Click the 2 Lines tab.



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Step	Action
7.	Click the Discard Line 1 button.
	Discard Line 1
8.	Click the 1 General tab.
	<u>1</u> General
9.	Review the new distribution lines.
	Click the All Distributions button.
	All Distributions
10.	The Distribution Total is now zero (0).
	Next you will change the Invoice Total to equal the Distribution Total (zero).



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Step	Action
11.	Click the Close button.
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Step	Action
12.	Refresh the page by re-querying the payment voucher.
	Click the Flashlight icon.



Step	Action
13.	Re-enter the Voucher Audit: Start and End Numbers.
	In this example, the numbers have been entered for you.
	Click on the Find button.
	Find



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Step	Action
14.	The Payment Voucher form displays. Next, change the invoice amount to zero.
	Click in the Invoice Amount field.
	25.38
15.	Enter the desired information into the Invoice Amount field.
	Enter " 0 ".
16.	Save your changes.
	Click the Save button.
	A
17.	Write a note to Accounts Payable concerning your actions.
	Click the Attachments (paperclip) icon.
	(If this action results in a Java Security Warning dialog box, click Yes.)
18.	Enter the category and a title and/or description.
	In this example, the fields have been completed for you.



Step	Action
19.	Choose a data type and enter information, then save your work.
	In this example, a short text message has been entered for you.

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Step	Action
20.	Click the Close button.
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Step	Action
21.	Finally, resubmit the voucher.
	Click the Actions 1 button.

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Step	Action
22.	Check the Resubmit to Accounts Payable box.
23.	Click the OK button.
24.	The payment voucher displays a zero (0) invoice amount and a zero (0) distribution amount.
	Important Note: Complete and submit an Invoice Correction form (Procurement and Supplier Diversity Services website) to inform Accounts Payable of the cancellation.
25.	Congratulations! You have completed the simulation for canceling a payment voucher. End of Procedure.

Working with Fellows Stipends

The UVa Fellow or NRA (Nonresident Alien) UVa Fellow is an individual who is not a UVa employee or a UVa student.

The Fellow receives financial assistance to pursue study or training for which there is no obligation to perform services.

They are sometimes referred to as PostDoc Fellows.

Note: If you are processing a stipend payment for a student, such as a Graduate Fellow PhD candidate or a Graduate Fellow MBA candidate, then use the Student Aid Funding Module (SAFM) in the Student Information Systems (SIS). Otherwise, use this responsibility.

Upon completion of this section, you will be able to:

- Search for and enter fellows into the Vendor File
- Create Distribution Sets
- Create and approve Recurring Invoices
- Run and print the Payment Voucher/Invoice Report

Searching for Fellows in the Vendor File

Procedure

In this simulation you will search in the UVA Vendor File for individuals you need to pay that are considered a **UVA Fellow** or **NRA UVA Fellow**.



.

rise Search Contract Documents			Go Search Results Displ	ay Preference	Standard
Navigator	↑ Worklist				
Personalize				Ful	l List (11)
UVA AP Fellows Stipend Processor	X 2 5 1	\$ ▼ Ⅲ			
Supplier Entry	From 🗠	Туре 🛆	Subject 🗠	Sent 💌	$Due \bigtriangleup$
Payment Voucher	Mchugh, John	PO Approval	Standard Purchase Order 1699307 has been approved	08-Apr-2016	
Recurring Invoices	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
Requests	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Accounts Payable UVA AP P-Card Holder	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
UVA AP/PO Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA AR Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA Employee Self-Service UVA FA Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA GL Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA GM Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA HRMS Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA Instructor Self-Service UVA ODS Specialist	o ronomite	UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA ODS Specialist-Limited		Approval worknow	penou 11-JAN-2010 - 24-JAN-2016		

Step	Action
1.	To search for fellows in the vendor file, you first go to Supplier Entry .
	UVA AP Fellows Stipend Processor >> Supplier Entry.
	Click on Supplier Entry .
	Supplier Entry
2.	The Search page provides multiple fields for you to enter data and search for a supplier/Fellow.
	Note: You can use the percent sign (%) as a wildcard to narrow your search.
	Hint: To ensure a faster search, enter the first few characters of the Supplier Name <u>and</u> the Taxpayer ID number, which is a unique identifier.
3.	Enter your search parameters.
	The recommended parameters are the Supplier Name (last name, first name) if entering an individual, and the Taxpayer ID (SSN).
	In this simulation, search for Alex Hayes.
	Enter " Hayes% ".
4.	The Taxpayer ID is a unique identifier. Enter the Taxpayer ID , without hyphens.
	In this example, enter "852963741".



Step	Action
5.	Click the Go button.
	Go
6.	The search returned the following results.
	If no results were shown, you would need to create the supplier before you can create recurring invoices to pay them. This will be shown in the next topic, "Entering Fellows into the Vendor File".
7.	Congratulations! You have completed the simulation on searching for a supplier/Fellow in the vendor file. End of Procedure.

Entering Fellows into the Vendor File

After searching and finding that the UVA Fellow or NRA UVA Fellow is not in the UVA Vendor File, you will create the supplier (fellow) and add them to the vendor file.

Note: If the supplier (fellow) already exists in the Vendor File with a type other than UVA Fellow or NRA UVA Fellow, then the department needs to complete a **Vendor Registration** for **Vendors/Individuals**

(<u>https://www.procurement.virginia.edu/pagevendorregistrationform</u>) form located on the Procurement and Supplier Diversity Services web site (see Forms).

Procedure

Note: Remember that before you add a supplier/fellow, you must first check to ensure that they do not already exist in the vendor file (refer to topic **Searching for Fellows in the Vendor File**).

In this simulation you will create a new supplier (fellow) for inclusion in the vendor file.


	d System Payat	oles	ł	n o	* 4	¥ -	4 ¹⁰	Logged In As JSJ6B	?	-\[
Suppliers										
Suppliers										
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Search										
At least one se performance. F	arch criteria is req ields are case insi	uired. Including part of ensitive.	supplier's name or num	nber will improve t	he search					
	Supplier Name		Tax Registratio	on Number						
Su	upplier Number		D-U-N	-S Number						
	Taxpayer ID		Employ	ee Number						
i 2 🖻 🔅		Parent Supplier	Tax Registration	Constance		End				
Supplier Name	Supplier Number	Name	Number	Employee Number	View	Date				
No search conducted.										

Step	Action
1.	Begin by clicking on the Create Supplier button.
	Create Supplier
2.	The Create Supplier page displays.
	Note: Vendors (Fellows) must be entered using upper case letters, so ensure the Caps Lock button is turned on!
	Enter "SPEAKER, STEVE" in the Supplier Name field.
3.	Enter information into the Special Status field to designate that this vendor is either a UVA Fellow or a NRA UVA Fellow .
	For this example, UVA Fellow has been entered for you.
4.	Enter the Taxpayer ID (without hyphens).
	Enter " 456123789 ".
5.	Click the Apply button.
	Apply
6.	The Update [Supplier name] page displays, with the supplier's name and number defaulted.
	Click the Organization link to access the Taxpayer ID information. Organization
	Organization



Step	Action
7.	The Taxpayer ID displays.
	Do not change any information on this page.
8.	Next, enter supplier address information.
	Click on the Address Book link.
	Address Book
9.	The Update [Supplier name]: Address Book page displays.
	Since you are creating a new supplier, click the Create button.
10.	The Create Address: Confirm Details page displays. You must complete the fields marked with an asterisk.
	Country is a required field. It defaults to the United States. Use the list of values drop down menu if you need
	to select a different country, for example when adding a foreign supplier or
11.	individual. Enter the supplier's address, beginning with Address Line 1.
11.	
	For this example, enter "123 MAIN STREET" in the Address Line 1 field.
12.	Enter the City information.
	For this example, enter "ANYTOWN" into the City field.
13.	Enter the State information.
	This is a free form field.
	Note: Always enter the 2 character state code without spaces or punctuation, in all
	capital letters.
	Example: VA (correct)
	V A. (incorrect)
	For this example, enter "VA" in the State field.
14.	Enter the Postal Code (zip code).
	For this example, enter "12345" in the Postal Code field.



Step	Action
15.	The Address Name field is the geographic location of the supplier. This name will also become your Site name.
	Naming conventions:
	This field allows 15 characters.Always use the city name (ANYTOWN, ANYTOWN01, ANYTOWN02).
16.	Enter the Address Name.
	For this example, enter "ANYTOWN" in the Address Name field.
17.	The Communication Details box is checked by default.
	Do <u>not</u> uncheck it.
18.	Add a phone number.
	For this example, enter "434" in the Phone Area Code field.
19.	For this example, enter "999-1212" into the Phone Number field.
20.	The Address Purpose defaults to Payment.
	No action is required on your part. Accounts Payable will select additional address purposes as needed when they enter the vendor's registration information into the system.
21.	When you have completed entering address information, link the new address to a site.
	Click the Continue button.
	Continue
22.	The Create Address: Site Creation page displays. Use this page to link the address to the site.
	to the site.
	Click the Select checkbox.



	e Address:			on			6		0054//50.03		Cance <u>l</u>	Back	Apply
		ANYTOWN 123 MAIN STREET, ANYTOWN, VA, US, 12345					er Number	SPEAKER, ST 236192	IEVE				
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	II Select None												
	Site Name			C)perating Unit △								
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Step	Action
23.	Click the Apply button.
	Apply
24.	The Update [Supplier name]: Address Book page displays. You can edit the information using the Update icon. You can also use the Show arrow link to access address details.
25.	Next, add supplier contact information.
	Click on the Contact Directory link. Contact Directory
26.	The Update [Supplier name]: Contact Directory page displays.
	Click the Create button.
	Create
27.	In this example, the contact information has been added for you.
28.	Click the Apply button.
	Apply



Step	Action
29.	A contact created confirmation message displays.
	You can change contact information by selecting the Update icon.
	If other supplier information needs to be changed, use the menu bar on the left side of the screen and select the page to be changed.
	Important Note: When you exit the supplier pages, you will not be able to update the information via the system. Instead, you will complete the Vendor Sites Add/Update for Departments form located on the Procurement and Supplier Diversity Services website.
30.	Congratulations! You have completed the simulation for entering a supplier into the Vendor File. End of Procedure.

Creating Distribution Sets for Recurring Invoices

The Distribution Set is where you record the $\ensuremath{\mathsf{PTAEO}}(s)$ that will be charged for the recurring invoices you create.

It becomes the distribution line(s) for the invoice(s).

A distribution set can be used for any recurring invoices and can include multiple PTAEO's which can be split on a percentage basis.

Procedure

In this simulation you will learn how to create a distribution set for a recurring invoice(s).

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Navigator	^ w	/orklist				
Personalize					Full	List (10)
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UVA AP Fellows Stipend Processor	F	rom 🛆	Туре 🗠	Subject 🛆	Sent 💌	Due 🗠
UVA AP P-Card Holder UVA AP/PO Viewer		ensen, ack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
UVA AR Viewer		ensen, ack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
UVA Employee Self-Service		ensen.		Standard Purchase Order 1699298 has		
UVA FA Viewer		ack	PO Approval	been approved	06-Apr-2016	
UVA GL Viewer		ensen, ack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA GM Viewer UVA HRMS Viewer		ensen, ack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA Instructor Self-Service			UVA Timecard	Hochstetler, Kelly approved timecard for	19-Feb-2016	
UVA ODS Specialist			Approval Workflow	period 08-FEB-2016 - 21-FEB-2016	10 5-1 0040	
UVA ODS Specialist-Limited		YSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA ODS Specialist-OLM		YSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA ODS Specialist-Restricted	S	YSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA OLM Specialist			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA PO Purchaser						
 Supplier Entry Payment Voucher 						



Step	Action
1.	Navigate to the Distribution Sets page from the UVA AP Fellows Stipend Processor responsibility.
	Click on the UVA AP Fellows Stipend Processor folder.



Step	Action
2.	Click on the Distribution Sets link.
	Distribution Sets





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Dperating Unit A Name Description				Туре			
Num %	Project Related	Account	Description	Income Tax Type		I	
Accou	nt Description		Ero	ect Information		I	

Step	Action
3.	Click in the Name field to enter a unique name for the distribution set.
	The distribution set name must be specific as it will identify the source of funds and your department.
	Note: When searching for your distribution set name, you will see ALL distribution sets for the entire university.
4.	Enter the distribution set Name .
	For this example, enter "NIH Chemistry 2011 Fellowship".
5.	The description field provides more detailed information.
	Click in the Description field.
6.	Enter a Description .
	For this example, enter "Chemistry NIH Greenhouse fellowship for 2011".
7.	Click in the Num field. The number 1 defaults.
	Note: You may use the TAB key to move to the next field.



Step	Action
8.	The percentage (%) field represents the percent of the total payment that will be charged to the PTAEO.
	Note: Use 100% if there is only one PTAEO. If more than one PTAEO will fund the recurring invoice(s), use the appropriate % for each PTAEO. The percentages must total to 100%.
	Enter the Distribution Percentage .
	For this example, enter "100".
9.	Click in the Project Related box to record the PTAEO information.
10.	Enter the Project number.
	For this example, enter "105300".
11.	Click in the Task field.
12.	Enter the Task number.
	For this example, enter "101".
13.	Enter the Award Number.
	For this example, enter "DR01246".
14.	Click in the Expenditure: Type field.
15.	Click on the Expenditure: Type list of values button.
16.	Click in the Find field.
	%
17.	Enter the desired information into the Find field.
	Enter " Fell% ".
18.	Click on the Find button.
	Eind
19.	Click on and select "Fell, Stipends, Non-Student".
	Note: This will always be the appropriate expenditure type.
	Fell, Stipends, Non-Student
L	1



Step	Action
20.	Click on the OK button.
	Ōĸ
21.	Enter the Expenditure: Organization number.
	For this example, enter "31695" and TAB.
22.	Click on the OK button.
	<u>o</u> k
23.	Click on the Save button.
	•
24.	Notice the corresponding General Ledger account string is created.
25.	Click on the Project Information button to view the PTAEO.
	Project Information
26.	The distribution set can be changed at this time if needed.
	If no changes are required, click on the OK button.
	<u>o</u> k
27.	Click on the (X) Close button.
	×
28.	Congratulations! You have successfully completed the simulation on how to create
	a distribution set. End of Procedure.

Creating Recurring Invoices

The Recurring Invoices functionality allows you to create multiple invoices to the same payee by completing a recurring invoice template.

Invoices are for current and future periods of time. When the invoices are created, they are validated for transaction controls and the PTA used is not closed for the periods used.

Note: Prior to creating the recurring invoice template, two things should have been completed.

- The payee must be in the vendor file with the vendor type of UVA Fellow or NRA UVA Fellow.

- The Distribution Set must be created.

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USER PRODUCTIVITY	кіт

Note: UHR must review all recurring invoices for NRA (Non-Resident Aliens) individuals **prior** to payment. Allow approximately 2 business days after submission of the vendor add form **before** creating and approving the recurring invoices to pay NRA individuals.

Procedure

In this simulation, you will see how to create recurring invoices.

			Go Search Results Disp	ay Preference	Standard
ne					
lavigator	^ Worklist				
Personalize				Fu	ll List (10)
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UVA AP Fellows Stipend Processor	From 🗠	Туре 🗠	Subject 🗠	Sent 💌	Due 🗠
Payment Voucher	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
Recurring Invoices Distribution Sets	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Requests	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
Accounts Payable UVA AP P-Card Holder	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
UVA AP/PO Viewer	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA AR Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA FA Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA GL Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA GM Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA HRMS Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA Instructor Self-Service					
UVA ODS Specialist					

Step	Action
1.	UVA AP Fellows Stipend Processor >> Recurring Invoices
	Click on the Recurring Invoices item.
	Recurring Invoices
2.	Click in the Supplier: Name field.
3.	Enter the Supplier Name.
	For this example, enter "FELLOW, AMY" and TAB.
4.	The following information defaults for the Supplier:
	-Supplier Number -Supplier Site
	-Accounting Liability Account
	Do NOT change the default information.



Step	Action
5.	Click in the Calendar: Name field.
6.	Click on the drop down menu button.
	The Calendar Name will default (Fellows Stipend).
7.	Click in the Calendar: Number of Periods field.
	Note: A period is a calendar month.
8.	Enter the Number of Periods.
9.	For this example, enter " 3 " and TAB . Click on the Calendar: First Period button.
9.	Click on the Calendar: First Period button.
10.	Click in the Find field.
11.	Enter a "%" in the Find field.
12.	Click on the Find button.
	Eind
13.	Click on and select the Period Name for the first period (month) you want to start
	the payments to the fellow. Mar-11
14.	Click on the OK button.
11.	
15.	Notice that the Next period and Periods Remaining will default.
13. 16.	Enter information into the Number field. This is a free form field.
10.	
	You need to use a prefix that identifies your department or school.
	Note: The invoice number will consist of: the prefix you enter here, the period name (Mar) and the calendar year (11).
17.	For this example, enter a " CY ".
	Note: "CY" identifies the Chemistry department.
18.	Click in the Description field.



Step	Action
19.	The Description must <u>always</u> begin with " RIFELLOW ". This helps Accounts Payable identify the invoice(s) for those who are considered " Fellows ".
	Note: The description must be in CAPITAL letters.
	Note: Enter information about the invoice(s), such as the nature of the payment(s) or any other additional information, after the word " RIFELLOW ".
20.	For this example, enter " RIFELLOW NIH 2011 GREENHOUSE FELLOWSHIP ".
21.	Click on the Line Definition tab. Line Definition
22.	Verify that the radio button " Distribution Set " is selected in the Origin area.
	Note: Do NOT change it.
23.	Click in the Origin: Name field.
24.	Enter the Origin: Name .
	For this example, enter "%NIH" and TAB to search for the distribution set you created earlier.
25.	Click on the Distribution set you want to use for these recurring invoices.
	Note: The list will contain all distribution sets created at the university.
	Ensure that you choose the correct name.
	NIH Chemistry 2011 Fellowship
26.	Click on the OK button.
27.	Click on the Amounts tab.
	Amounts
28.	The First Amount field is where you enter the regular monthly amount.
	However, you can specify different amounts for two periods. You will be required to specify which period the different amounts will be paid.
	Note: The remaining periods will be paid the amount entered in the First Amount field.
29.	Click in the First Amount field.



Step	Action
30.	Enter the desired information into the First Amount field.
	For this example, enter "300.00".
31.	For this example, you will pay the fellow for half of a month because she began in the middle of the month.
	Click in the Special Invoice Amount1 field.
32.	Enter the Special Invoice Amount1.
	For this example, enter "150.00".
33.	Click in the Special Invoice Amount1: Period field.
34.	Click on the Special Invoice Amount1: Period button.
35.	For this example, enter a "%" into the Find field.
36.	Click on the Find button.
	Eind
37.	The Mar-11 item is highlighted. If this is the correct month, then click on
	the OK button.
38.	You have the ability to enter another Special Invoice if needed.
	Totals:
	 The Control Total field shows the amount to be paid. The Released Total will be 0.
	- The Amount Remaining will be the total amount to be paid.
	These amounts will be changed based on the number of recurring invoices you create.
39.	Click in the Number of Invoices field.
40.	Enter the Number of Invoices you are creating at this time.
	For this example, enter "3".
41.	Click on the Create Recurring Invoices button.
	Create Recurring Invoices
L	



Step	Action
42.	The Create Invoices page displays the list of invoices you are creating.
	This list shows the Invoice Number, GL Date, and the Amount.
	If you need to make any changes (such as the number or amount of the invoices), click the Cancel button and make changes to the template.
	For this example, no changes are needed.
43.	Click on the OK button.
	<u>o</u> k
44.	The system automatically assigns a voucher number when you click on the OK button.
	Note: Annotate the voucher numbers allows you to easily retrieve and approve them.
45.	Click on the OK button for each payment.
46.	Click on the OK button.
47.	From the Amounts tab, notice that the Released Total field now shows the amount released for the invoices.
48.	Congratulations! You have successfully learned how to create recurring invoices.
	The recurring invoices you created must be approved before they can be paid. See "Approving Recurring Invoices". End of Procedure.

Approving Recurring Invoices

Procedure

The **Recurring Invoices** you have created must now be "**Approved**" so they can be paid.

In this simulation you will learn how to find and approve the recurring invoices you created.



^ Worklist				
			Full	List (10)
		Cubinet A	Sant W	Due 🛆
	туре 🗠	,	Sent *	Due 🗠
Jack	PO Approval	been approved	06-Apr-2016	
Jensen,	PO Approval	Standard Purchase Order 1699302 has	06-Apr-2016	
Jack	PO Approval	been approved	06-Apr-2016	
Jensen,	PO Approval	Standard Purchase Order 1699306 has	04-Apr-2016	
Jack	PO Approval	been approved	31-Mar-2016	
	UVA Timecard	Hochstetler, Kelly approved timecard for	19-Feb-2016	
0/0101/01			10 5-1 0010	
SYSADMIN		-	03-Feb-2016	
	UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
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Step	Action
1.	Click on the Payment Voucher link.
	Payment Voucher

Oracle Applications	UVA ist02 :	CRP2 Created	from Product	tion 11/22/20	010				_ [
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Payment Voucher (UVA AP Fellows Stipend Processor)									
Batch Control Total Batch Actual Total									
3									
Туре	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Description	Terms Da
Standard						USD			16-FEB-2
<u>د</u>									
1 General 2 Lines Summary Items Retainage USD Prepayments Applied Withholding Subtotal Tax Freight Miscellaneous Total									
Agtions 1				ľ					All Distributions



Step	Action
2.	Click on the Find button.
	8
3.	Click in the Trading Partner: Name field.
4.	Enter into the Trading Partner: Name field the name of the fellow, last name first.
	For this example, enter "FELLOW, AMY" and TAB.
5.	Click on the Find button.
	Find
6.	The search returns a list of all the invoices you created for the fellow.
7.	Notice that the payment vouchers have a status of "Never Validated".
	Note: Each invoice must be in a "Validated" status before it can be paid.
8.	You can approve all the invoices individually one by one or all of them at once, using " Shift, Click " and selecting multiple invoices at a time.
	Click in the Type field.
	Standard
9.	Press the [Shift] key and click in the Type field.
	Standard
10.	Press the [Shift] key and click in the Type field.
	Standard
11.	Press the [Shift] key and click in the Type field.
	Notice that all lines have been selected.
	Standard
12.	Notice that the Actions button has a " 3 ", which indicates there are three invoices selected and awaiting approval.
	Click on the Actions 3 button.
	Actions 3
13.	Click on the All Approvals Have Been Obtained button.



Step	Action
14.	Click on the OK button.
	<u>O</u> K
15.	You will receive this note for each of the invoices you are approving.
	Therefore, you will click on the OK button three (3) times because you are
	approving three separate invoices at one time.
	<u>OK</u>
16.	Click on the OK button.
	<u>OK</u>
17.	Notice the status of the payment vouchers is now "Validated".
	This means they are now " Approved ". The payments will be issued approximately five (5) days after the invoice date (for this example; Mar 6, April 6, May 6).
	The validated invoices will be " Commitment " in grants until the invoice date is reached.
	After the invoice date is reached, the invoice will become an "Actual".
18.	Use the Scrollbar to move to the right in the Payment Voucher form.
19.	Notice the Payment Voucher numbers automatically populated.
	Annotate the Payment Voucher numbers for future reference.
20.	Congratulations! You have successfully learned how to find and approve the
	recurring invoices you created. End of Procedure.

Running and Printing the Payment Voucher/Invoice Report for UVA Fellows

Procedure

You may need to print the Payment Vouchers you created for the fellow.

In this simulation, you will learn how to run and print the **Payment Voucher/Invoice Report**.

me				Go	Search Results Disp	lay Preference	Standard
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Personalize						Fu	III List (10)
UVA AP Fellows Stipend Processor		🖻 🥸 🔻					
Supplier Entry	From		6 🗠	Subject 🛆		Sent 💌	Due 🛆
Payment Voucher	Jenser Jack	n, PO /	Approval	Standard Purchase been approved	Order 1699309 has	06-Apr-2016	
Recurring Invoices	Jenser	1. PO /	Approval		Order 1699302 has	06-Apr-2016	
Distribution Sets	Jack			been approved	Order 1699298 has		
Requests	Jack	^{1,} PO /	Approval	been approved	Order 1699298 has	06-Apr-2016	
Accounts Payable	Jenser	1, PO /	Approval		Order 1699306 has	04-Apr-2016	
UVA AP P-Card Holder	Jack			Standard Purchase	Order 1699299 has		
UVA AP/PO Viewer	Jack	", PO /	Approval	been approved	Older 1099299 has	31-Mar-2016	
UVA AR Viewer			Timecard roval Workflow	Hochstetler, Kelly a period 08-FEB-201	approved timecard for	19-Feb-2016	
UVA Employee Self-Service	SYSA		Workflow	Teaching Reminde		18-Feb-2016	
UVA FA Viewer	SYSA		Workflow	Teaching Reminde		10-Feb-2016	
UVA GL Viewer	SYSA		Workflow	Teaching Reminde		03-Feb-2016	
UVA GM Viewer	STSA		Timecard	-	pproved timecard for		
UVA Instructor Self-Service			roval Workflow	period 11-JAN-201	6 - 24-JAN-2016	23-Jan-2016	
UVA ODS Specialist							
UVA ODS Specialist-Limited							
UVA ODS Specialist-OLM							

Step	Action
1.	Click on the Requests link.
	Requests
2.	The Find Requests page displays. It automatically defaults to "All My Requests".
	Click on the Submit a New Request button.
	Submit a <u>N</u> ew Request
3.	Click on the OK button.
	Ōĸ
4.	Click on the drop down list of values for the Name field.
	The UVA Payment Voucher/Invoice Report name will default.
5.	Enter parameters for your request.
	If you are printing a <u>single</u> Payment Voucher, enter the Payment Voucher number in the " Voucher Number From " and TAB .
	If you are running a report for <u>multiple</u> Payment Vouchers, enter a Voucher Preparer ID (user ID) AND a <u>range of voucher numbers</u> using the "Voucher Number From" and "Voucher Number To" fields.
6.	Click in the Voucher Preparer ID field.



Step	Action
7.	Enter your user ID into the Voucher Preparer ID field.
	For this example, enter "DHW5Y".
8.	Click in the Voucher Number From field.
9.	Enter the first Payment Voucher number you created into the Voucher Number From field. For this example, enter "2323206".
10.	Click in the Voucher Number To field.

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Run this Request Copy	
Operating Unit	
Parameters Language American English	
At these Tit Voucher Preparer ID DHWSY	
Rur Supplier Name	
Supplier Site	
Upon Comp Prepayments Only	
Invoice Number From	
Invoice Number To	
Sequence Name	
Voucher Number From 2323206	
Voucher Number To	
Help (Begin Invoice Date End Invoice Date	
QK Cancel Clear Help	
	in in

Step	Action
11.	Enter the last Payment Voucher number you created into the Voucher Number To field.
	For this example, enter "2323208".



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Sequence Name	
Voucher Number From 2323206	
Voucher Number To 2323208	
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End Invoice Date	
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QK Cancel Clear Help	

Step	Action
12.	Click on the OK button.
	ΩK
13.	Click on the Submit button.
	Submit
14.	Click on the Refresh Data button.
	Refresh Data
15.	There are many phases when submitting a request ID to print.
	This request ID is in a " Pending " phase.
	As you continue to click on the Refresh Data button, it will move to " Running " and finally to " Completed ".
16.	Click on the Refresh Data button.
	Refresh Data



Step	Action
17.	Notice the phase is now " Completed ".
	Note: You must have Adobe Reader software that is compatible with your Windows version. Contact your Local Support Partner (LSP) for assistance.
	Click on the View Output button.
	View Output
18.	The first page of the report displays.
	Page down to view the other Payment Vouchers.
19.	The second page of the report displays information for the second payment voucher number.
	Page down to view the other Payment Voucher.
20.	The third page of the report displays information for the third payment voucher number.
21.	You may print the Payment Voucher/Invoice Report by selecting File>Print.
	Another way to print the report would be to click on the printer icon on the browser toolbar.
	This report should be printed in a landscape orientation.
22.	Congratulations! You have completed the simulation on how to run and print the Payment Voucher/Invoice Report . End of Procedure.

Resolving Problem Invoices

The AP Invoice Processor is responsible for working with the originator of the purchase order, payment voucher, or the PO Buyer, as appropriate, to resolve problems with invoices.

The Invoice Processor is responsible for reviewing invoices on hold, canceling invoices in the AP system and manually releaseing holds where authorized.

Invoices - Running Invoices on Hold Report

Procedure

In this simulation you will see how to run the Invoices on Hold report.

prise Search Contract Documents 🔽			Go Search Results Display	Preference	Standard [
ome					
Navigator	^ Worklist				
Personalize				Fu	ll List (11)
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UVA AP Fellows Stipend Processor UVA AP P-Card Holder	From 🗠	Туре 🗠	Subject 🗠	Sent 💌	Due 🗠
4 🖿 UVA AP/PO Viewer		PO Approval Error	Approval workflow database error occurs while approving Purchase Requisition 1191398	14-Apr-2016	
Supplier Entry Payments	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
Invoices	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Other Requests	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
Run Run	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
E Set	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA AR Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA Employee Self-Service	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA FA Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA GL Viewer UVA GM Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA GM Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA Instructor Self-Service	<				>

Step	Action
1.	To access the report:
	UVA AP/PO Viewer >> Other >> Run
	Click the Run list item.
	🔤 Run
2.	Click the OK button.
	<u></u> к
3.	Click the Name list of values drop down button.
4.	Click the Invoice on Hold Report row.
5.	Click the OK button.
	Qκ



Step	Action					
6.	Enter information as desired on the Parameters page.					
	No fields are required.					
	Dates must be entered in the DD-MM-YY format.					
	Click the OK button.					
7.	Click the Submit button. Submit					
8.	The report Phase is Pending. Click the Refresh Data button. Refresh Data					
9.	The report Phase is Running. Click the Refresh Data button.					
10.	The phase status is now Completed. Click the View Output button. View Output					
11.	Congratulations! You have completed the simulation to see how to run the Invoices on Hold report. End of Procedure.					

Invoices - Releasing Invoice Holds

Procedure

In this simulation you will see how to release an invoice hold so the invoice can be paid.

terprise Search Contract Documents			Go Search Results Displa	y Preference	Standard -
Home					
Navigator	^ Worklist				
Personalize				Full	List (11)
	X 2 5	🌣 🗕 💷			
UVA AP Fellows Stipend Processor UVA AP P-Card Holder	From 🗠	Туре 🗠	Subject 🛆	Sent 💌	Due 🗠
UVA AP P-Card Holder UVA AP/PO Viewer Supplier Entry		PO Approval Error	Approval workflow database error occurs while approving Purchase Requisition 1191398	14-Apr-2016	
Payments	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
Invoices	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Invoice Overview	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
 Withheld Amounts The other 	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Purchasing	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA AR Viewer UVA Employee Self-Service		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA FA Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA GL Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA GM Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA HRMS Viewer UVA Instructor Self-Service		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	

Step	Action
1.	To access the required area:
	UVA AP/PO Viewer >> Invoices >> Invoices
	Click the Invoices button.
	Invoices
2.	You may search for the invoice by entering either the Trading Partner name, the Invoice Number, or the Voucher Number.
	Click the Find button.
	Find
3.	Review the Holds placed on the invoice.
	Click the 3 Holds tab.
	3 Holds
4.	Choose a Release Name.
	Click in the Release Name field.
5.	Click the Release Name list of values button.



Step	Action
6.	Click the NRA Released row.
	NRA Released NRA released
7.	Click the OK button.
8.	Click the Actions 1 button.
9.	Click the Invoice Actions Validate checkbox.
10.	Click the OK button. ○⊻
11.	The invoice status is Validated. The Trading Partner will be paid.
12.	Congratulations! You have completed the simulation to see how to release an invoice hold so the invoice can be paid. End of Procedure.

Invoices - Canceling Invoices

Procedure

In this simulation you will see how to cancel an invoice.

ome			Go Search Results Display	Preference Stan	dard
Navigator	^ Worklist				
Personalize				Full Li	st (11
	X 2 6	🔅 🗕 💷 🗕			
UVA AP Fellows Stipend Processor UVA AP P-Card Holder	From 🗠	Туре 🛆	Subject 🗠	Sent 🔻 🛛 D	ue 🛆
▲ 🖿 UVA AP/PO Viewer		PO Approval Error	Approval workflow database error occurs while approving Purchase Requisition 1191398	14-Apr-2016	
Supplier Entry Payments	Jensen, Jack	PO Approval	Standard Purchase Order 1699309 has been approved	06-Apr-2016	
Invoices	Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Invoices Invoice Overview	Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
Withheld Amounts	Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Other Der Purchasing	Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
UVA AR Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
UVA Employee Self-Service	SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
UVA FA Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
UVA GL Viewer	SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
UVA GM Viewer UVA HRMS Viewer		UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
UVA Instructor Self-Service	<				>



Step	Action
1.	To access the required area:
	UVA AP/PO Viewer >> Invoices >> Invoices
	Click the Invoices button.
	Invoices
2.	Click in the Trading Partner: Name field.
3.	Enter the desired information into the Trading Partner: Name field.
	Enter "Larche".
4.	Press [Tab].
5.	The Trading Partner's Supplier Number and Taxpayer ID defaults.
	Click the Find button.
	Find
6.	Click the Attachments(paperclip) icon.
7.	Click in the Category field.
8.	Enter the desired information into the Category field.
	Enter " m ".
9.	Press [Tab].
10.	Miscellaneous is selected.
	Click the OK button.
	QK
11.	The Title field is an optional free-form field.
	You may enter either a Title or a Description or both.
12.	For this example, you will enter a Description.
	Click in the Description field.



Step	Action
13.	Enter the desired information into the Description field.
	Enter "Canceling Invoice".
14.	Press [Tab].
15.	Click the Data Type list of values .
16.	Click the Short Text row. Short Text
17.	Click the OK button.
18.	Enter the desired information into the Short text Multiline field. Enter " Enter reason for canceling invoice. ".
19.	Click the Save icon.
20.	Click the Close icon.
21.	You will need to "refresh" your screen in order to see the attachment (yellow paper under the paperclip icon). Following is one method to refresh your screen. Click in the PO Number field.
22.	Click in the PO Number field.
23.	Notice the yellow paper is visible under the paperclip icon now. Click the Actions 1 button. Actions 1
24.	Click the Cancel Invoices checkbox.
25.	Click the OK button. ○⊻



Step	Action
26.	Click the OK button.
27.	Notice the Note. This invoice is on Hold. Before you can cancel it, release the hold.
	Click the OK button.
	<u>OK</u>
28.	Click the 3 Holds tab.
	<u>3</u> Holds
29.	Click in the Release Name field.
30.	Click the Release Name list of values drop down menu.
31.	Click the NRA Released row.
	NRA Released NRA released
32.	Click the OK button.
	<u>Q</u> K
33.	Click the Actions 1 button.
	Actions 1
34.	Click the OK button.
35.	Click the 1 General tab.
	<u>1</u> General
36.	Notice the Status of the Invoice is Cancelled.
37.	Congratulations! Youhave completed the simulation to see how to cancel an
	invoice. End of Procedure.