AP - Accounts Payable

Training Guide

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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

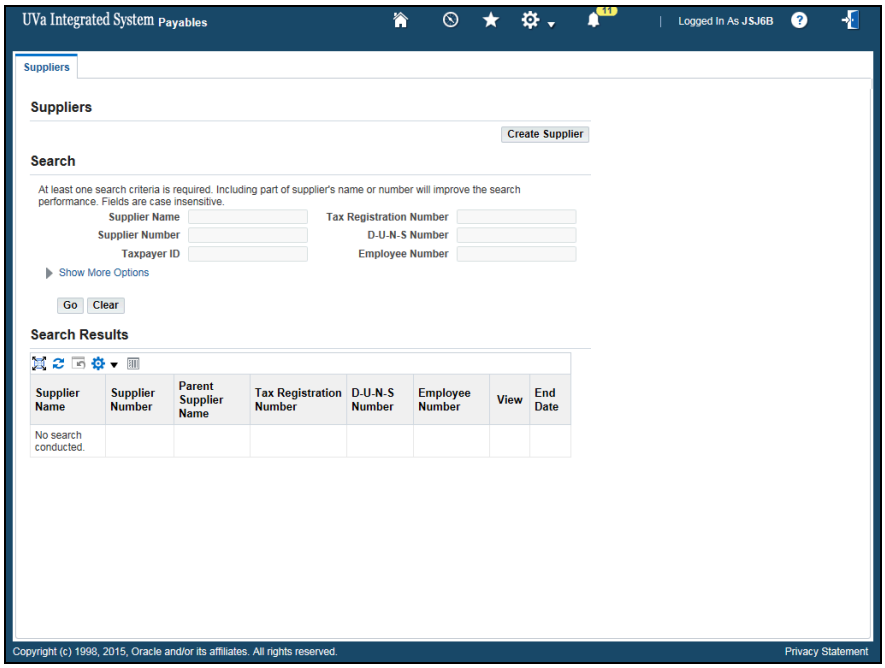
• Enter a supplier

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** and the **Taxpayer ID** number, which is a unique identifier.



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.
6.	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.**

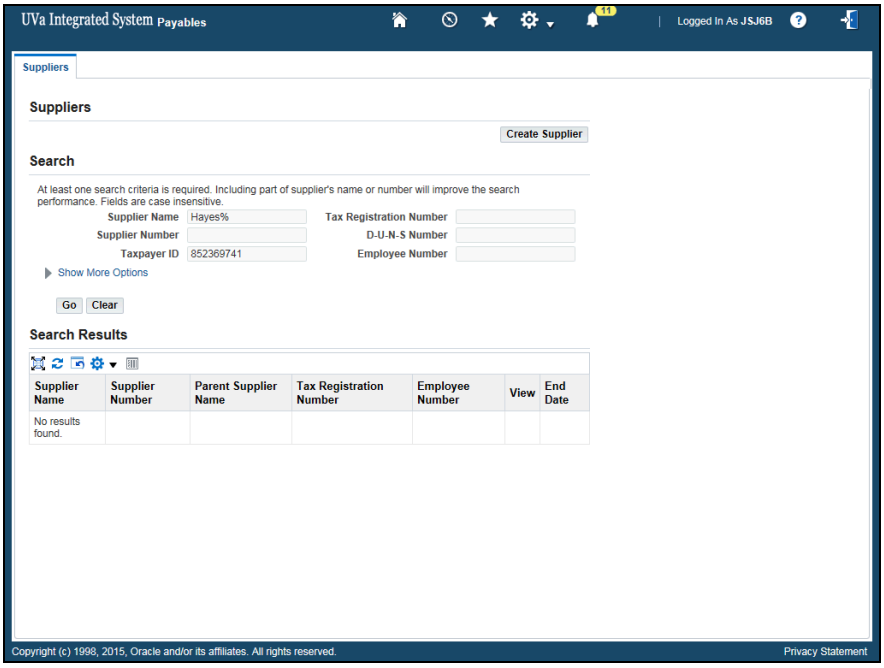
Entering a Supplier into the Vendor File

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).

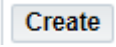
Procedure

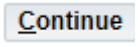
Note: Remember that before you add a supplier you must first check to ensure that the supplier does not already exist in the vendor file (refer to topic **Searching for a Supplier**).

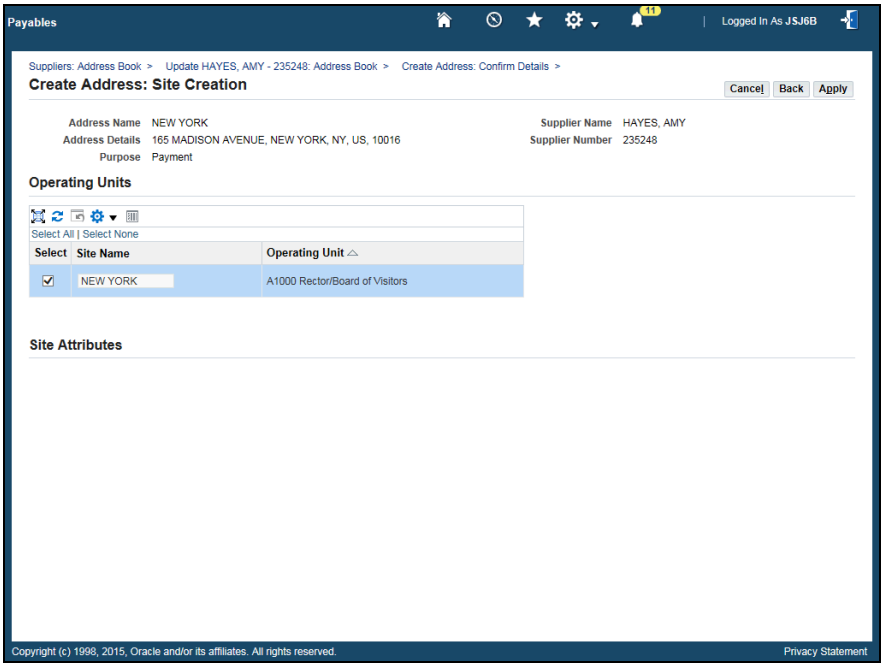
In this simulation you will create a new supplier for inclusion in the vendor file.



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. Apply

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.
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.
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 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 not 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. 
22.	The **Create Address: Site Creation** page displays. Use this page to link the address to the site. Click the **Select** checkbox.



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

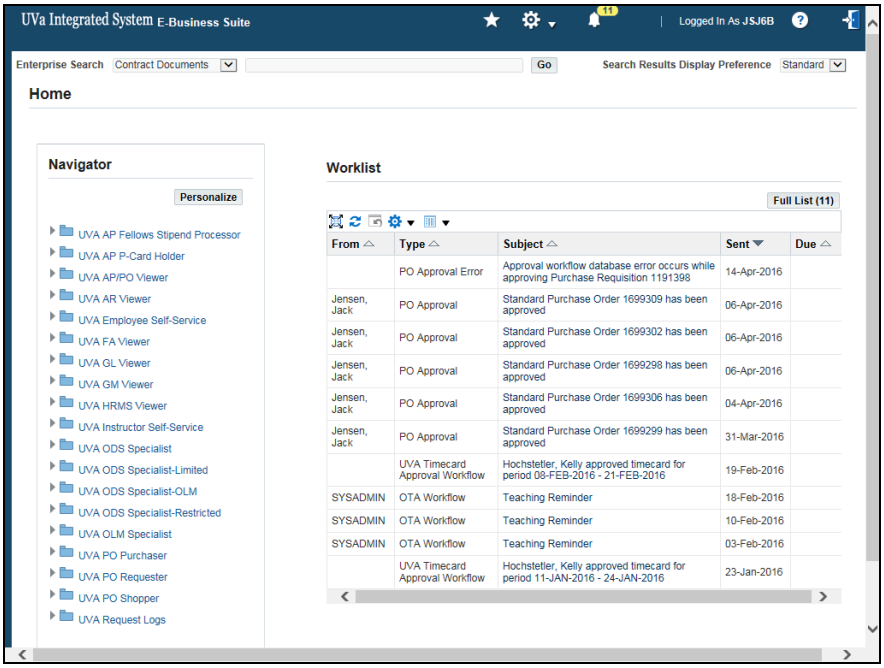
Upon completion of this section, you will be able to:

- Find a payment

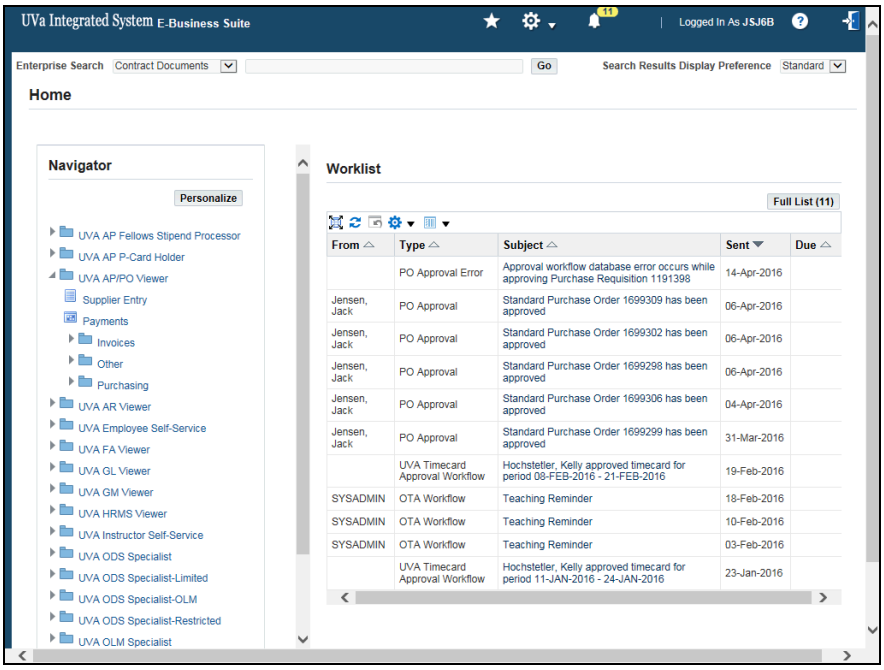
Finding Payments

Procedure

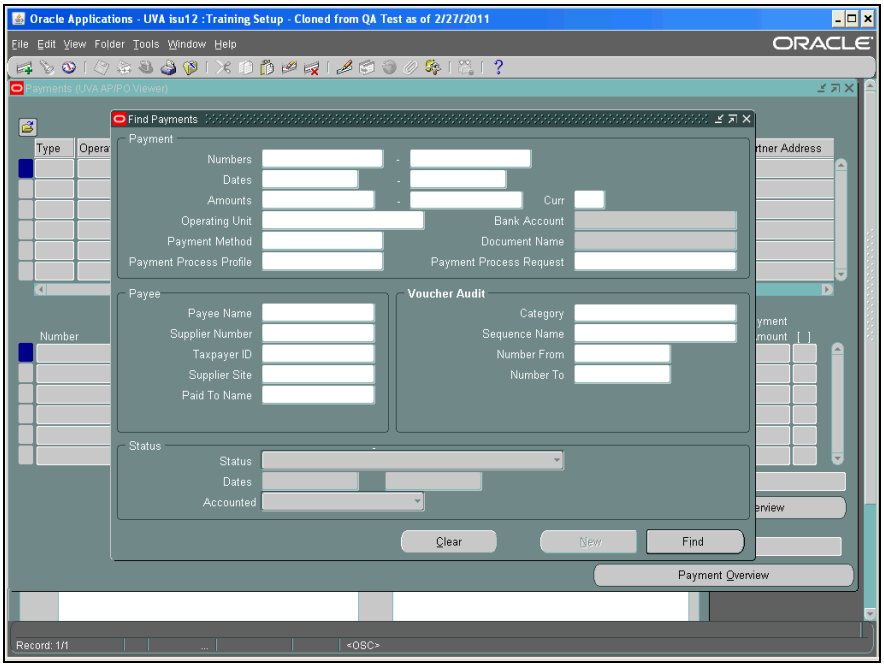
In this simulation, you will learn how to find a payment.



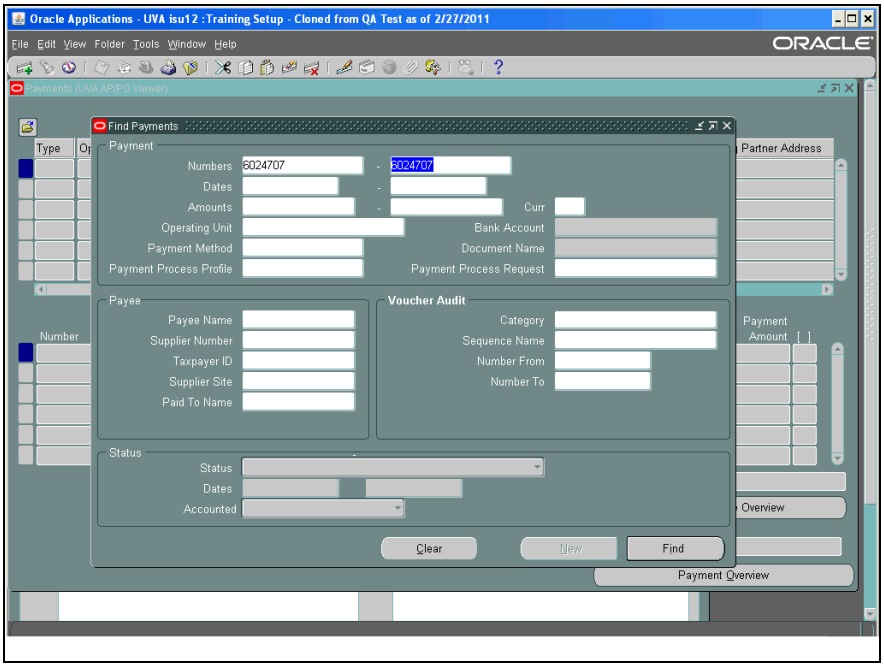
Step	Action
1.	Click on **UVA AP/PO Viewer** to navigate to **Payments**. UVA AP/PO Viewer



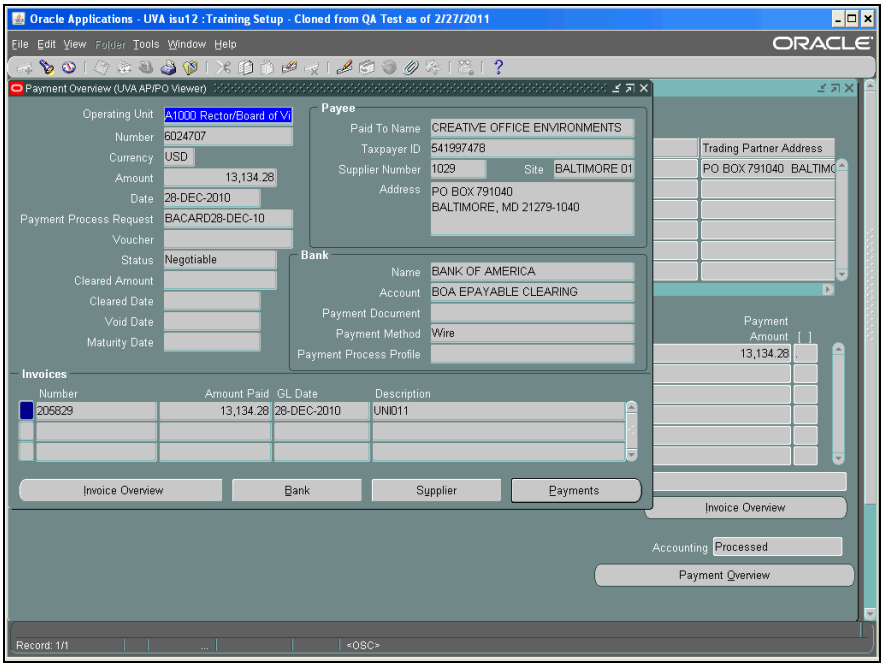
Step	Action
2.	Click on **Payments**. Payments
3.	The **Find Payments** page displays. Search for a payment by entering known data : **Payment** - check number **Payee** - Individual or Supplier receiving the payment **Voucher Audit** - Payment Voucher number **Status** - Status, Dates, and Accounted



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.
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.
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.
13.	The **Invoice Overview** page displays.
14.	Click the **Close** button.



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

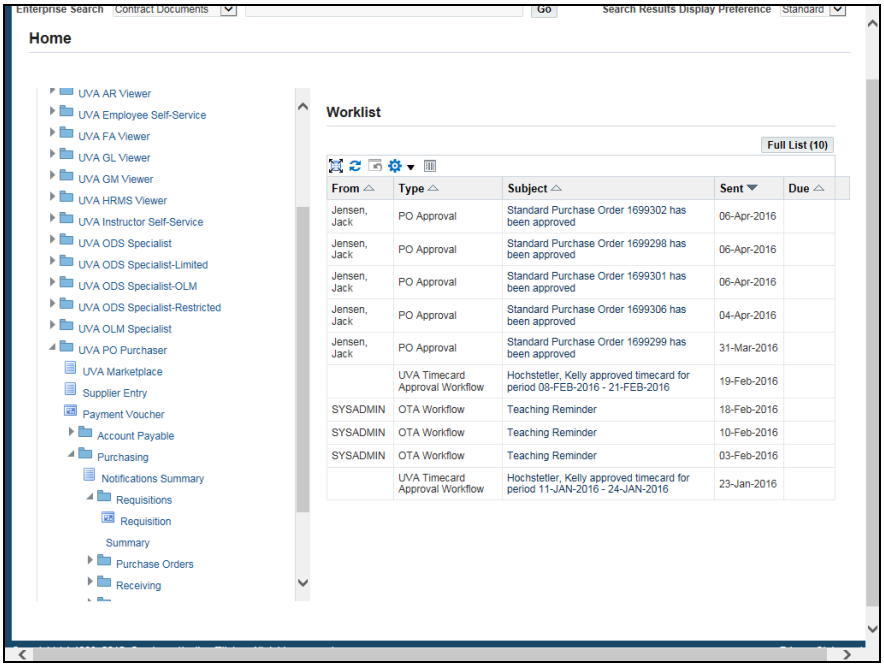
Upon completion of this section, you will be able to:

- Find a requisition
- Print a requisition

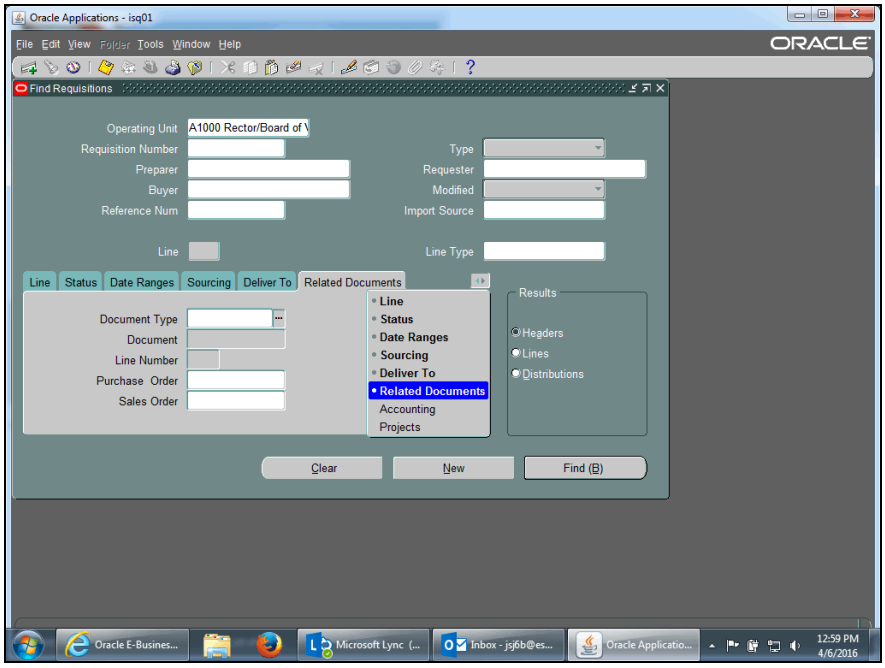
Finding a Requisition

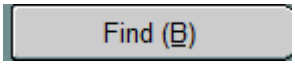
Procedure

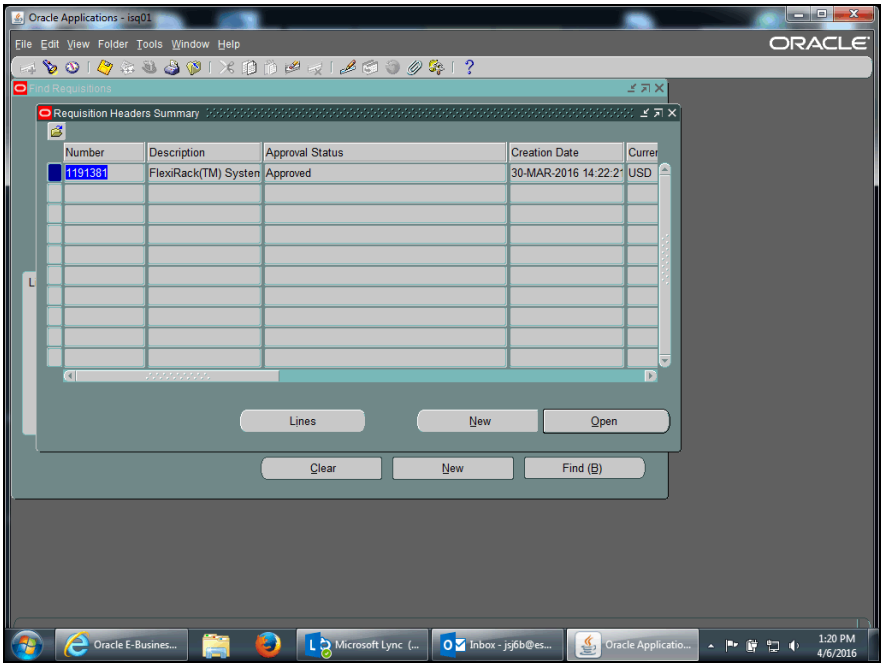
In this simulation you will locate a requisition.

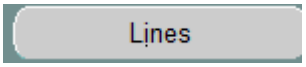


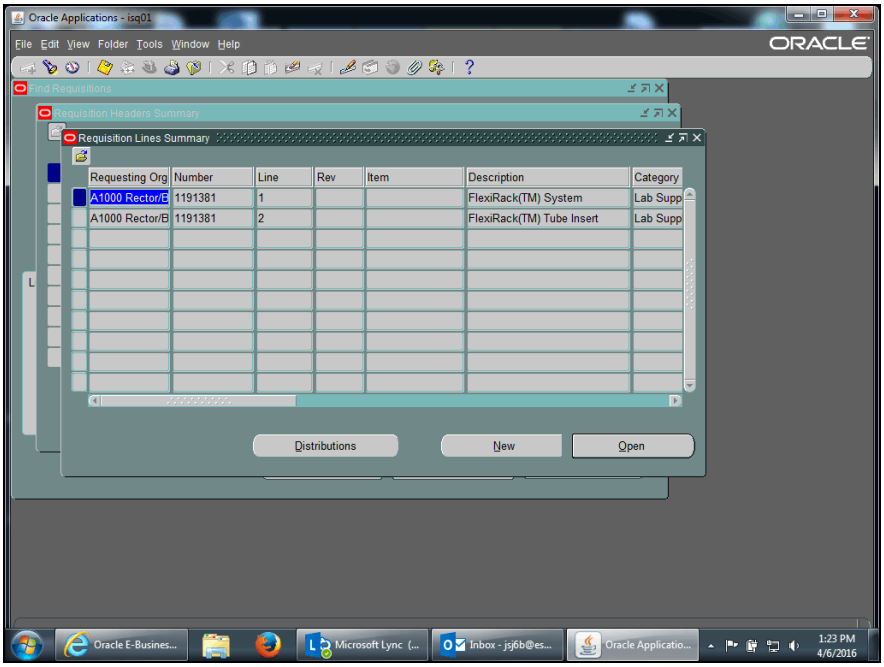
Step	Action
1.	To find a requisition, you must first go to the Requisition Summary. UVA PO Purchaser >> Purchasing >> Requisitions >> Requisition Summary. Click the **Requisition Summary** link. Requisition Summary
2.	Enter known criteria in the fields. The more information you include, the more restrictive 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.



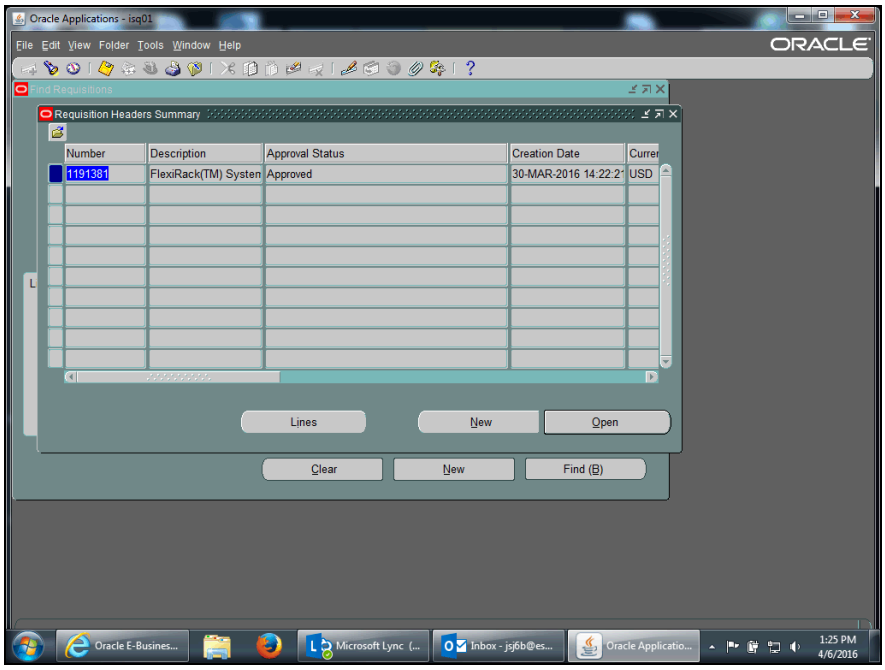
Step	Action
6.	Click in the **Requisition Number** field.
7.	Enter the example requisition number. Enter the desired information into the **Requisition Number** field. Enter "**1191381**".
8.	Click the **Find (B)** button. 
9.	The Requisition Headers Summary window displays. You cannot open the requisition.



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



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.

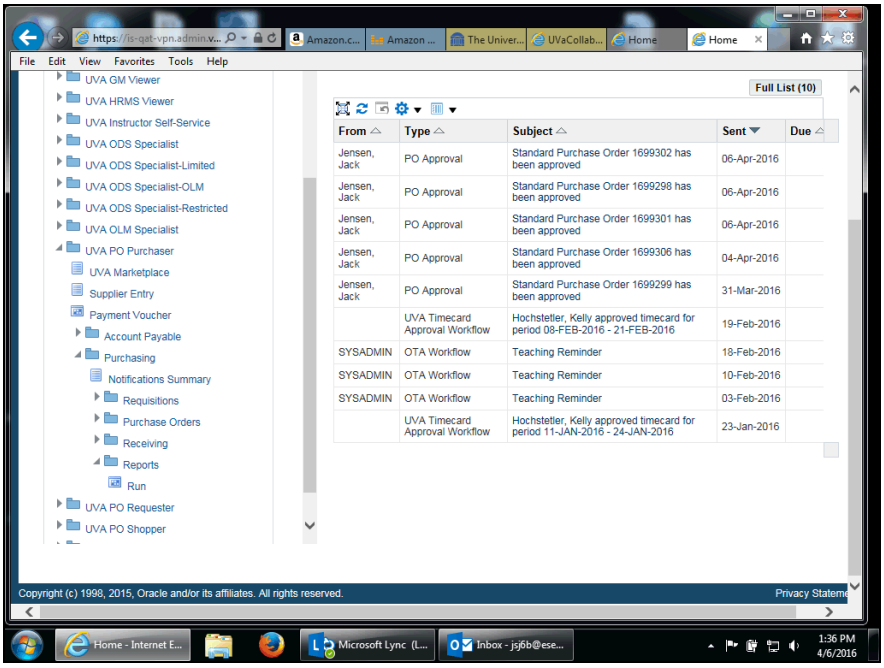


Step	Action
12.	Click the **Close** button.
13.	Congratulations, you have completed the simulation for finding a requisition. **End of Procedure.**

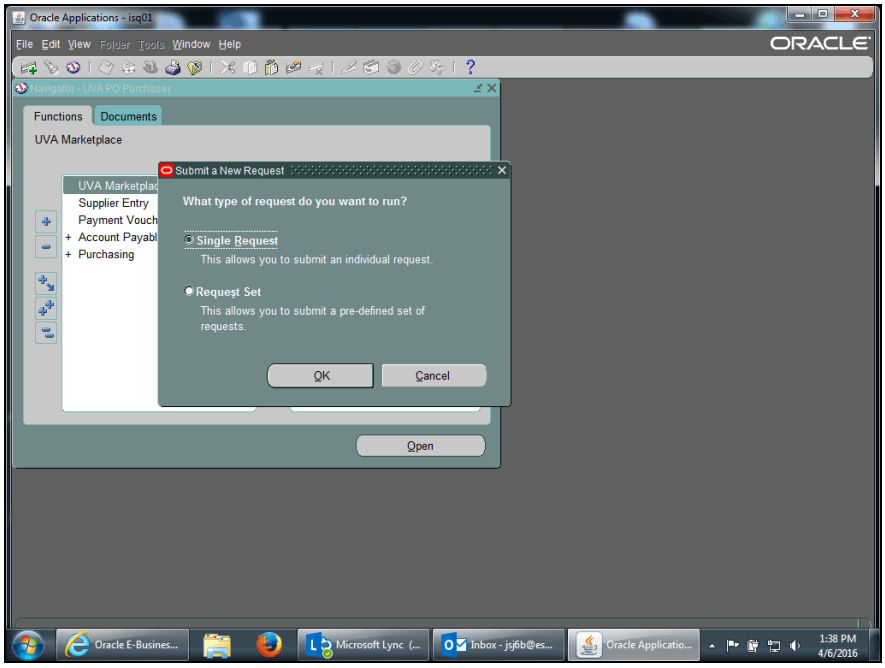
Printing a Requisition

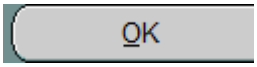
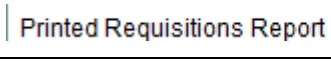
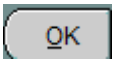
Procedure

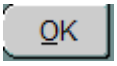
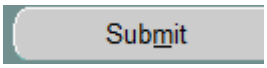
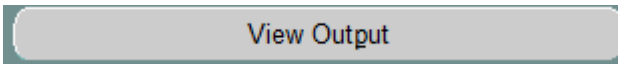
In this simulation, you will see how to print a requisition.



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. Run



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. 
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. 
11.	Click the **Submit** button. 
12.	The request is in the **Pending** phase. Click the **Refresh Data** button.
13.	Phase changes to **Completed** when the report has run. Click the **View Output** button. 
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

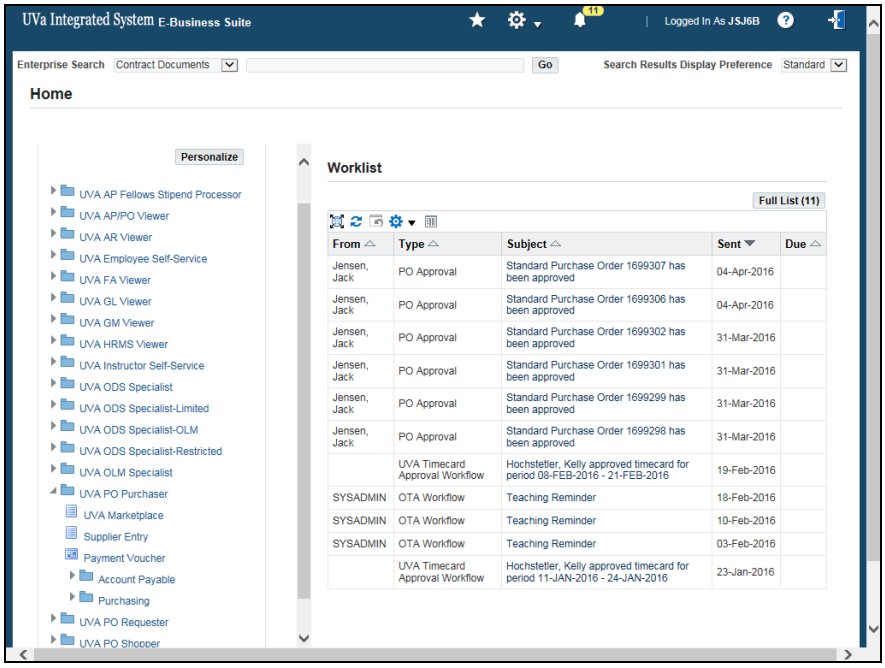
Upon completion of this section, you will be able to:

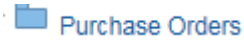
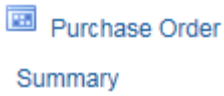
- Find purchase orders
- Print PDFs of purchase orders
- View invoices

Finding a Purchase Order

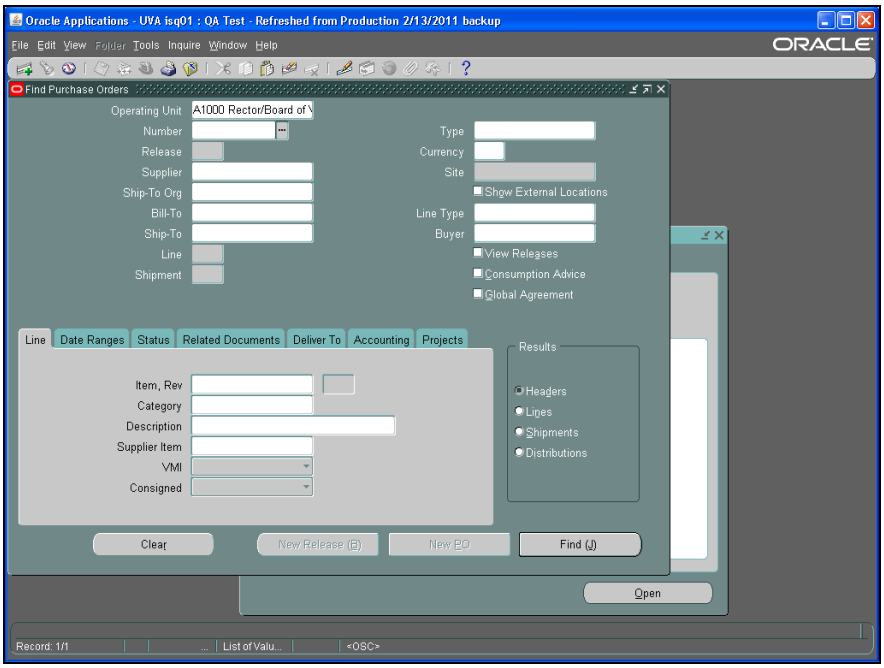
Procedure

In this simulation you will locate a purchase order.

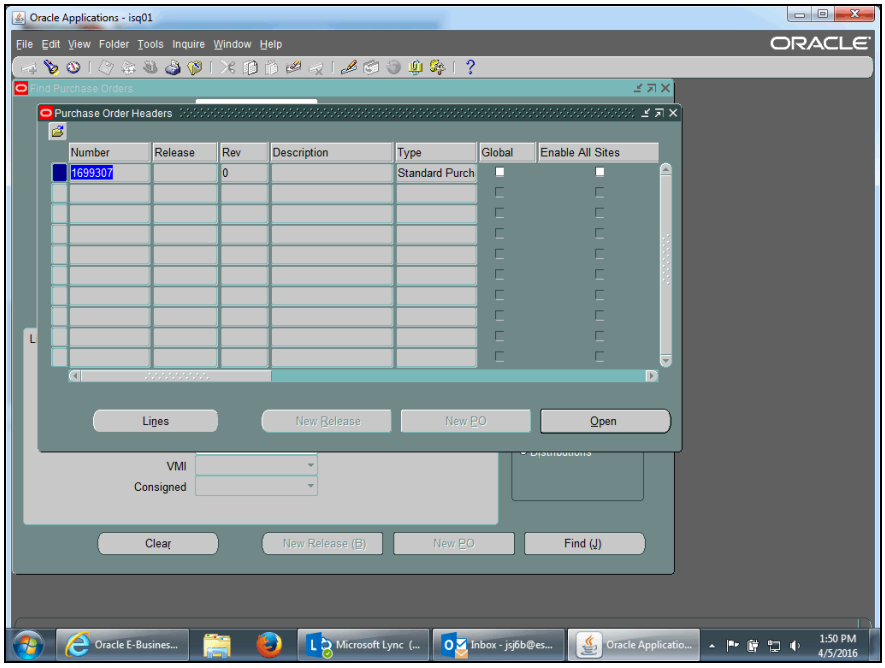


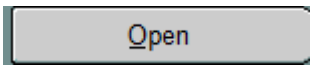
Step	Action
1.	From the UVA PO Purchaser menu on your Home page, navigate to the **Find Purchase Order** screen. Click the **Purchasing** link.
2.	Click the **Purchase Orders** link. 
3.	Click the **Purchase Order Summary** link. 
4.	Enter known criteria in the fields. The more information you include, 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.



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



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.**

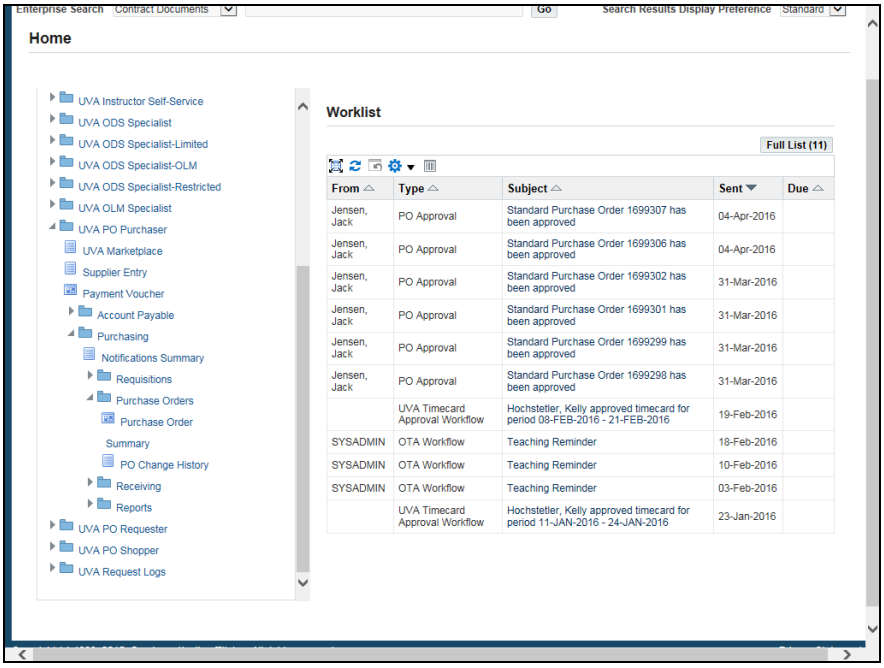
Printing a Purchase Order in the Integrated System

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.

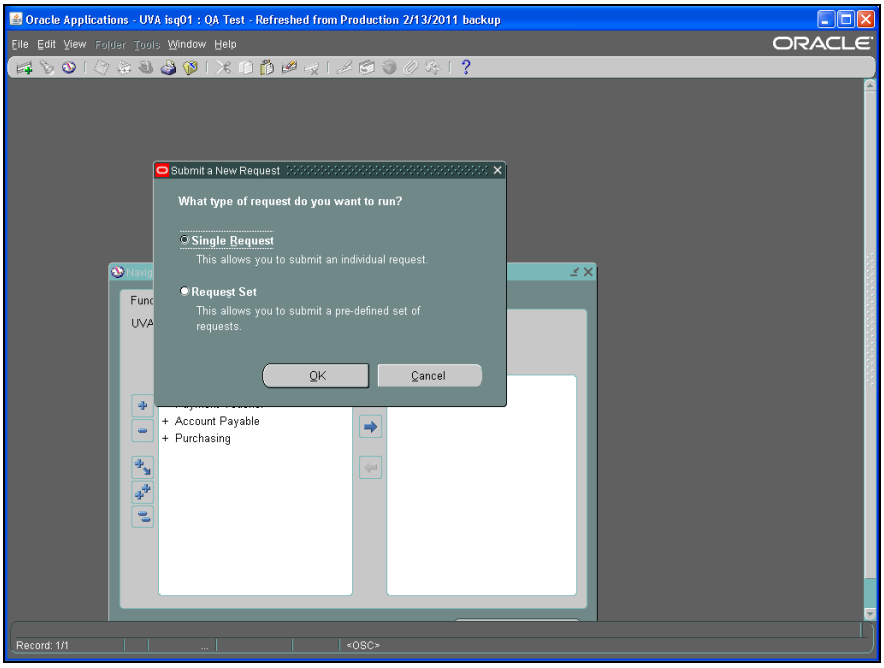
Also, if the purchase order is ever revised, you must print and deliver (fax, email, etc.) the revised purchase order to the Supplier/Vendor.

Procedure

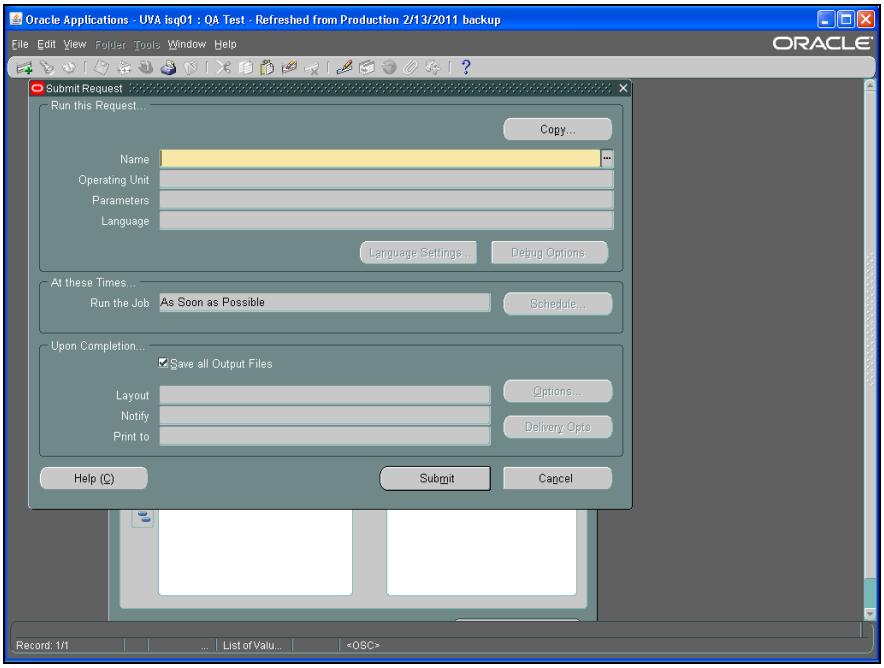
In this simulation you will see how to print a purchase order.

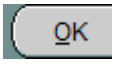
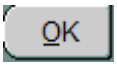
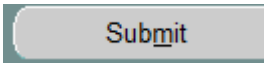


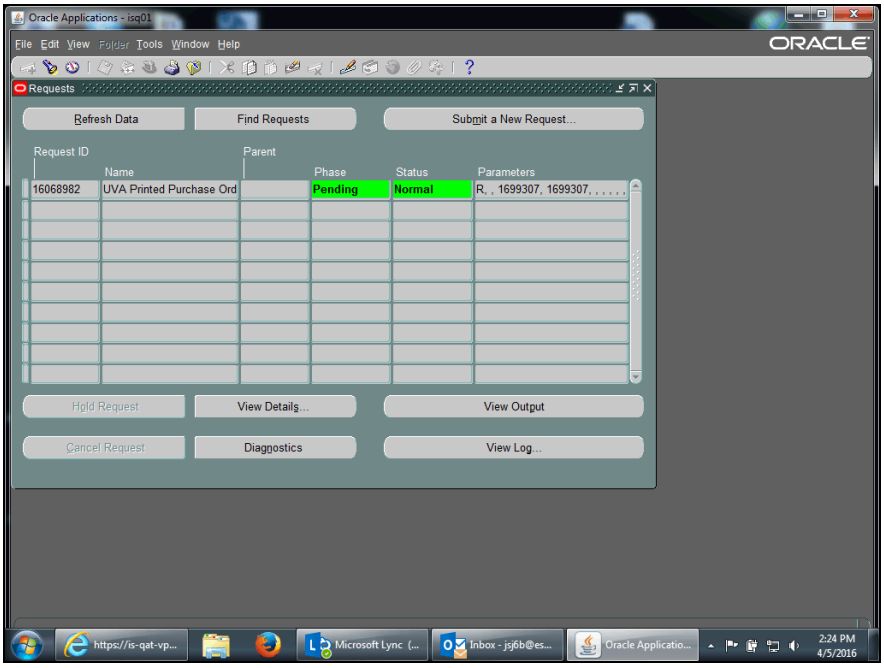
Step	Action
1.	From the **UVA PO Purchaser** menu on your home page, navigate to the **Submit a New Request** screen. Click the **Reports** link.
2.	Click the **Run** link.

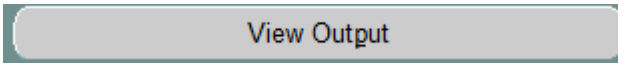


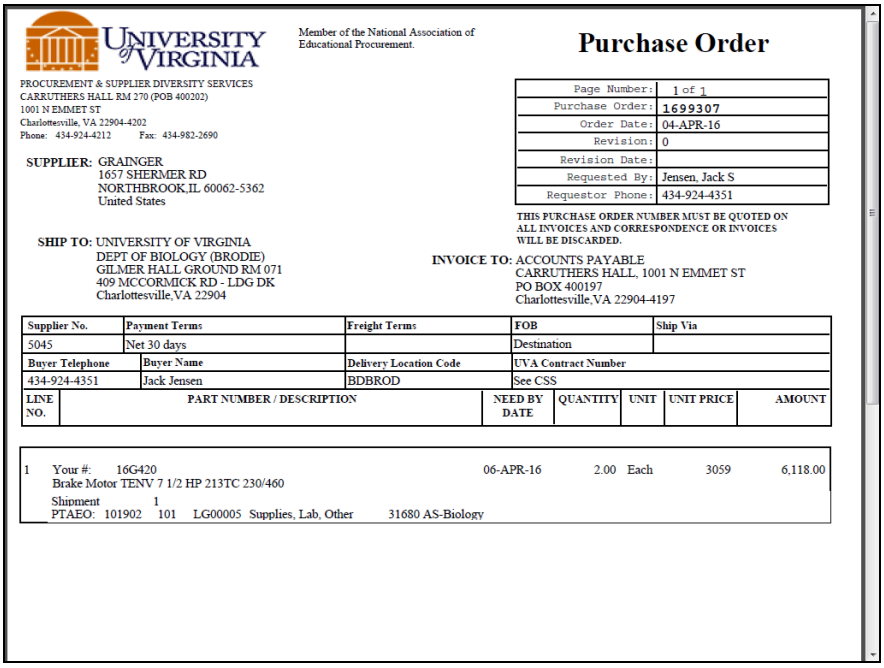
Step	Action
3.	The **Submit a New Request** screen displays. Using the **Single Request** option (defaulted), click the **OK** button.



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. 



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



UNIVERSITY of VIRGINIA

Member of the National Association of Educational Procurement.

PROCUREMENT & SUPPLIER DIVERSITY SERVICES
CARRUTHERS HALL RM 270 (POB 400202)
1001 N EMMET ST
Charlottesville, VA 22904-4202
Phone: 434-924-4212 Fax: 434-982-2690

Purchase Order

Page Number:	1 of 1
Purchase Order:	1699307
Order Date:	04-APR-16
Revision:	0
Revision Date:	
Requested By:	Jensen, Jack S
Requestor Phone:	434-924-4351

THIS PURCHASE ORDER NUMBER MUST BE QUOTED ON ALL INVOICES AND CORRESPONDENCE OR INVOICES WILL BE DISCARDED.

SUPPLIER: GRAINGER
1657 SHERMER RD
NORTHBROOK,IL 60062-5362
United States

SHIP TO: UNIVERSITY OF VIRGINIA
DEPT OF BIOLOGY (BRODIE)
GILMER HALL GROUND RM 071
409 MCCORMICK RD - LDG DK
Charlottesville,VA 22904

INVOICE TO: ACCOUNTS PAYABLE
CARRUTHERS HALL, 1001 N EMMET ST
PO BOX 400197
Charlottesville,VA 22904-4197

Supplier No.	Payment Terms	Freight Terms	FOB	Ship Via
5045	Net 30 days		Destination	

Buyer Telephone	Buyer Name	Delivery Location Code	UVA Contract Number
434-924-4351	Jack Jensen	BDBROD	See CSS

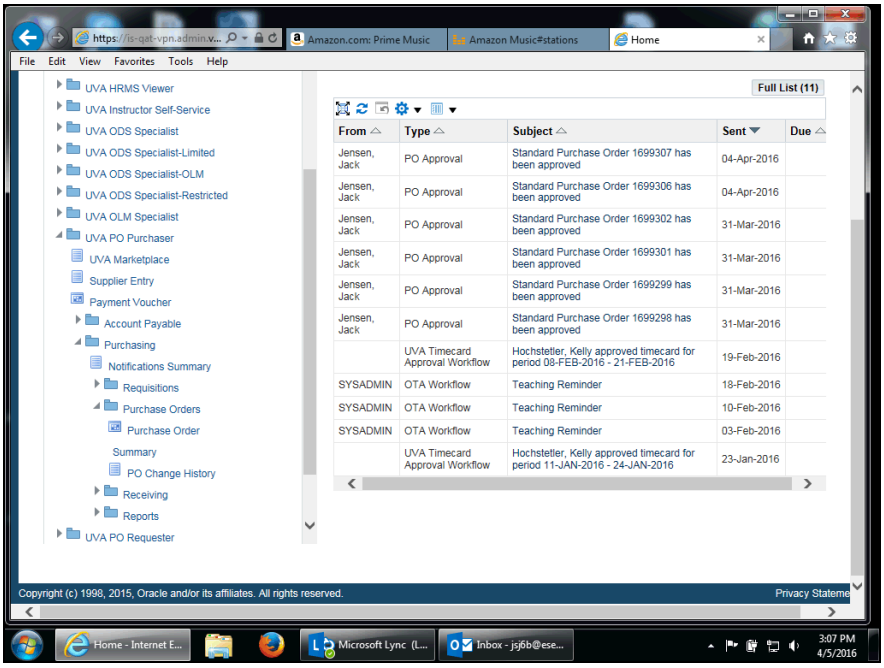
LINE NO.	PART NUMBER / DESCRIPTION	NEED BY DATE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Your #: 16G420 Brake Motor TENV 7 1/2 HP 213TC 230/460 Shipment 1 PTAEO: 101902 101 LG00005 Supplies, Lab, Other 31680 AS-Biology	06-APR-16	2.00	Each	3059	6,118.00

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.**

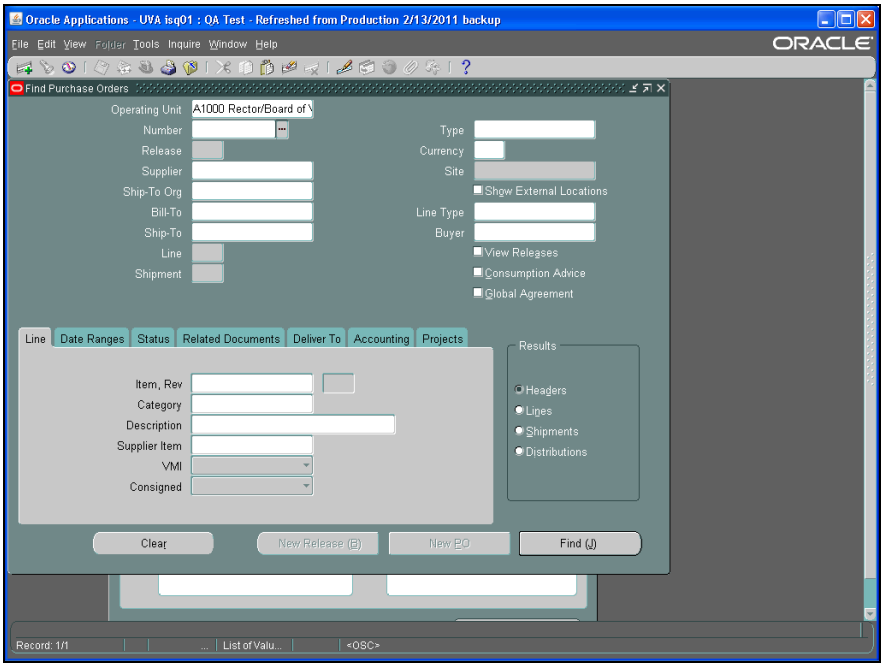
Viewing an Invoice

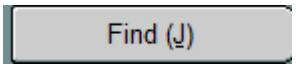
Procedure

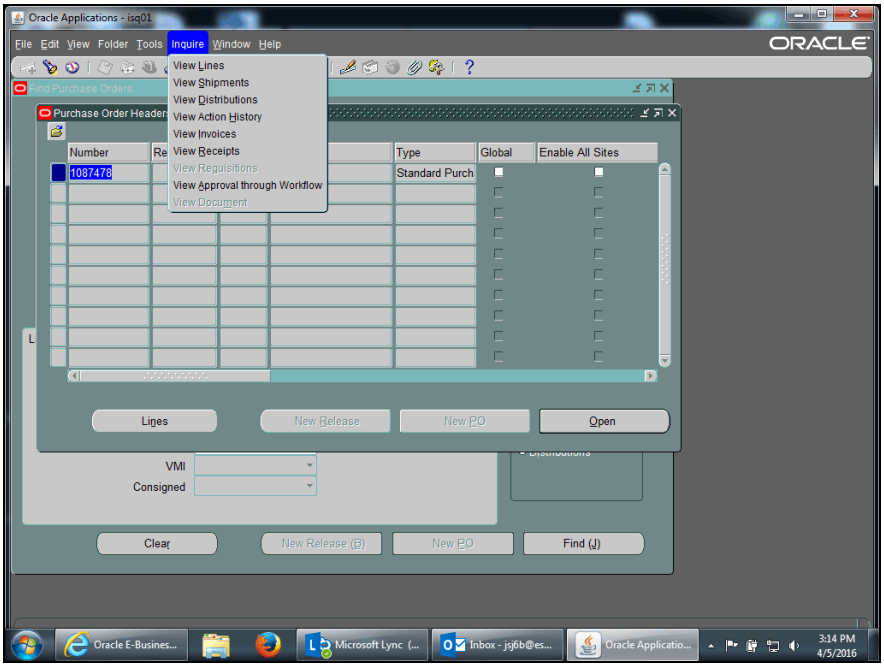
In this simulation you want to view an invoice.



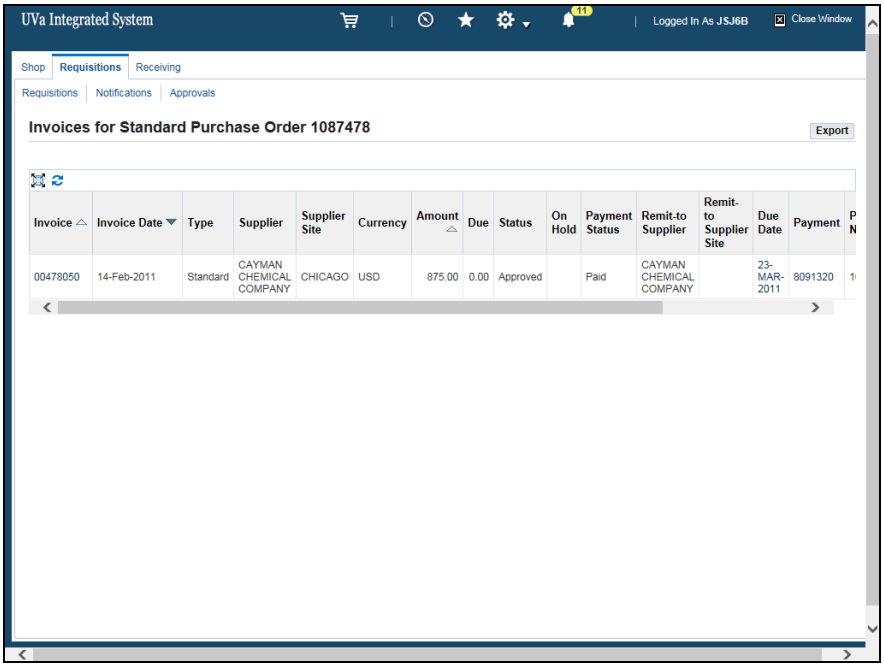
Step	Action
1.	From your Home page, navigate to the **Find Purchase Order** screen. UVA PO Purchaser > Purchasing > Purchase Orders, click the **Purchase Order Summary** link. Purchase Order Summary



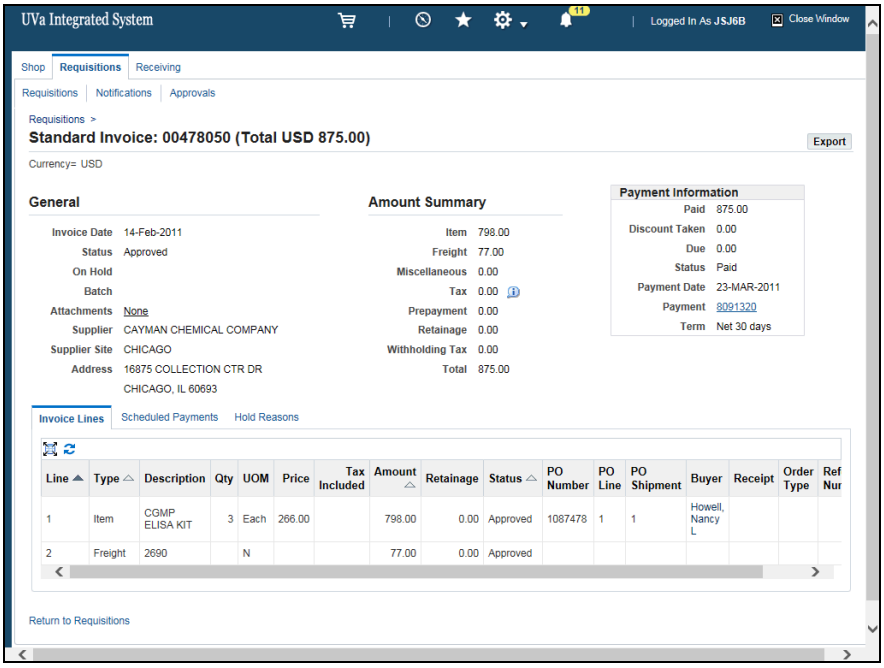
Step	Action
2.	Enter known criteria in the fields. The more information you include, the more restrictive the search. We recommend that you search either by purchase order **Number** or by **Buyer** name. In this example, locate the PO using the PO number. Enter the desired information into the **Number**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



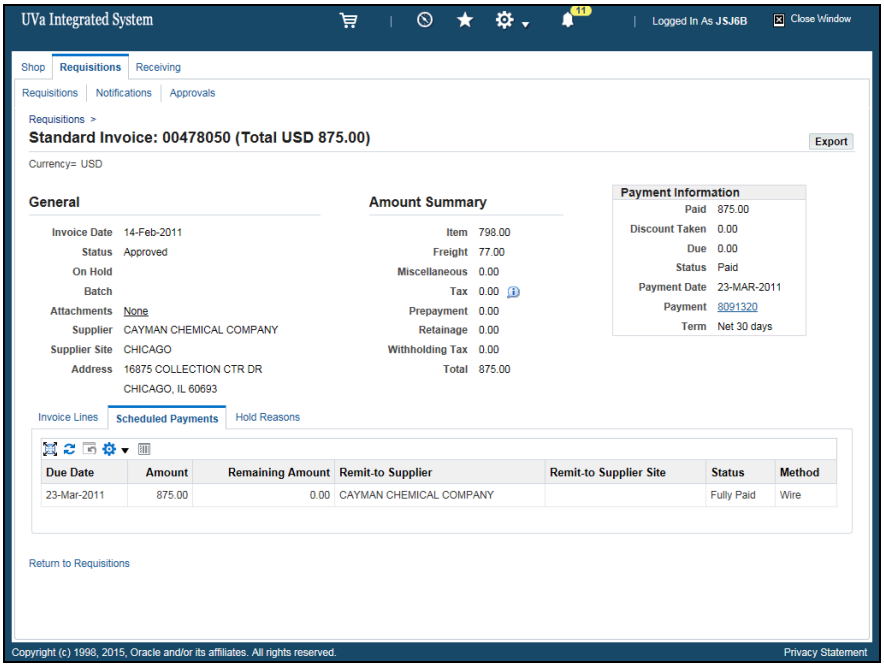
Step	Action
5.	Click the **View Invoices** list item. View Invoices



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.



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



Step	Action
9.	Click the **Hold Reasons** tab. 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.**

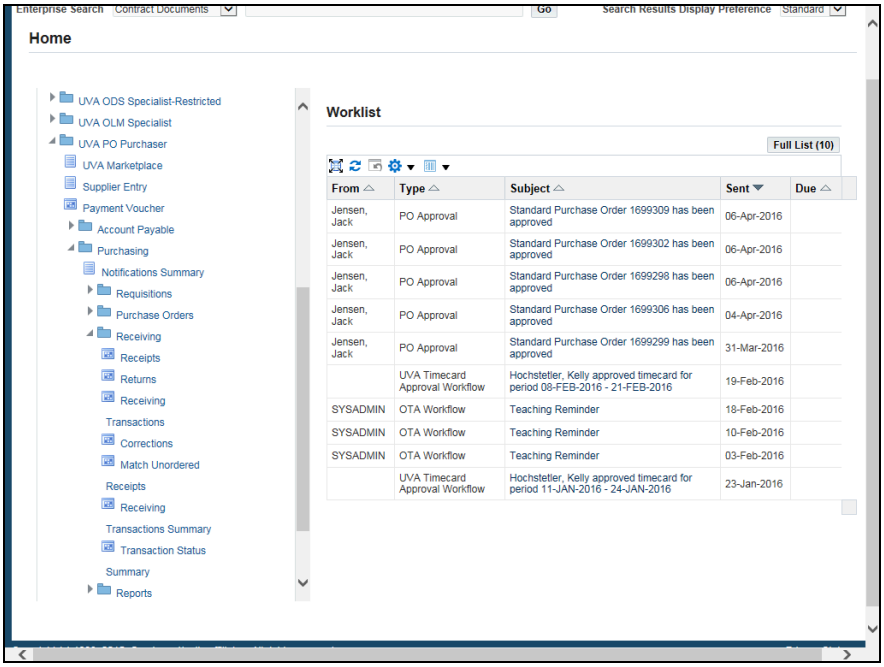
Reviewing Receiving Transactions

Reviewing a Receiving Transaction

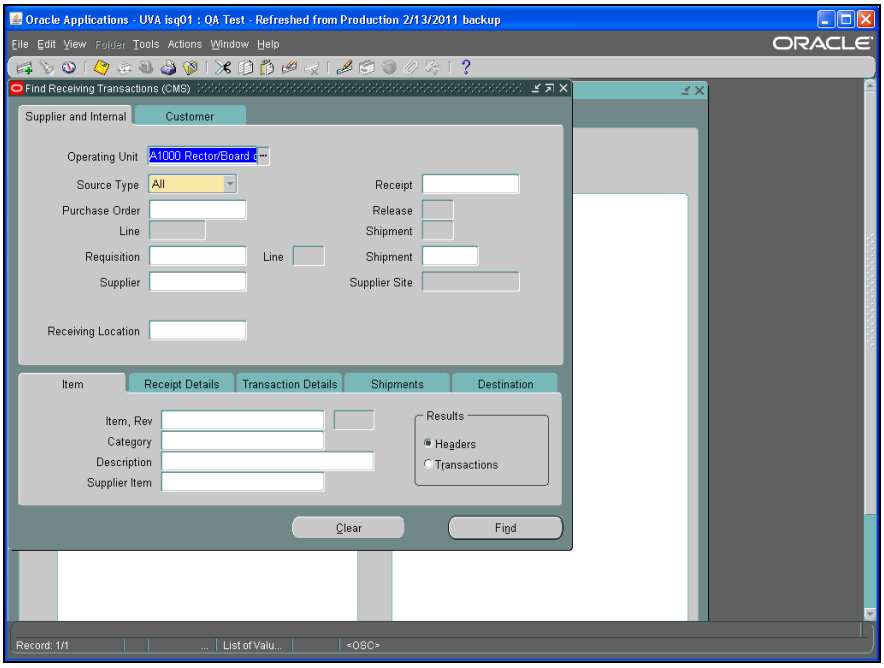
As needed, you can review your receiving transactions.

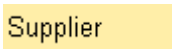
Procedure

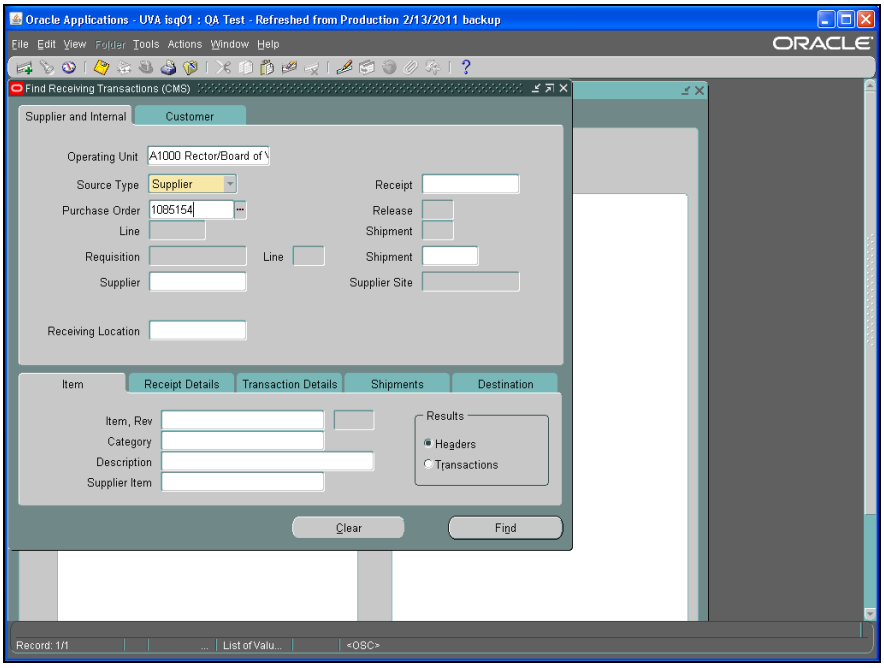
In this simulation you want to review a recently received purchase order.



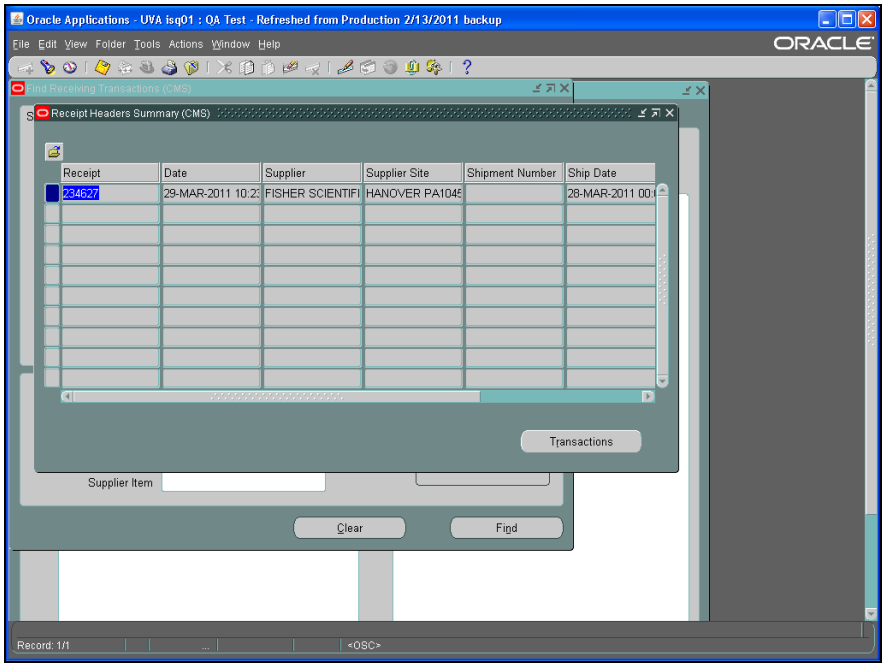
Step	Action
1.	From your Home page, navigate to the **Find Receiving Transactions** screen. UVA PO Purchaser > Purchasing > Receiving, click the **Receiving Transactions Summary** link. Receiving Transactions Summary



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. 
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**".



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.



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

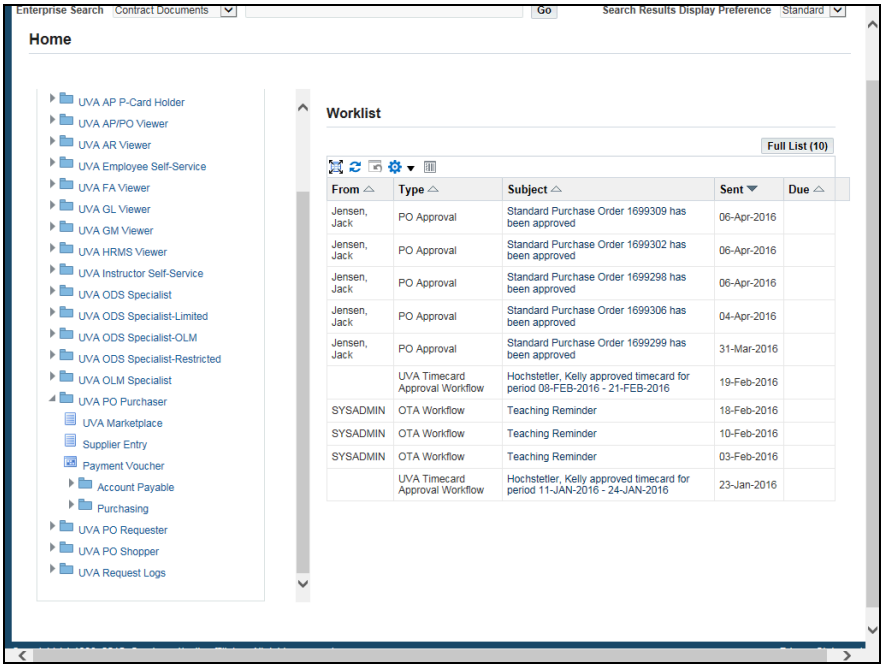
Finding and Reviewing a Payment Voucher

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.

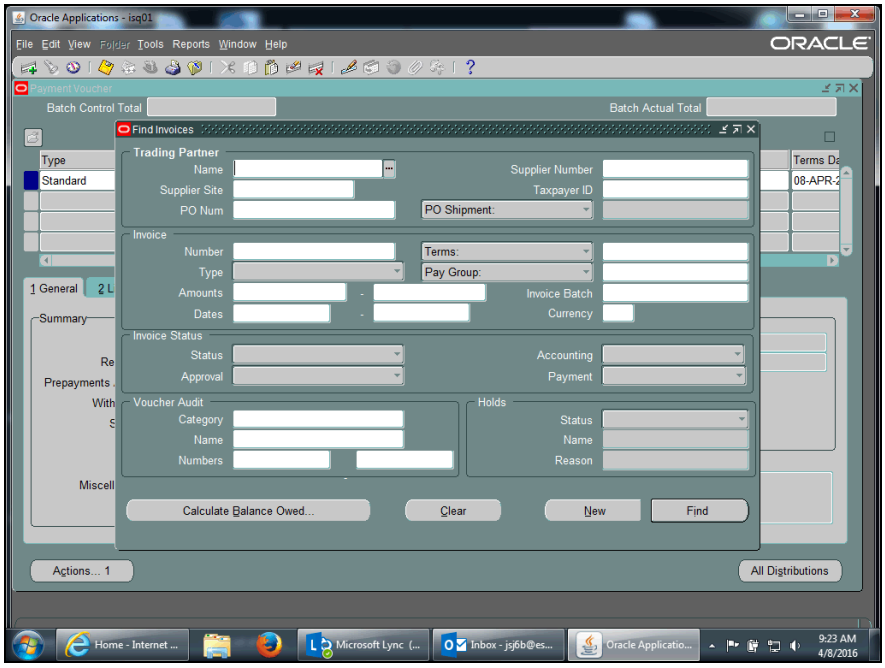
Once the payment voucher has been approved, it is available for Accounts Payable (Procurement) to process the payment. If no changes are required, payment will be made.

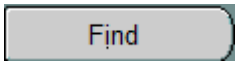
Procedure

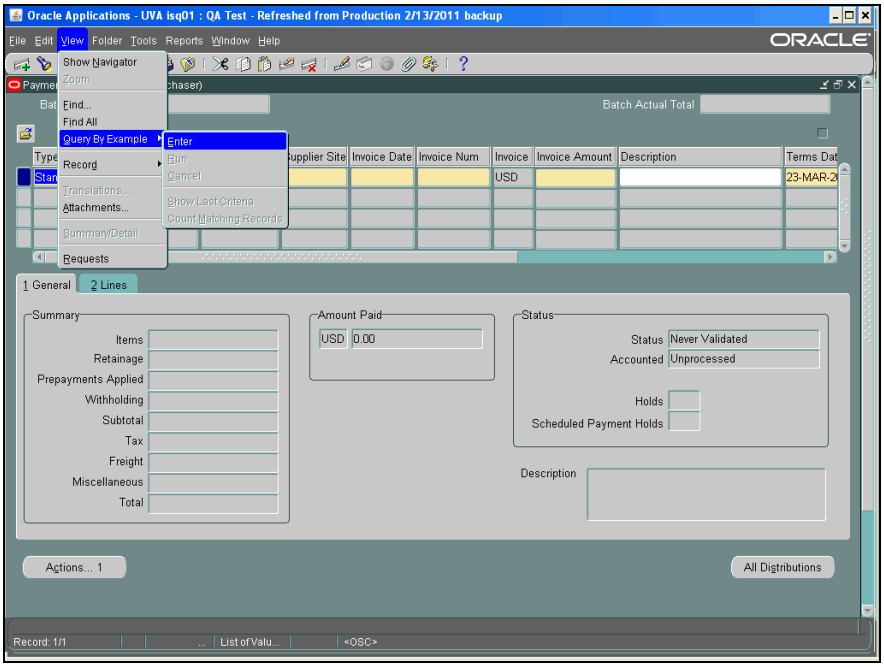
This simulation shows two different methods of finding payment vouchers.



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.
3.	The **Find Invoices** screen displays. You can search by **Trading Partner/Supplier**, **Invoice Number** or **Voucher Number**, or a combination of the three.



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. 
10.	The **Payment Voucher** displays. As needed, you can use the **All Distributions** button to review the distributions.



Step	Action
11.	**Method 2: Run a Query** From the menu bar, select **View>Query by Example>Enter**. Click the **Enter** menu.
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.

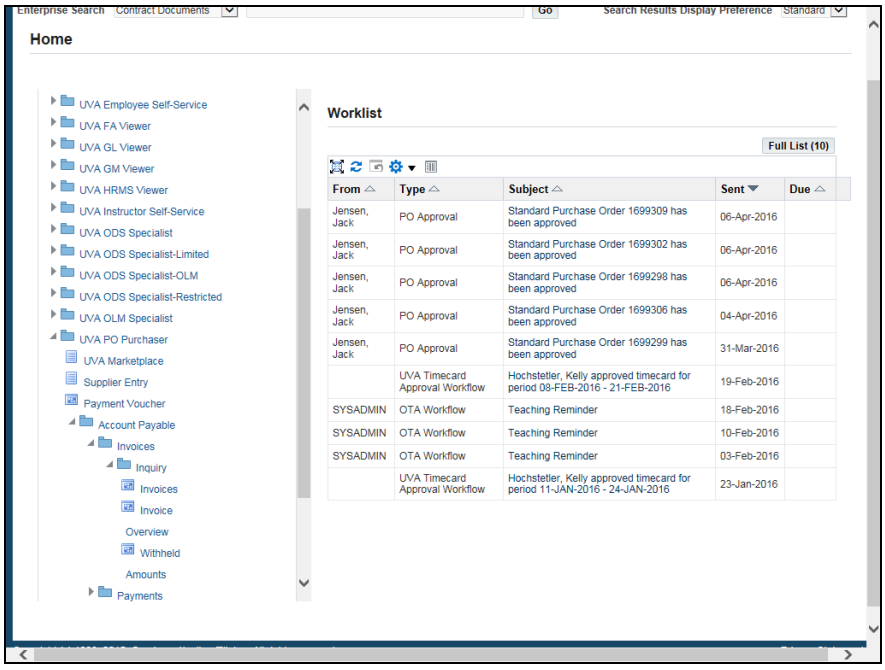
You can click on the check number to activate the Payment Overview button.

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).

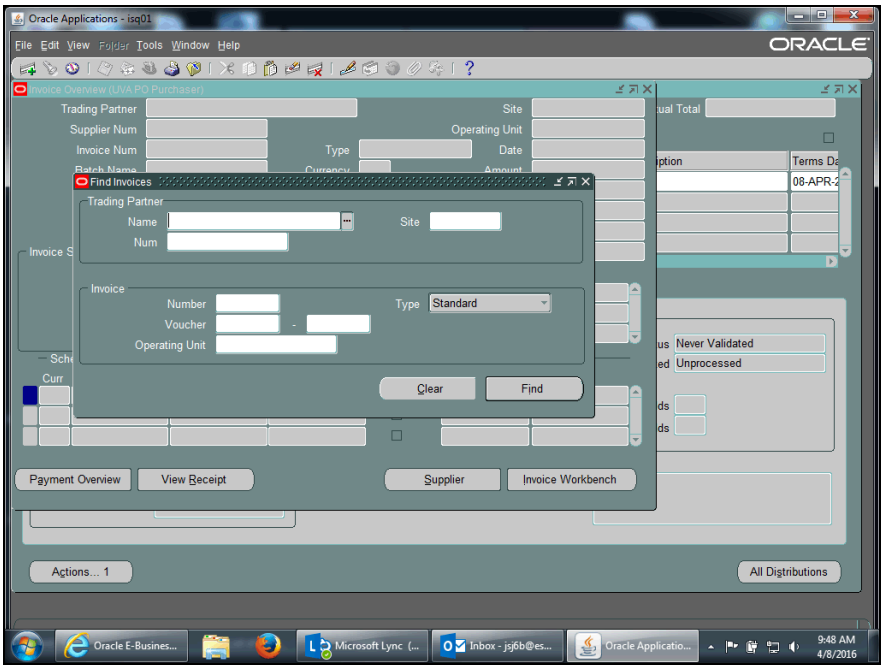
The status of the check, cashed or negotiable (not yet cashed) is also shown.

Procedure

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

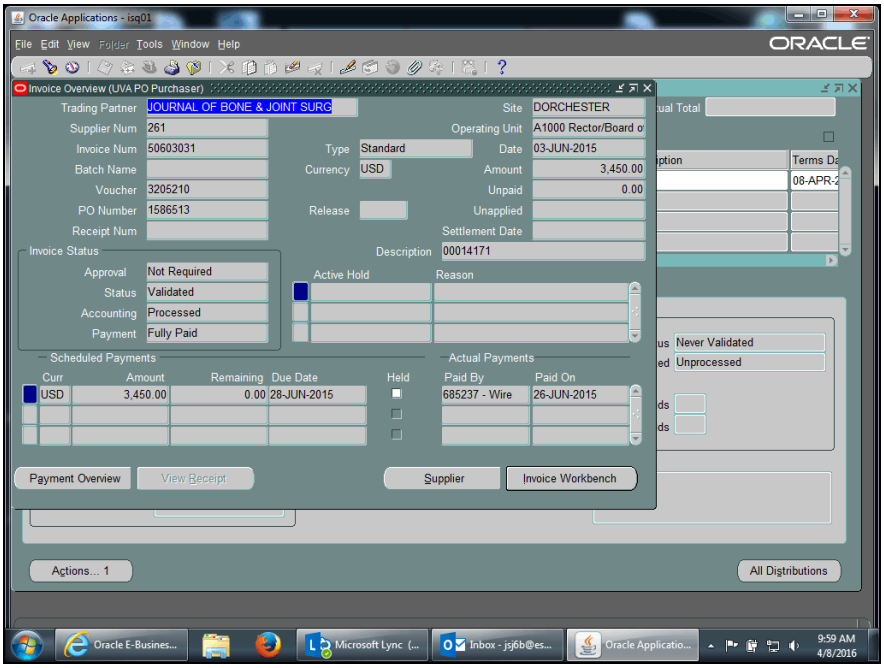


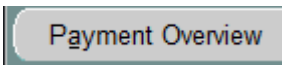
Step	Action
1.	You will need to go to the Invoice Overview. UVA Purchaser >> Accounts Payable >> Invoices >> Inquiry >> Invoice Overview Click **Invoice Overview** Invoice Overview

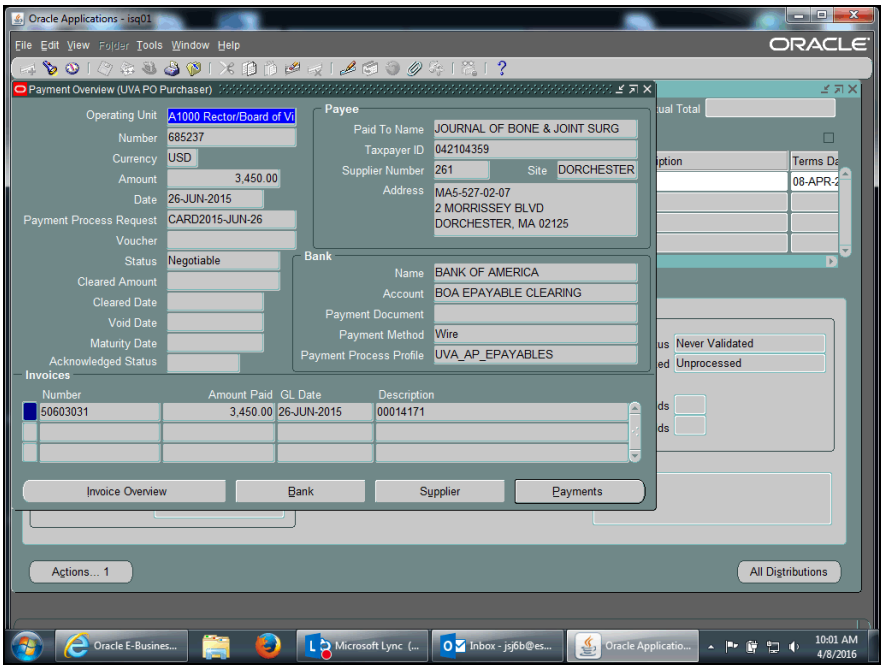


Step	Action
2.	The **Find Invoices** page displays. You can enter search criteria such as Trading Partner, Invoice Number, and/or Voucher number. For this example, search by the voucher number. Click in the **Voucher Start Number** field.
3.	Enter the desired information into the **Voucher Start Number**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



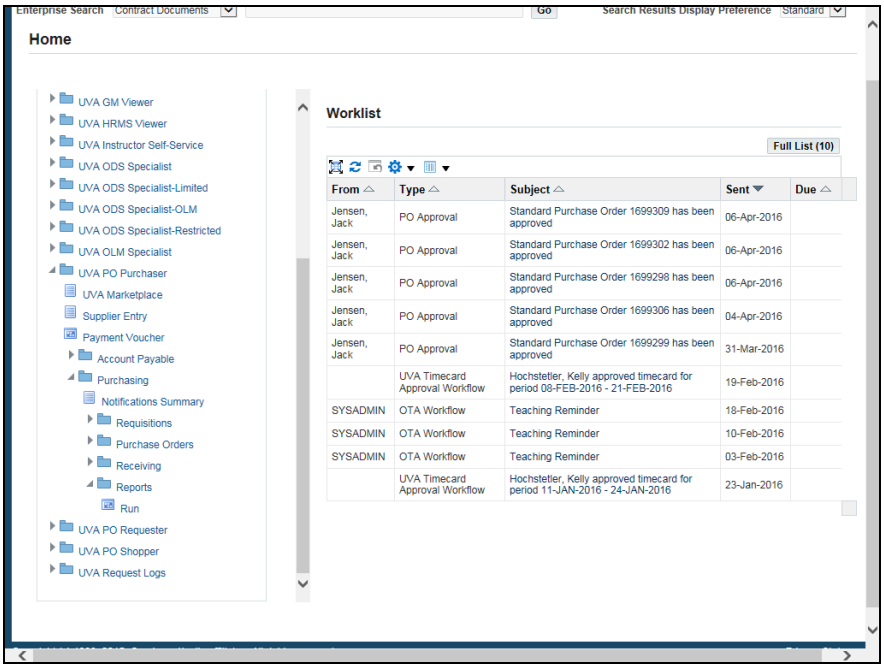
Step	Action
14.	Click the **Close** button.
15.	Congratulations! You have completed the simulation for viewing the status of a payment voucher. **End of Procedure.**

Running and Printing the Payment Voucher/Invoice Report

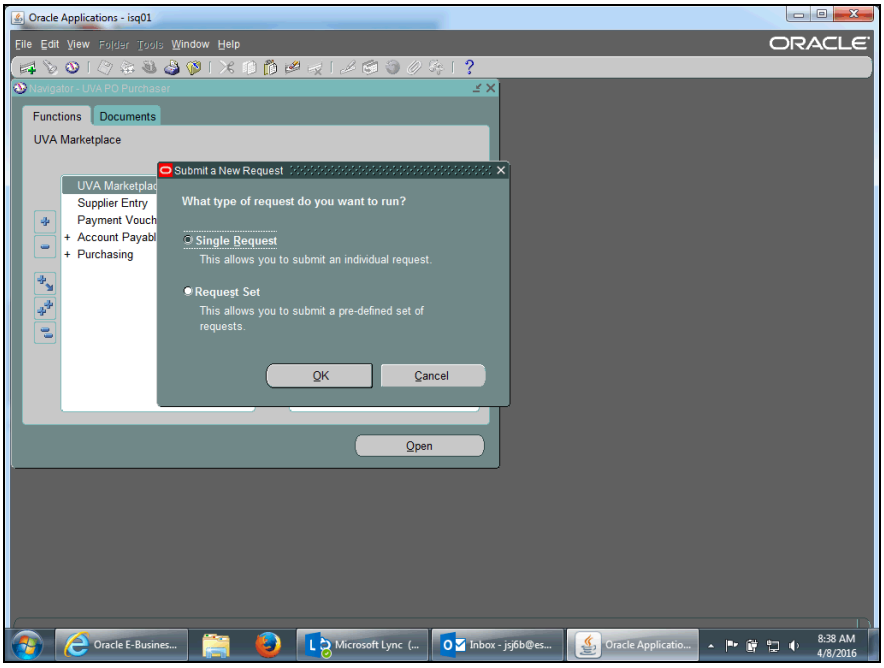
Procedure

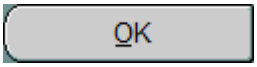
You may need to print the payment vouchers you created.

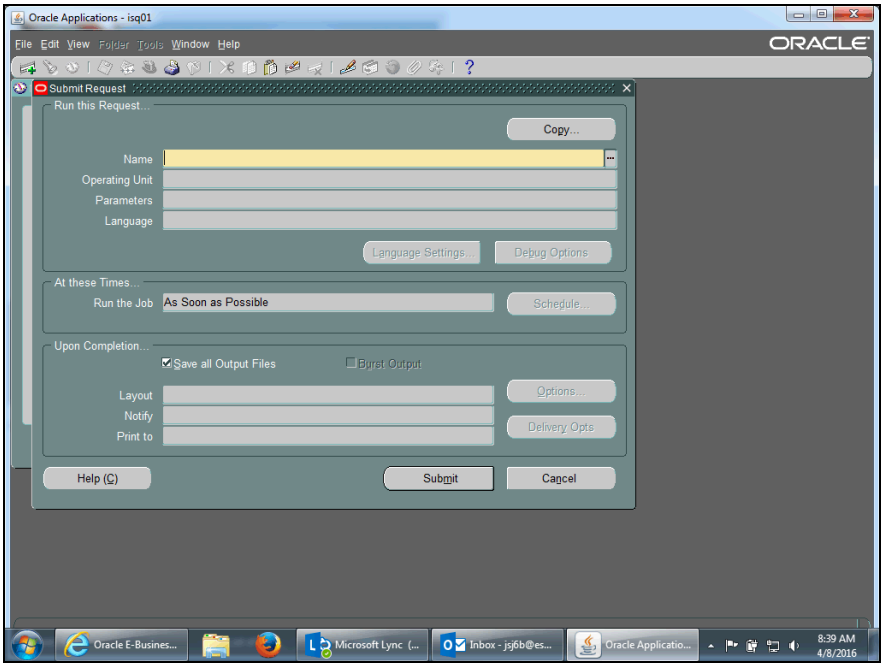
In this simulation, you will learn how to run and print the **Payment Voucher/Invoice Report**.



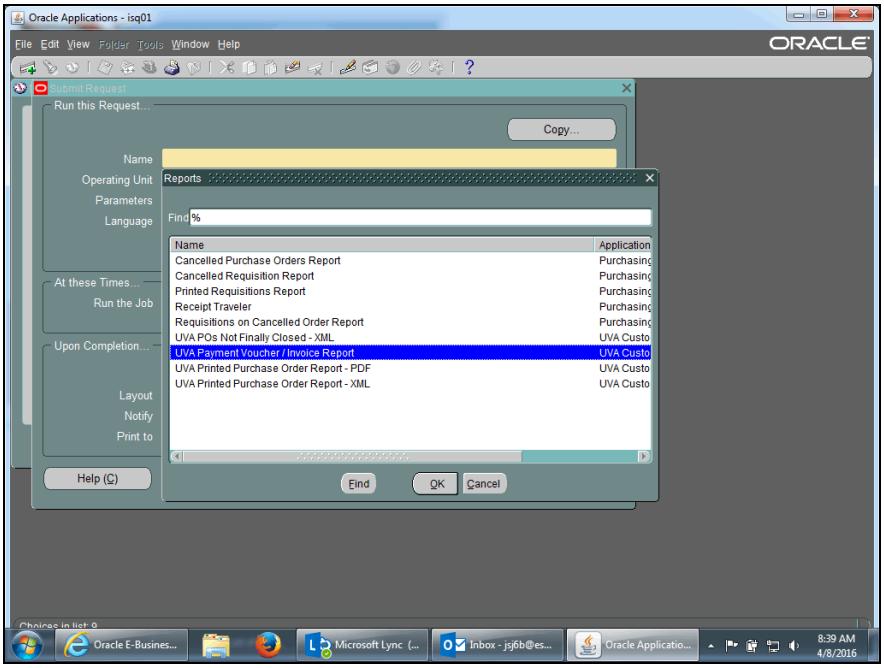
Step	Action
1.	Expand the **Reports** link to find the report. Click on the **Run link.** Run



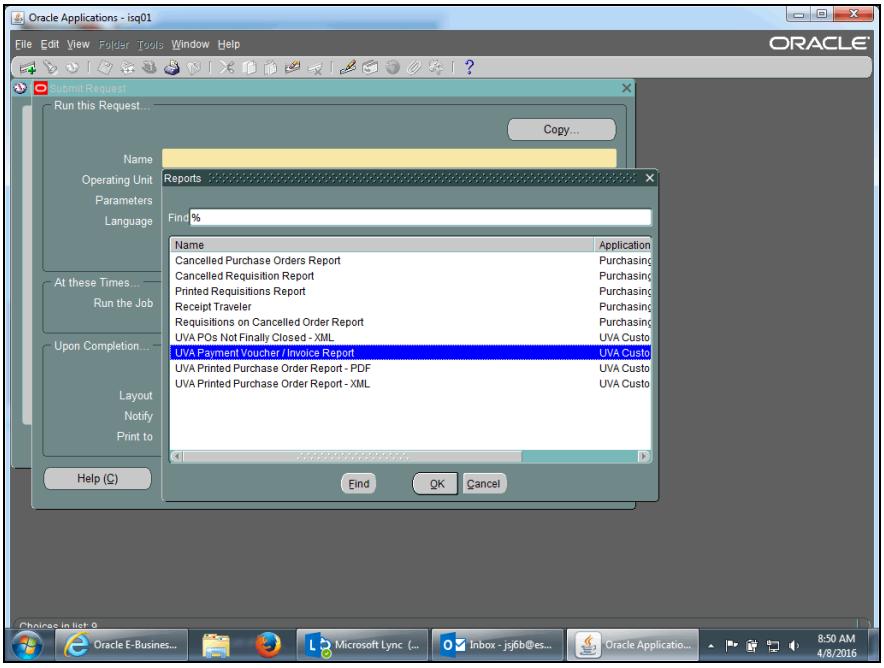
Step	Action
2.	The **Submit a New Request** page displays. It automatically defaults to "**Single Request**". Click on the **OK** button. 

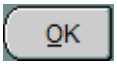


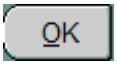
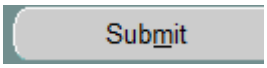
Step	Action
3.	Click on the **drop down LOV** for the **Name** field.

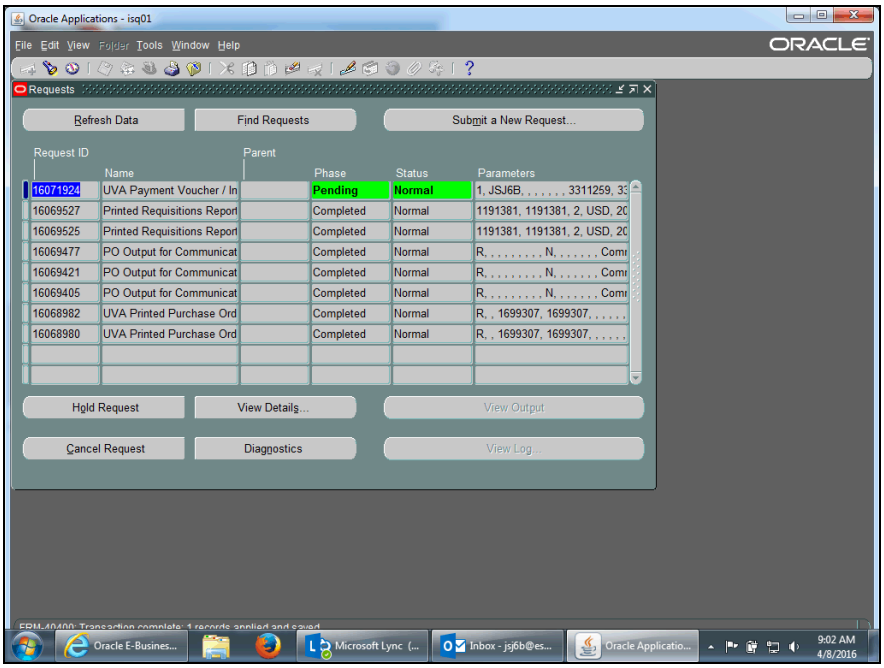


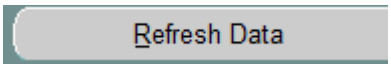
Step	Action
4.	Click the **UVA Payment Voucher/Invoice Report**.

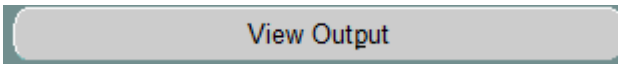


Step	Action
5.	Click the **OK** button. 
6.	Enter parameters for your request. If you are printing a **single** payment voucher, enter the payment voucher number in the "**Voucher Number From**" and **TAB**. If you are running a report for **multiple** payment vouchers, enter a **Voucher Preparer ID** (user ID) **AND** a **range of voucher numbers** 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. 
12.	Click on the **Submit** button. 
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. 
15.	Click on the **Refresh Data** button.

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. 
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** (**http:www.procurement.virginia.edu/pageprocguidev2**) 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.

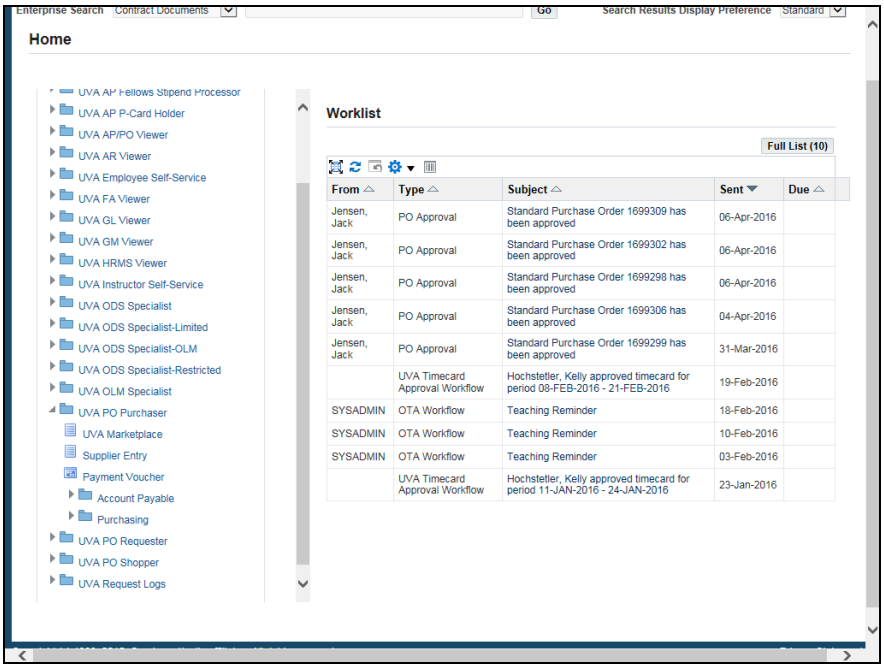
3. Click on the topic you wish to view.

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

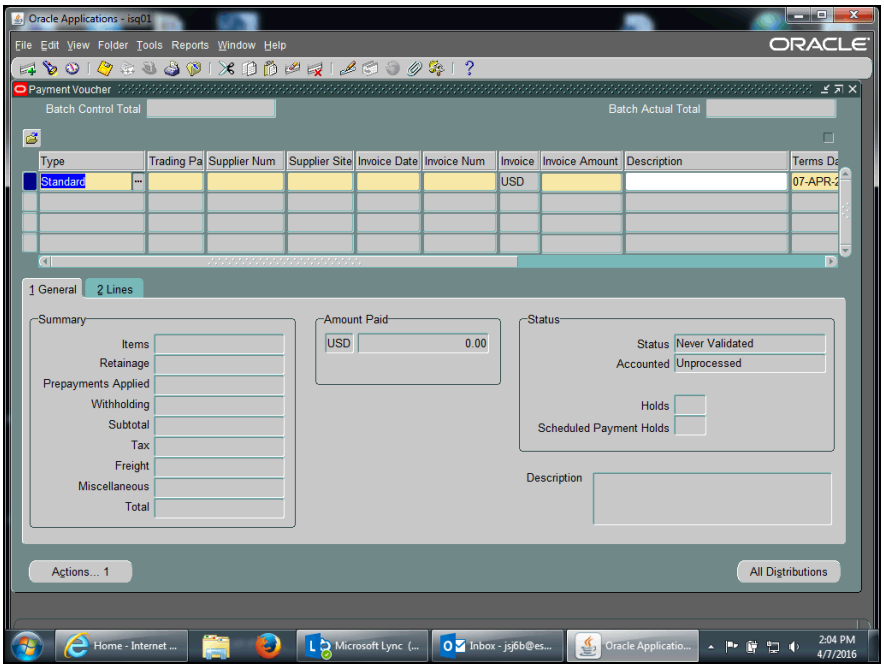
Entering Payment Voucher Information on the General Tab

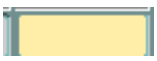
Procedure

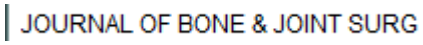
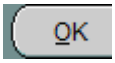
In this simulation you will begin by entering information on the **General** tab when creating a payment voucher.

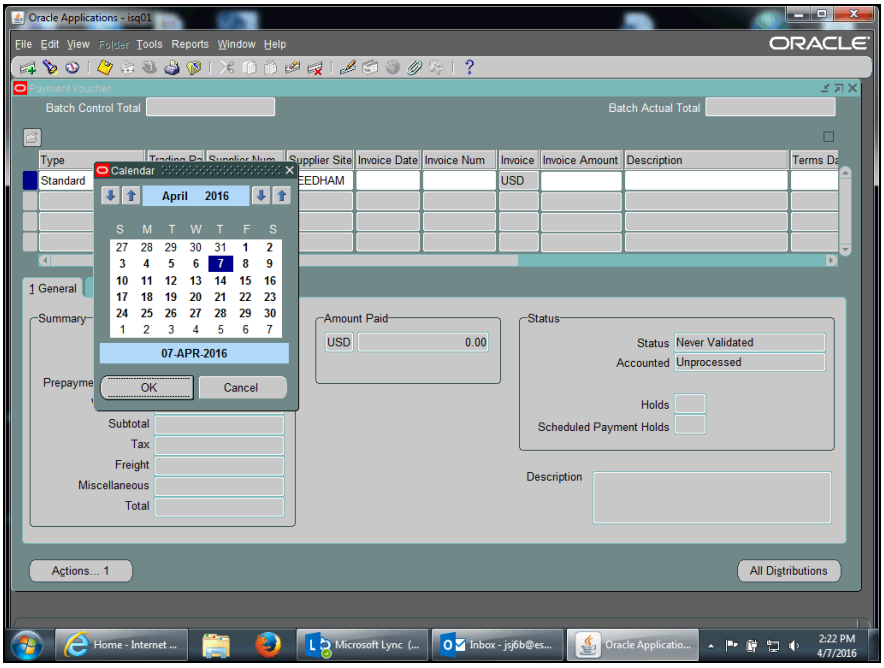


Step	Action
1.	Begin by navigating to the Payment Voucher form. Click on the **Payment Voucher** link to access the form. Payment Voucher
2.	The **Payment Voucher** displays. You may use the predefined **yellow folder** (**Payment Voucher R12**) to rearrange the fields, but it is not required. The **Type** field defaults to Standard. Do **NOT** 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.**

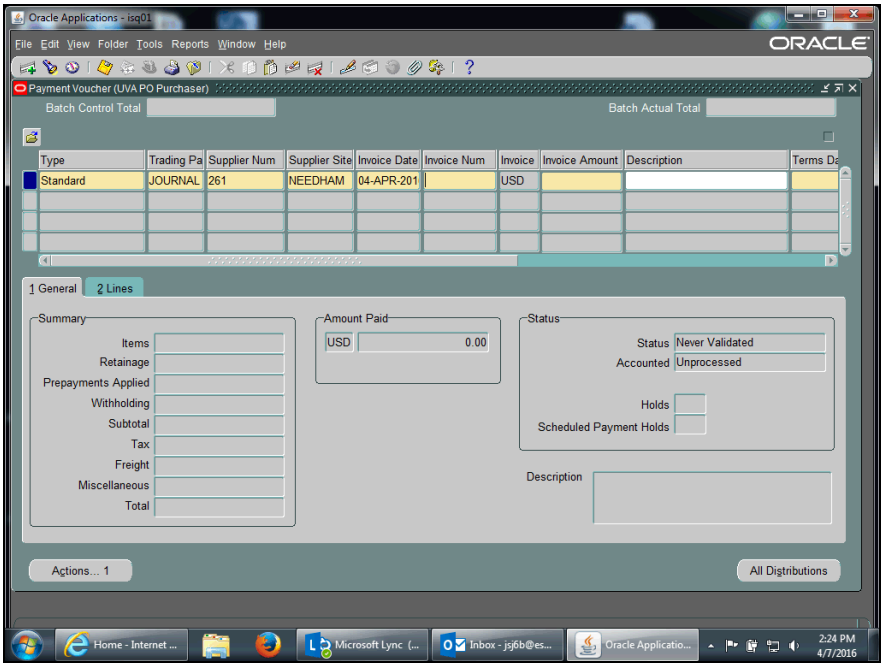


Step	Action
4.	Click in the **Trading Partner** field. 
5.	Click on the **drop down list of values (LOV)** to search for the **Trading Partner**. This list is the UVA Vendor file of those who can receive a payment.

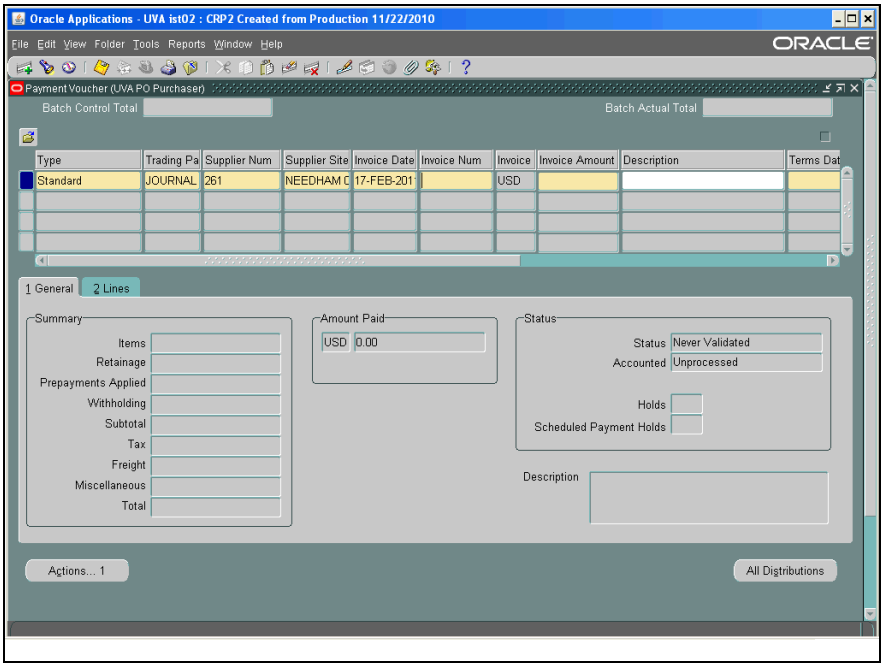
Step	Action
6.	Enter the Trading Partner name in the **Find** field. **Note**: You can use the percentage (%) sign to narrow your search. For this example, you are searching for **Journal of Bone & Joint Surgery**. Enter the desired information into the **Find** field. Enter "**journal of %**".
7.	Click on the **Find** button.
8.	Choose from the resulting list. Click on **Journal of Bone & Joint Surg**. 
9.	Click the **OK** button. 
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.



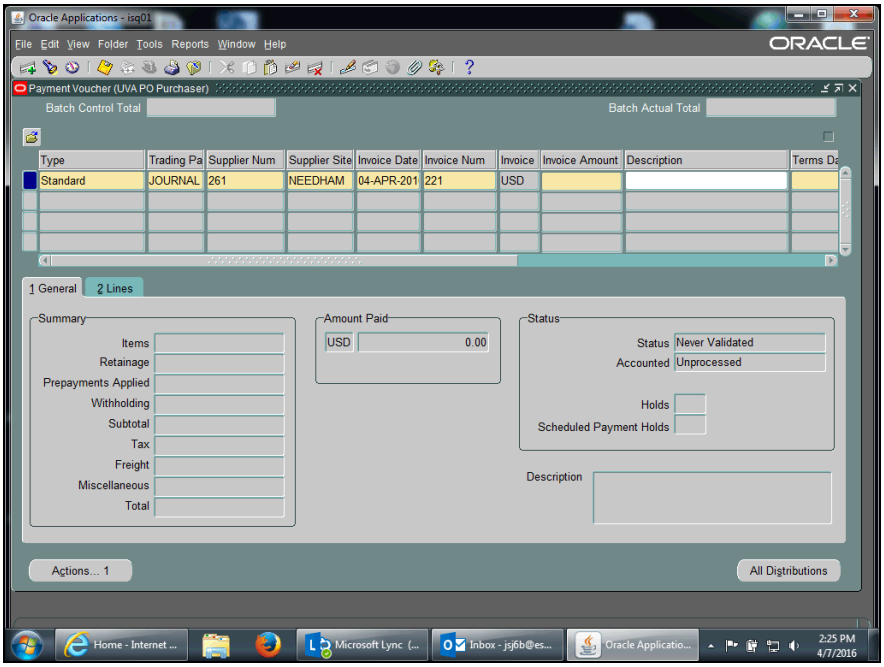
Step	Action
14.	In this example, the calendar displays for April. Select April 4th from the calendar. Click on **4**. **4**
15.	Click the **OK** button.
16.	The information entered in the **Invoice Num** and **Description** fields appears on the check stub or the Direct Deposit notification. This helps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



Step	Action
17.	Click in the **Invoice Num** field.

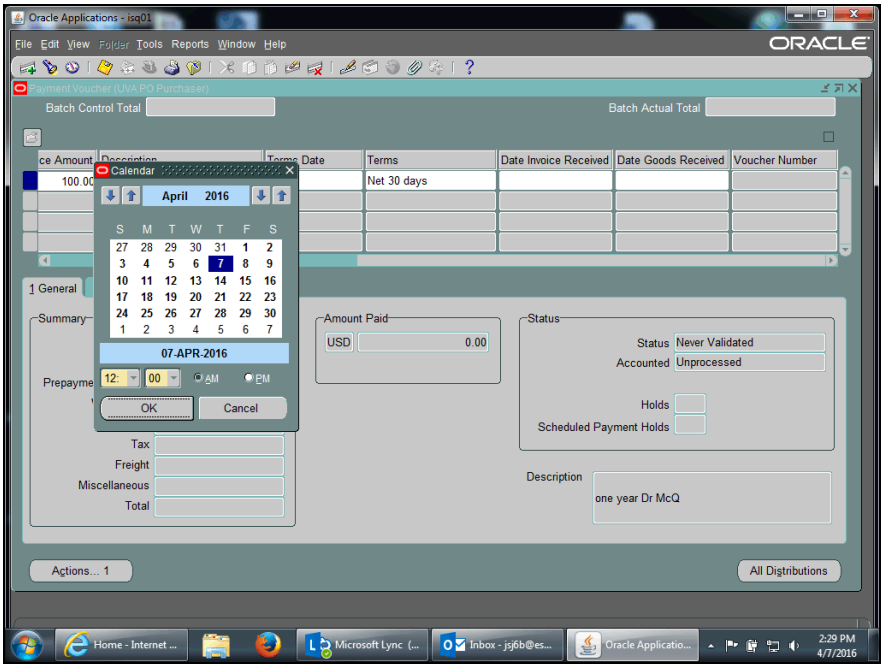


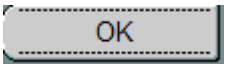
Step	Action
18.	The **Invoice Num** field is a free-form field. Enter the invoice number from the invoice. **This number cannot be a duplicate.** If this is a payment for an employee or a student and there is no invoice number, enter your email address prefix, followed by the current date (e.g., JSJ6B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

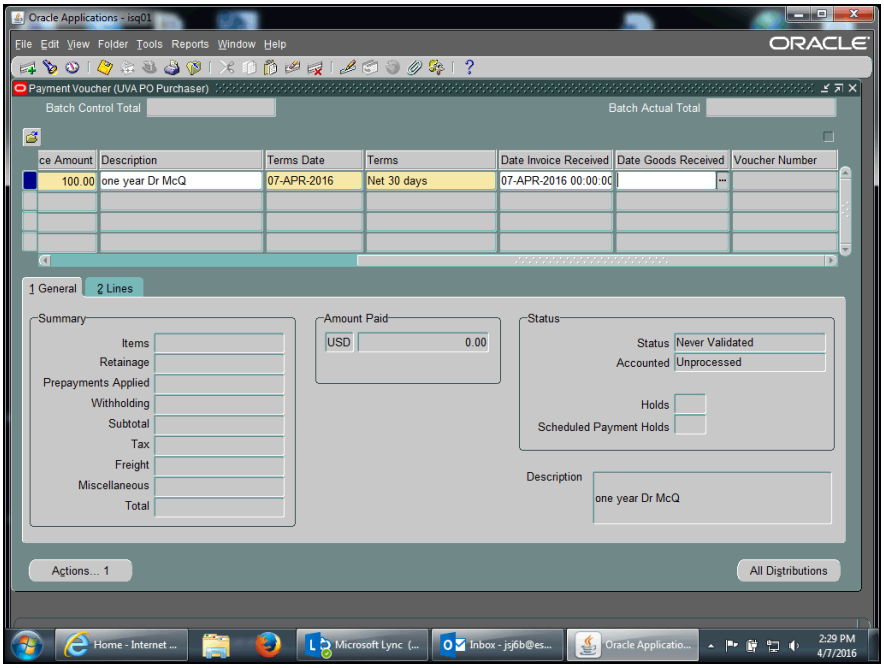


Step	Action
19.	Enter the amount from the invoice into the **Invoice Amount** field. Enter "**100.00**" into the **Invoice Amount** field.
20.	Click in the **Description** field.
21.	The **Description** field appears on the check stub or the Direct Deposit notification to help the payee identify the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

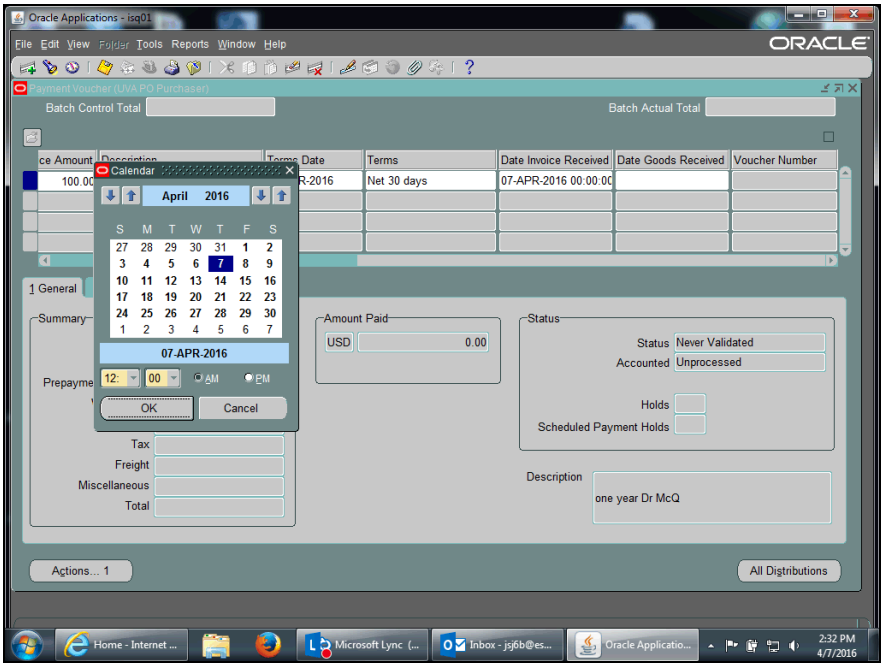
Step	Action
22.	To access other fields on the form, click the **horizontal** scrollbar.
23.	Depending on the Trading Partner selected, the value in the **Terms** field defaults from the Vendor File. • **Net 30 days** defaults as the standard for most Trading Partners, suppliers, or vendors unless different 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.



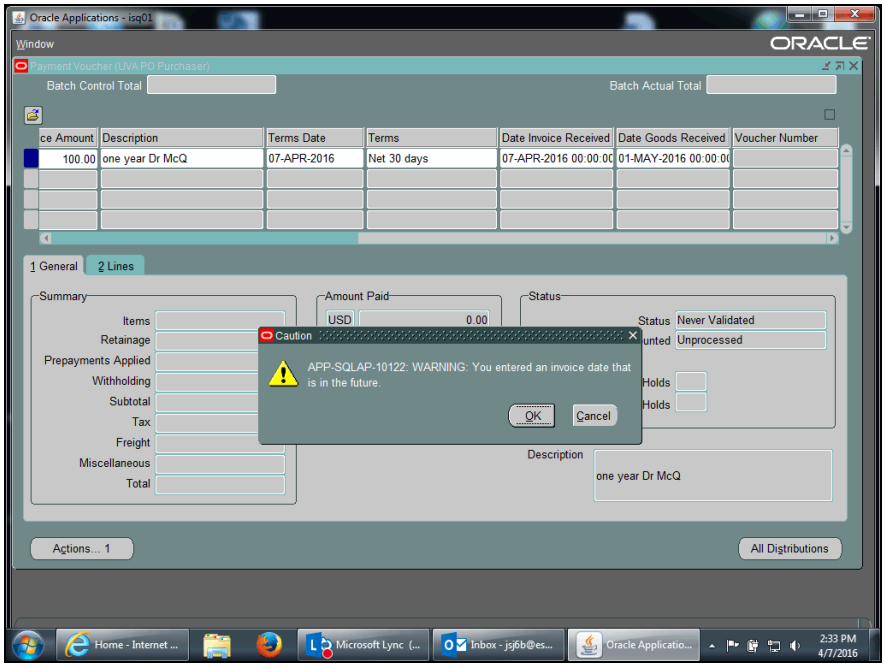
Step	Action
26.	The calendar displays with the current date selected. For this example, use the date shown as current (April 7). Click the **OK** button. 

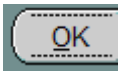


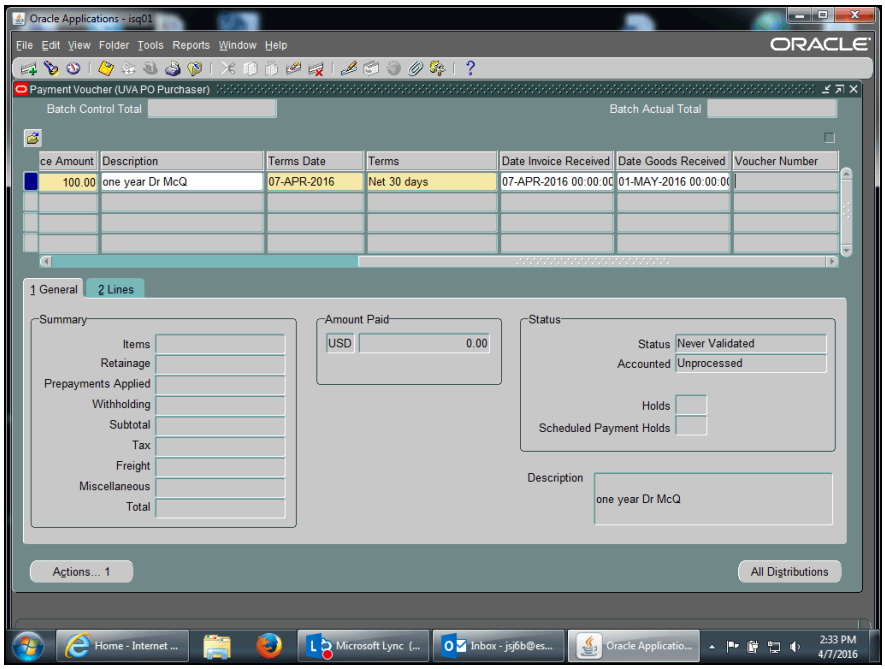
Step	Action
27.	Click in the **Date Goods Received** field.
28.	Click the **drop down LOV** to access the calendar.



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. 1
30.	Click the **OK** button.



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



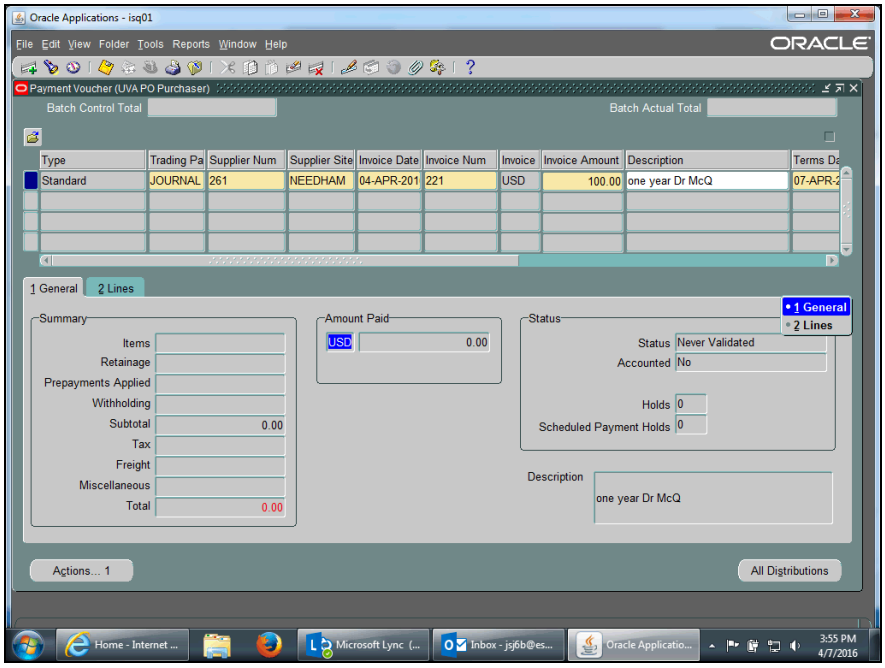
Step	Action
32.	Click the **Save** button.
33.	The system automatically generates a note that includes the payment voucher number. **Important:** Record the voucher number (In this example, 3311259) on the invoice. Click the **OK** button.
34.	Congratulations! You have successfully completed the simulation 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.**

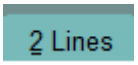
Entering PTAEO Information on the Lines Tab

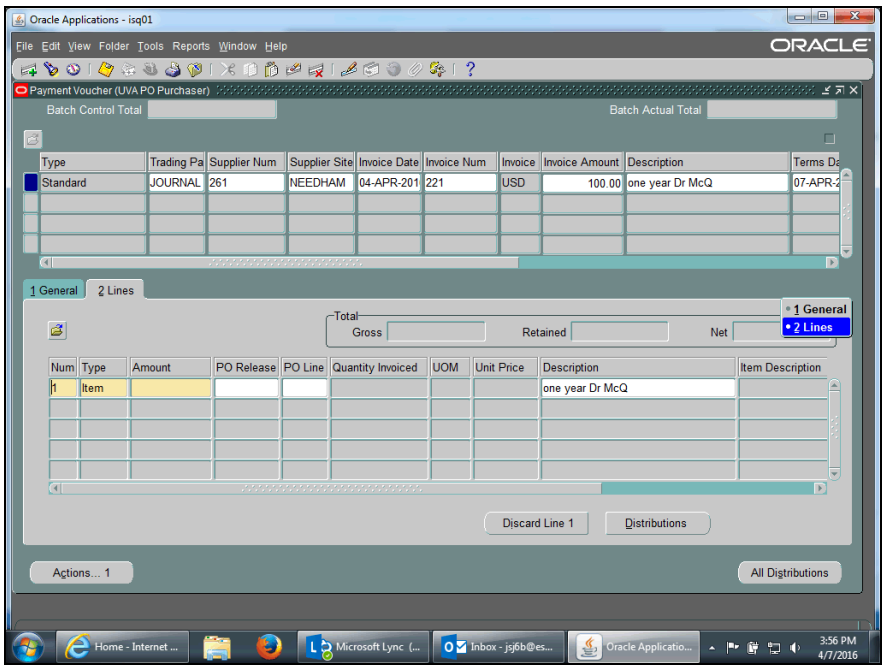
Once the payment voucher **General** tab is completed and saved, and the system has generated a **Payment Voucher Number**, access the **Lines** tab to enter the PTAEO information for the payment voucher.

Procedure

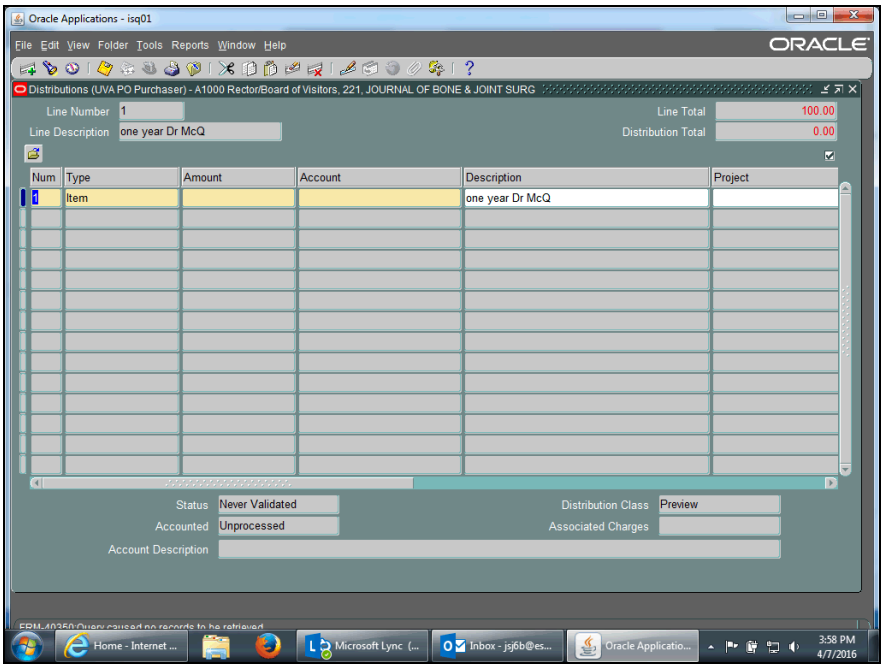
In this simulation you will access the **Lines** tab and the **Distributions** page to enter the PTAEO information.



Step	Action
1.	Click the **2 Lines** tab. 



Step	Action
2.	Enter "**100.00**" into the **Amount** field.
3.	Enter the PTAEO information. Click the **Distributions** button.
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.



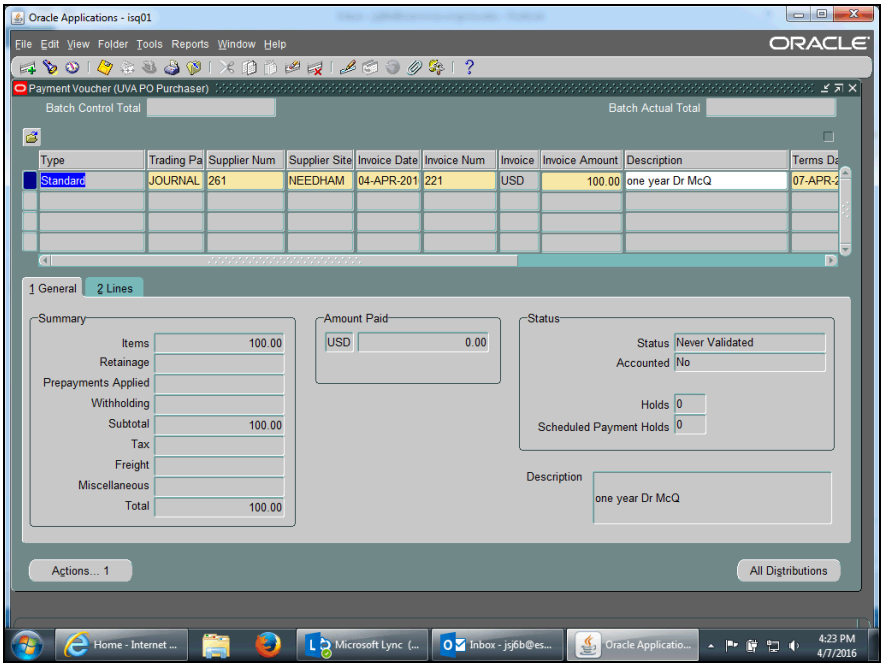
Step	Action
6.	Enter "**100.00**" into the **Amount** field.
7.	Use your departmental PTAEO(s) when creating payment vouchers for your department. For this example, enter "**101902**" into the **Project** field.
8.	For this example, enter "**101**" into the **Task** field.
9.	Enter "**sg00026**" into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

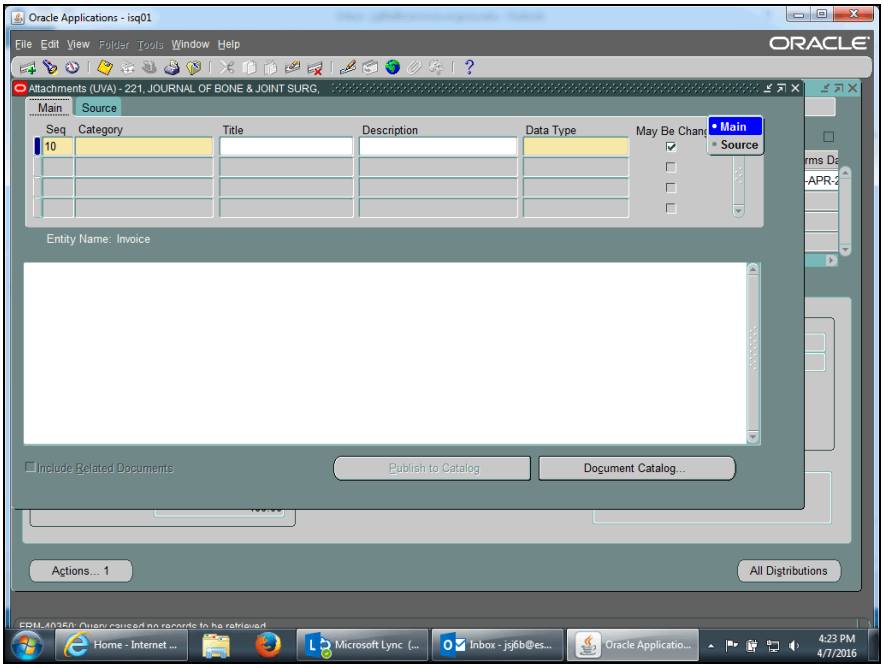
Adding an Attachment to a Payment Voucher

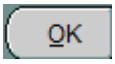
Procedure

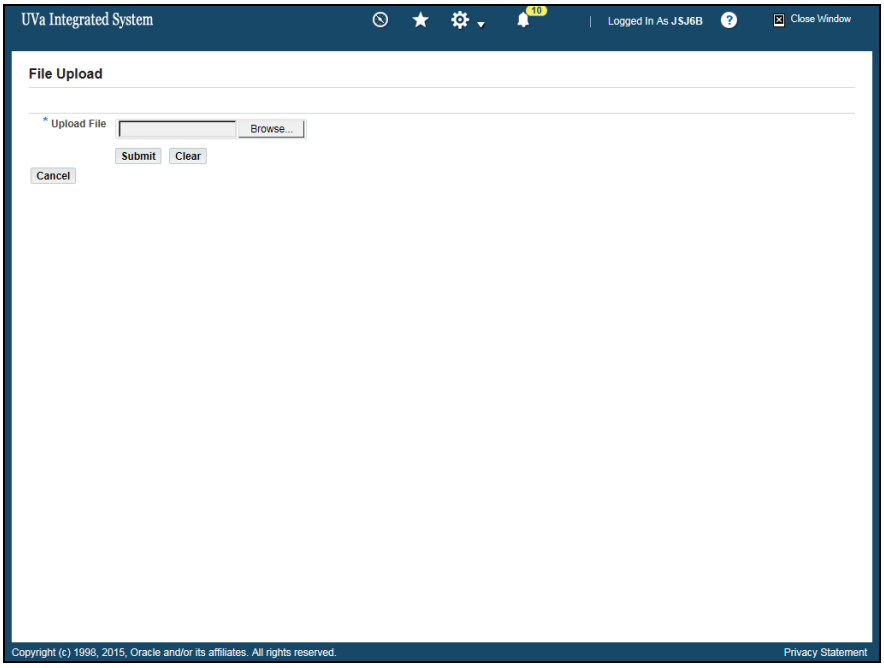
In this simulation you will add an attachment to a payment voucher.



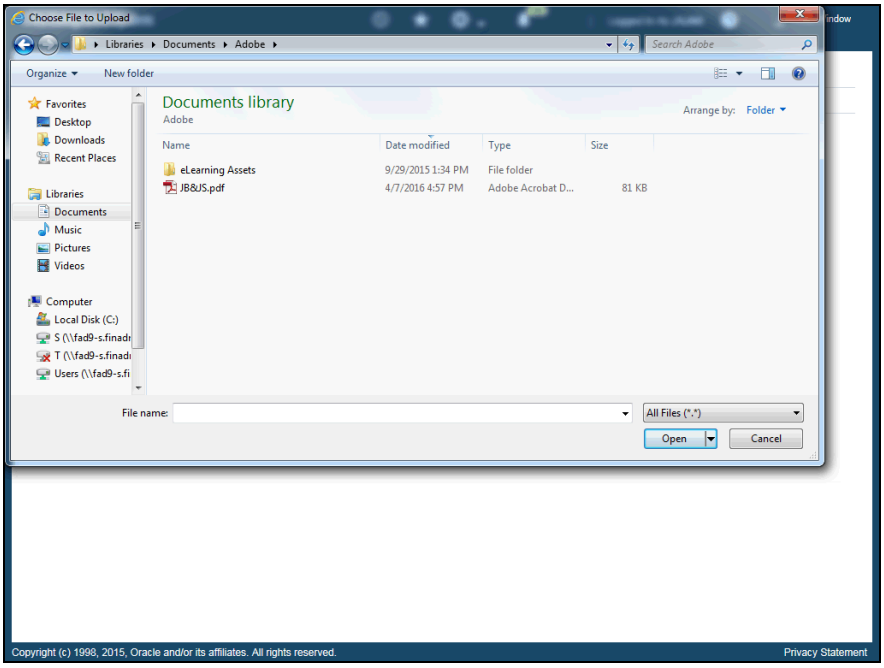
Step	Action
1.	**Note:** Always add attachments on the **General Tab** so they are visible to others. Click the **Attachments** link.

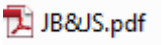


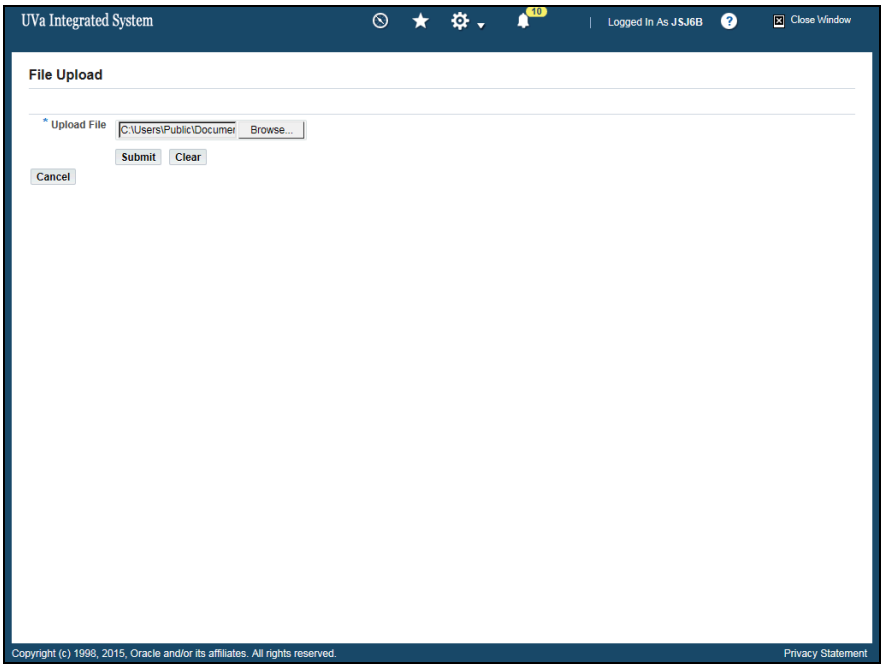
Step	Action
2.	Click in the **Category** field.
3.	Category must be **Miscellaneous**. You can use a shortcut for entering the value. Enter "**m**" into the **Category** field and **[Tab]** to the next field.
4.	You must enter text in either the **Title** and/or **Description** fields. **Title** is an 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. 



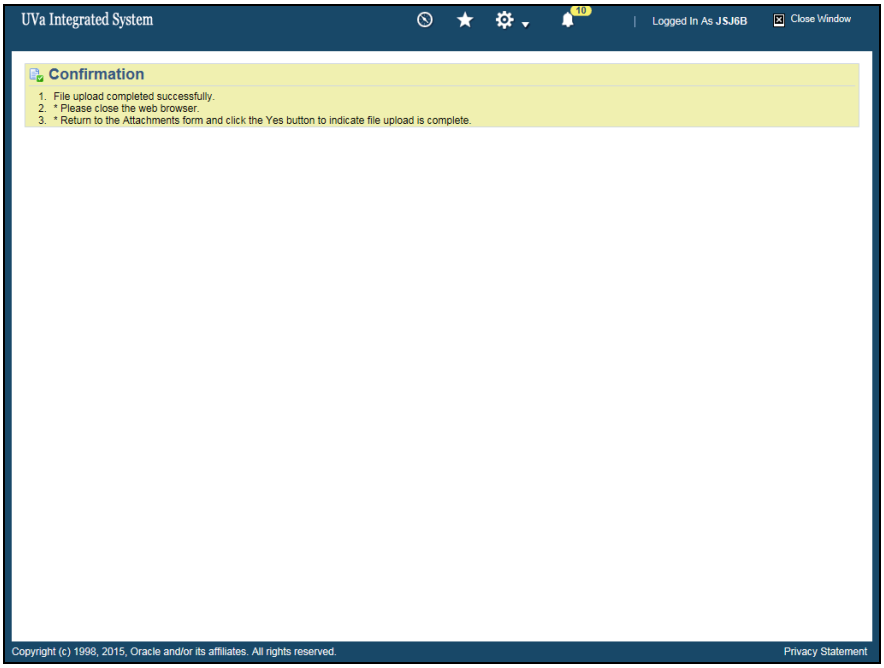
Step	Action
8.	Search for the file you wish to attach. Note: This opens in a separate screen and may open in the background. Click the **Browse** button. Browse...



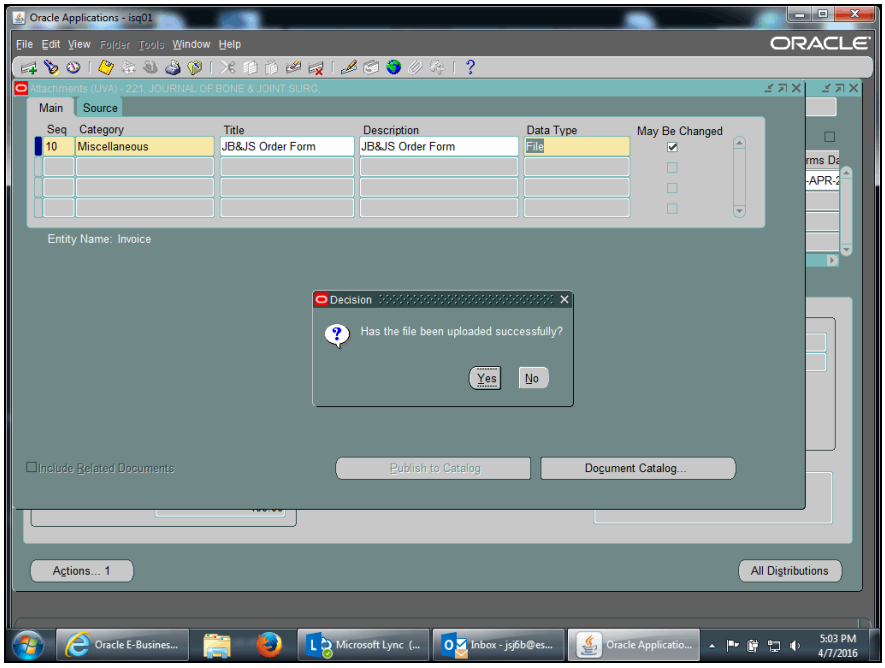
Step	Action
9.	Find the file you wish to attach. Double click on the file named "**JB&JS.pdf**". 

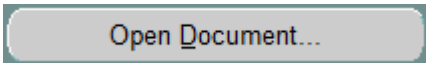


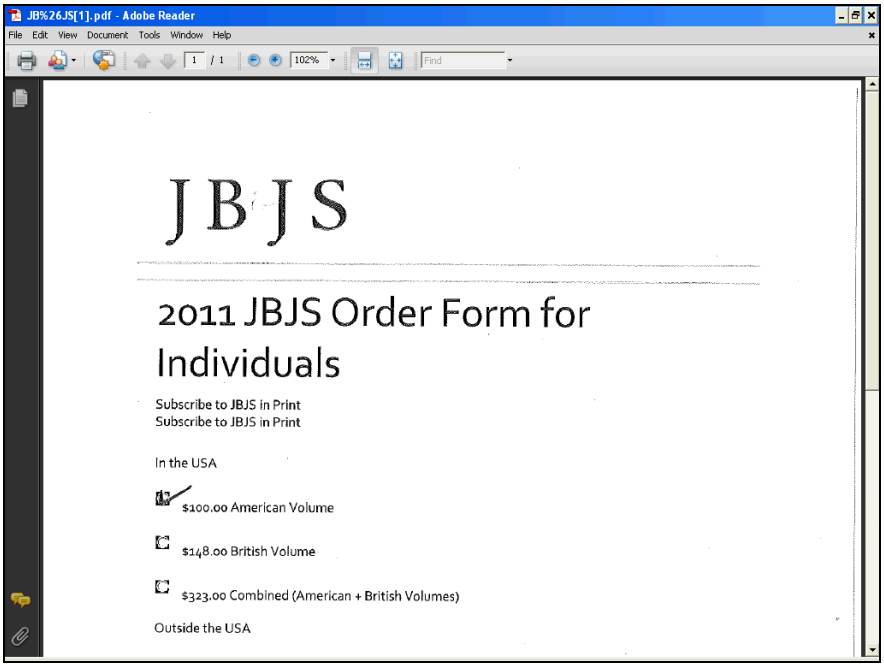
Step	Action
10.	Click the **Submit** button.



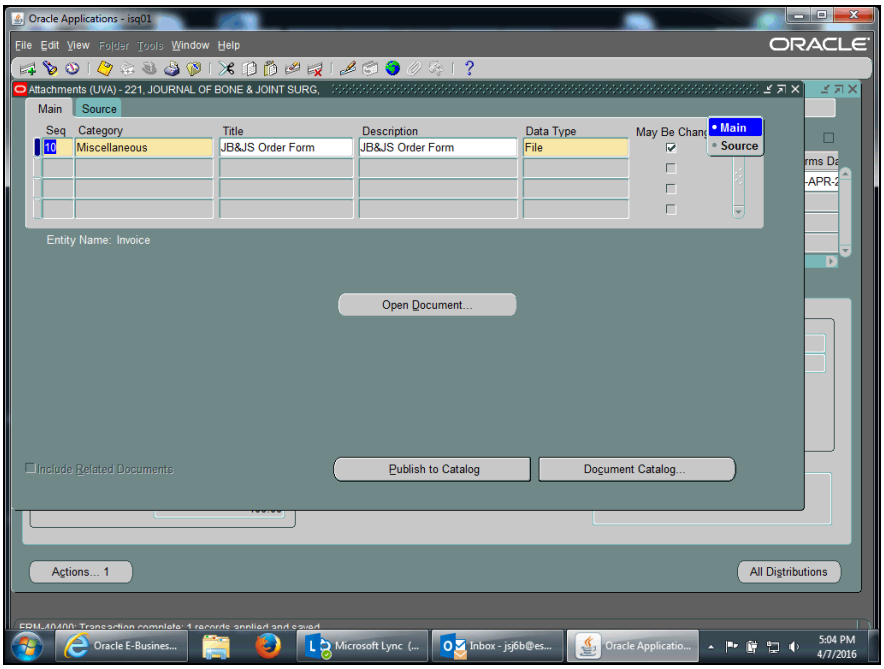
Step	Action
11.	Notice the **Confirmation** message with instructions. Click on the **Close** button.



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. 



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

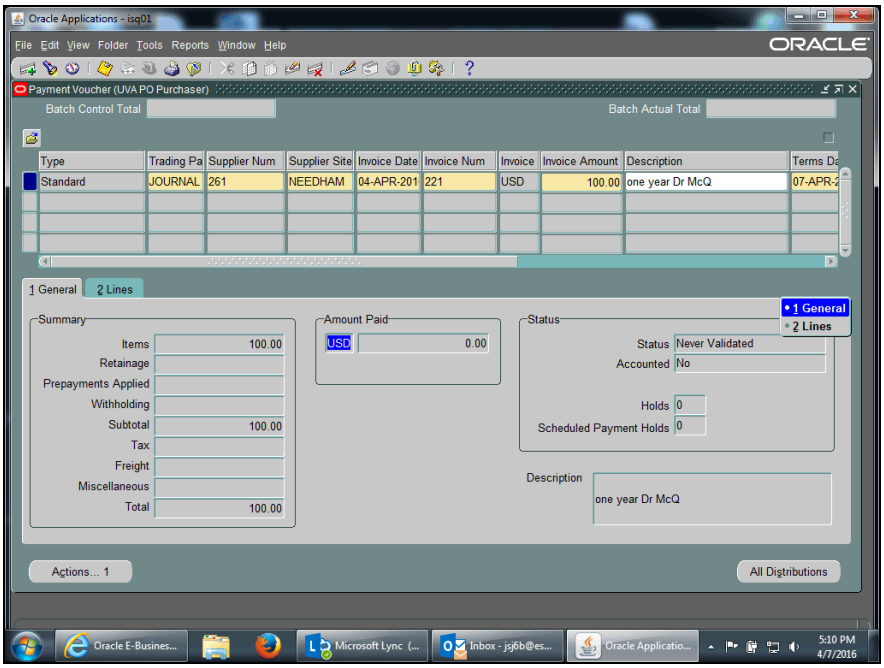


Step	Action
15.	Save your work. Click the **Save** button.
16.	Click the **Close** button.
17.	Notice that the attachment link does not yet show a yellow paper under the paperclip, which indicates when an attachment is present. There are several ways to refresh the screen to see the attachment.
18.	One 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.**

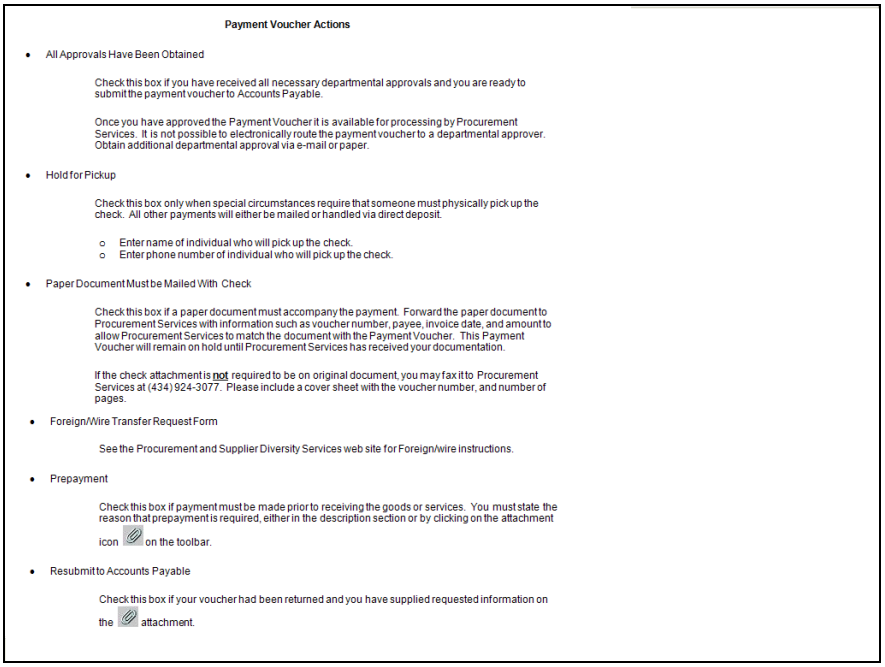
Approving Payment Vouchers

Procedure

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



Step	Action
1.	Click the **Actions... 1** button.
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 Approvals 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 it 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 e-mail or paper.

- Hold for 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.

  - Enter name of individual who will pick up the check.
  - Enter phone 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 not 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.

- Foreign/Wire Transfer Request Form

  See the Procurement and Supplier Diversity Services web site for Foreign/wire instructions.

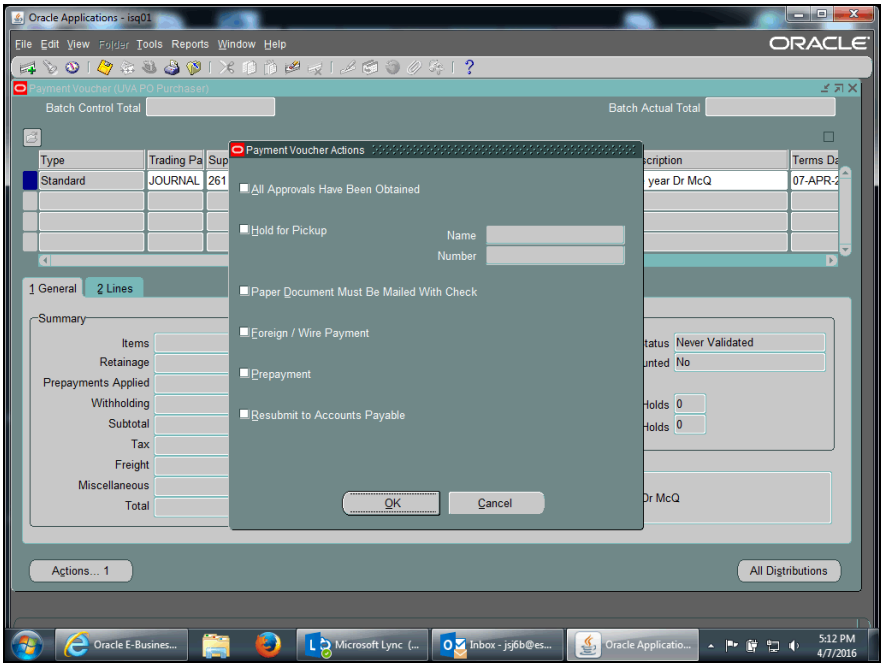
- Prepayment

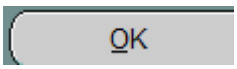
  Check this box if payment must be made prior to receiving the goods or services. You must state the reason that prepayment is required, either in the description section or by clicking on the attachment icon on the toolbar.

- Resubmit to Accounts Payable

  Check this box if your voucher had been returned and you have supplied requested information on the attachment.

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



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

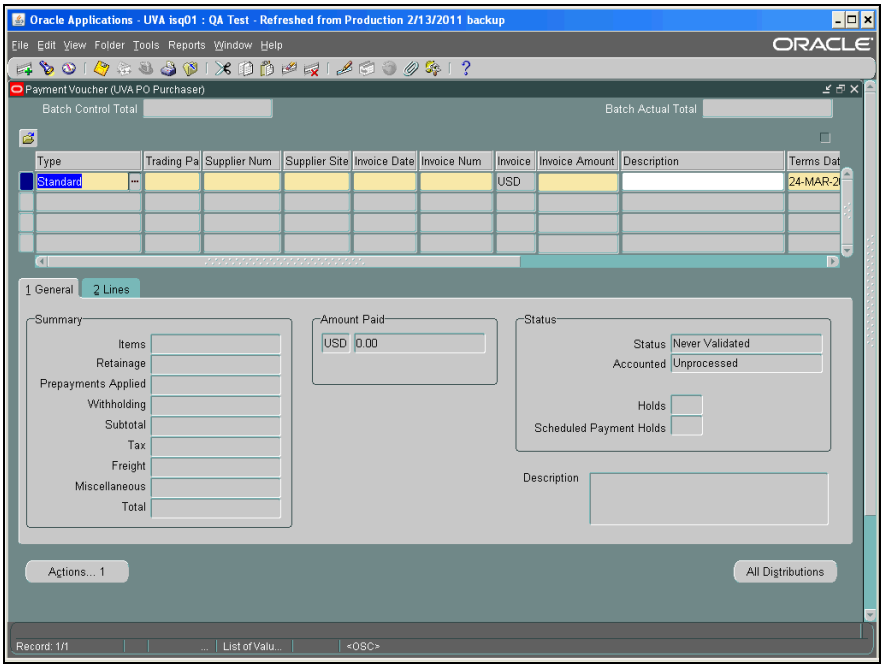
You can delete a payment voucher if you have entered and saved it (including distributions) but have not validated (approved) it - the status of the payment voucher is Never Validated.

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

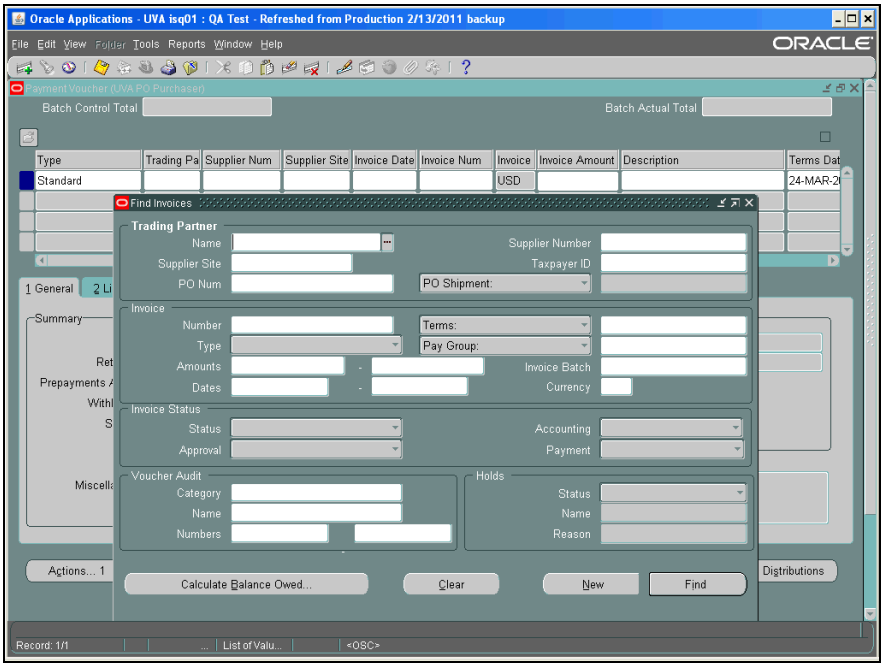
Deleting a payment voucher permanently removes it from the system.

Procedure

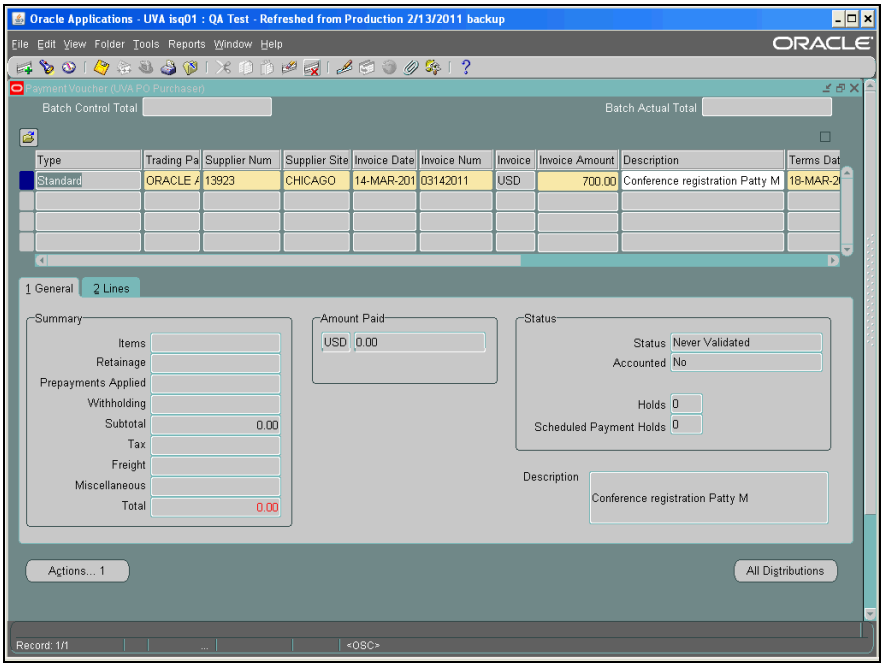
In this simulation you will delete a payment voucher that has been entered and saved but not validated (approved).



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.



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.
6.	Verify the payment voucher displayed is the one to be deleted and that the status is **Never Validated**.



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.

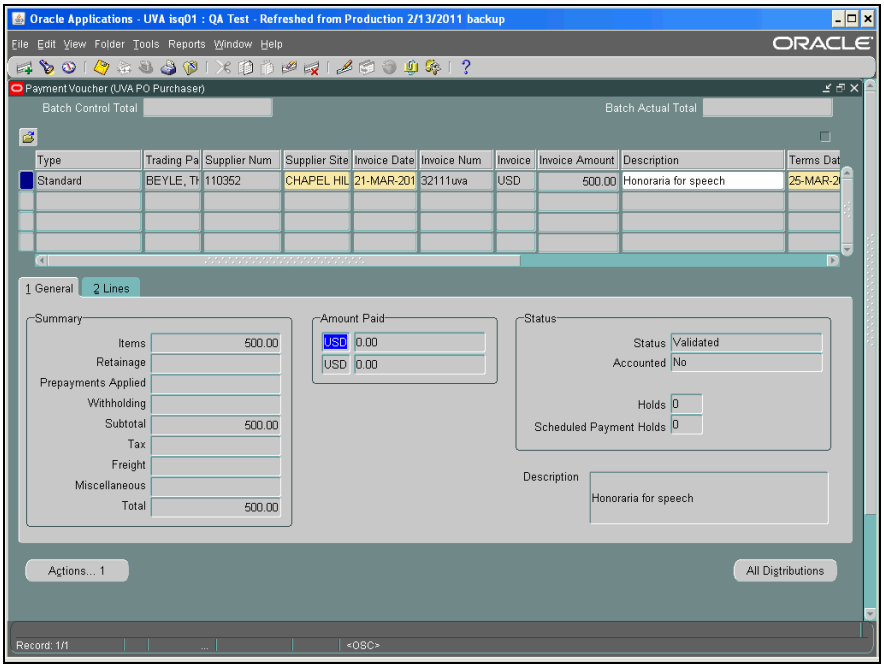
Procurement Services will handle all other holds. No user action is required unless requested.

Procedure

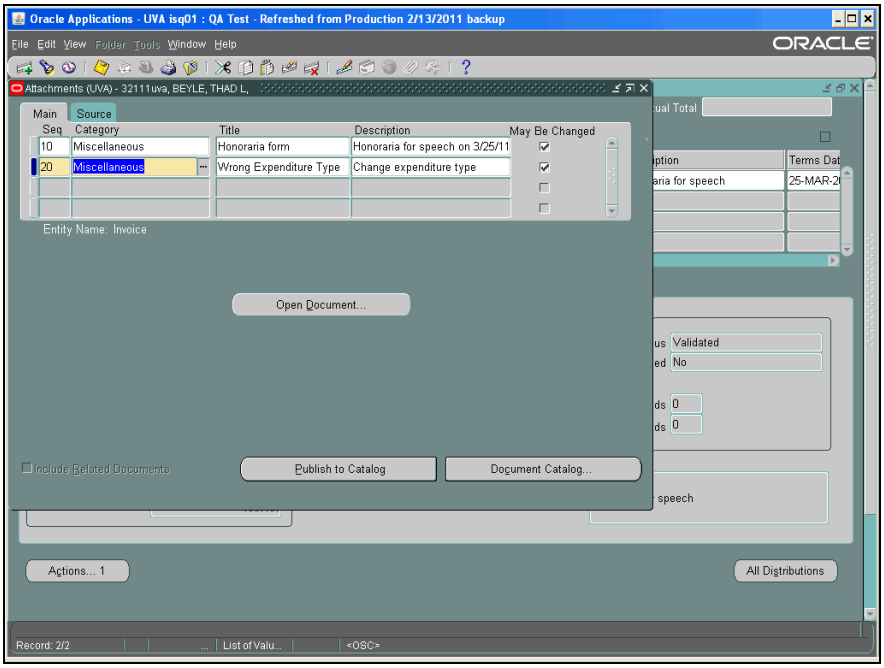
Begin by locating the payment voucher that requires changing. (Refer to the **Finding and Reviewing a Payment Voucher** topic.)

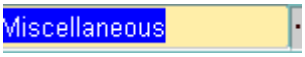
Note: If you are changing the dollar amount of the payment voucher, then first work with the Discard Lines button and Distributions.

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.

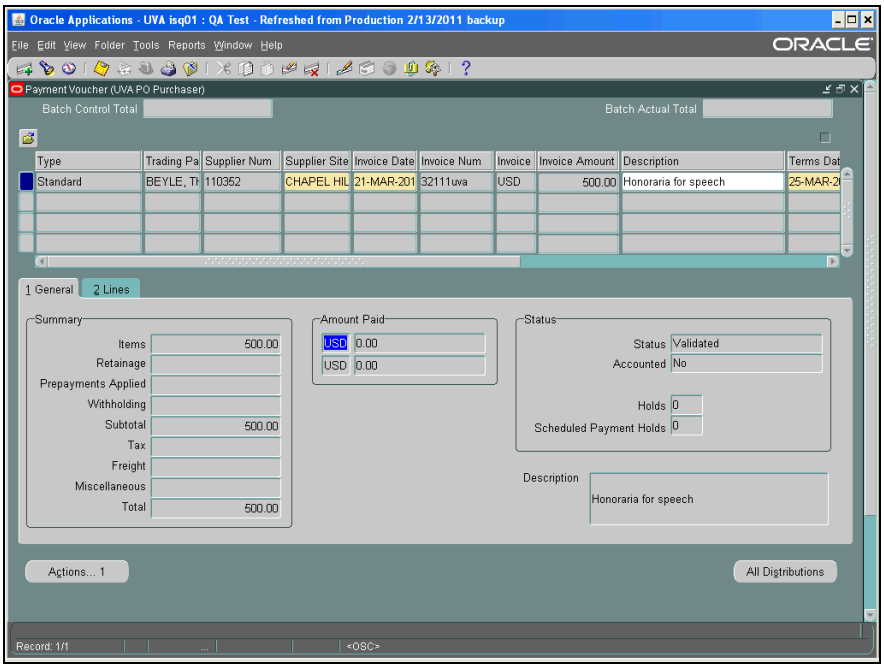


Step	Action
1.	**Step 1: View the Reason for Rejection** Within the **Payment Voucher**, view the reason(s) Accounts Payable rejected it. Click the **attachment (paperclip)** icon.

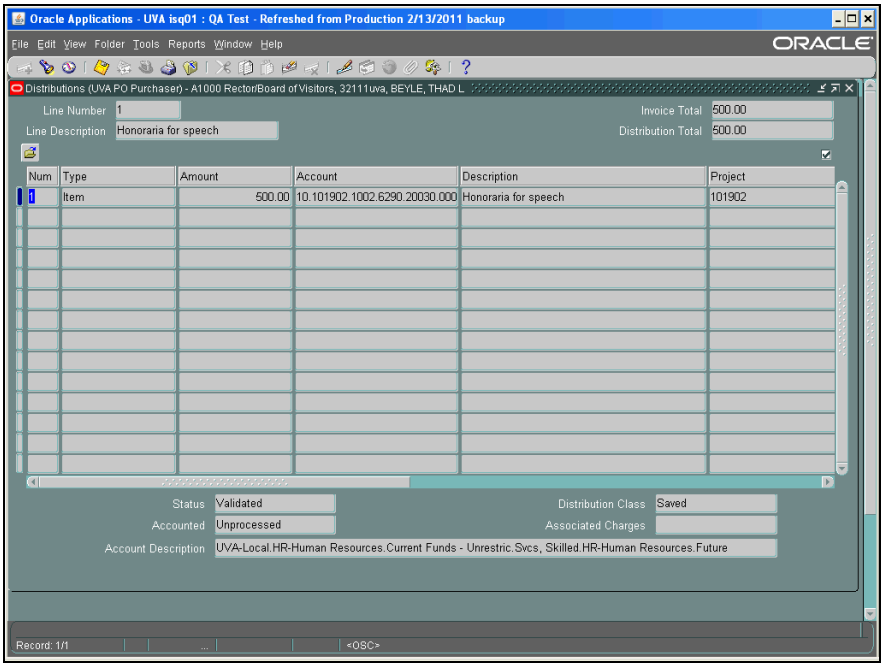


Step	Action
2.	The **Attachments** screen displays. When you click in the Category field, the notes display. In this example, the first entry (Main Seq 10) contains the note you wrote when completing the payment voucher. The second entry (Main Seq 20) indicates a wrong expenditure type was used. Click in the **Category** field. 
3.	The attached note displays.

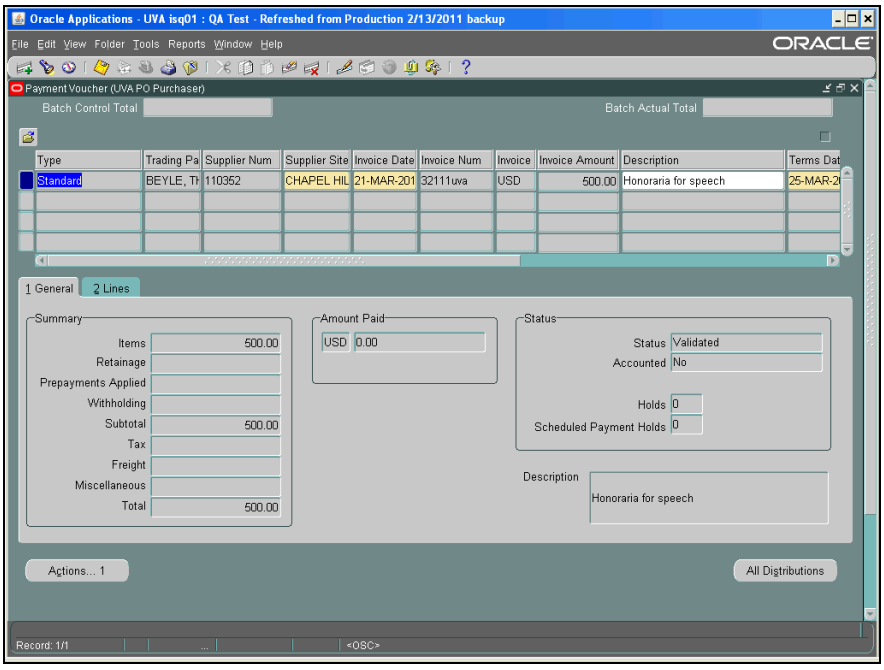
Step	Action
4.	Now you can correct the payment voucher. Click the **Close** button.



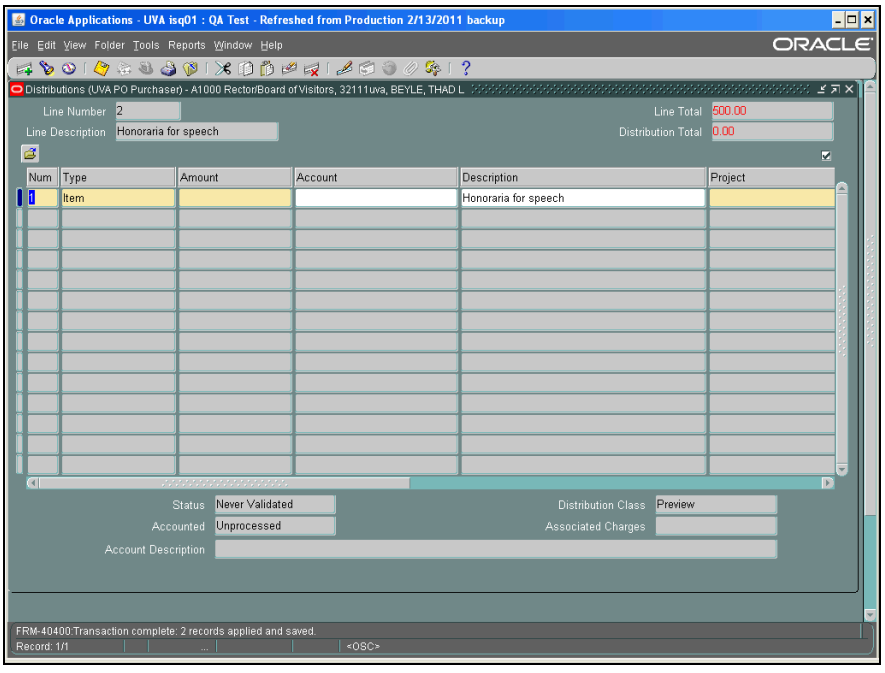
Step	Action
5.	**Step 2: Correct the Payment Voucher** Since in this example the expenditure type needs to be changed, first review the original PTAEO information. Click the **All Distributions** button.



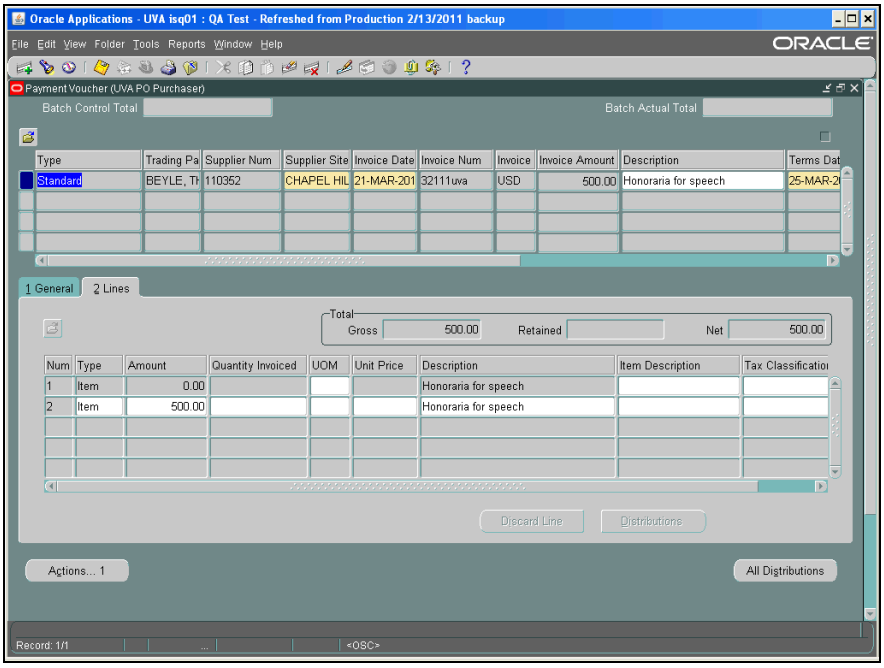
Step	Action
6.	To view the fields on the right, click the **horizontal** scrollbar.
7.	The PTAEO information displays. Click the **Close** button.



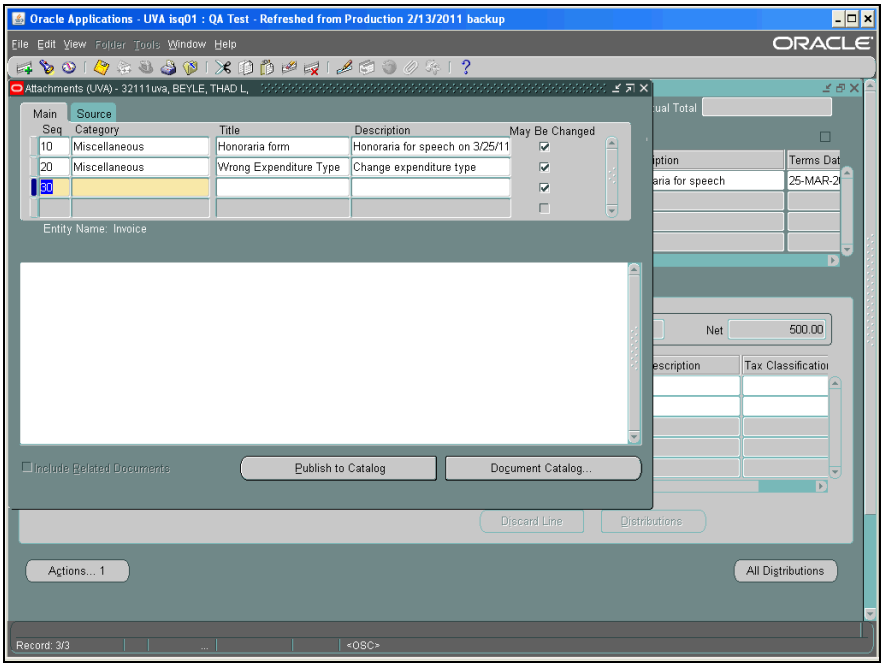
Step	Action
8.	Next, reverse the original PTAEO information. Click the **2 Lines** tab.
9.	Click the **Discard Line 1** button.
10.	Notice that the amount for line 1 is now a zero dollar amount. You will re-enter the dollar amount (on the next available line).
11.	Click in the **Amount** field.
12.	Enter 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.



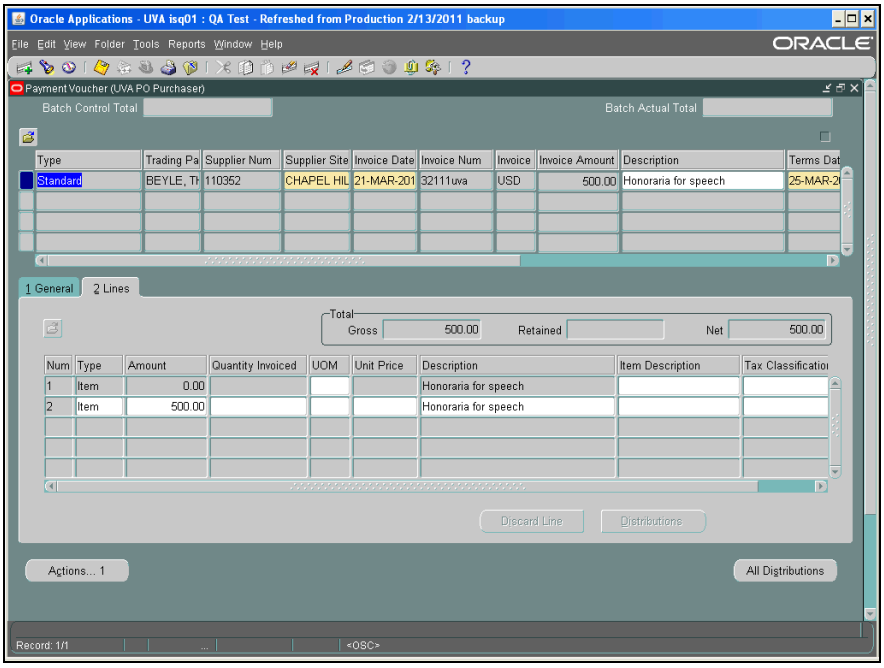
Step	Action
14.	Click in the **Amount** field.
15.	Enter the desired information into the **Amount** field. Enter "**500.00**".
16.	Click in the **Project** field.
17.	Enter the desired information into the **Project** field. Enter "**101902**".
18.	Press **[Tab]**.
19.	Enter the desired information 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.
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.
31.	Click the **Close** button.



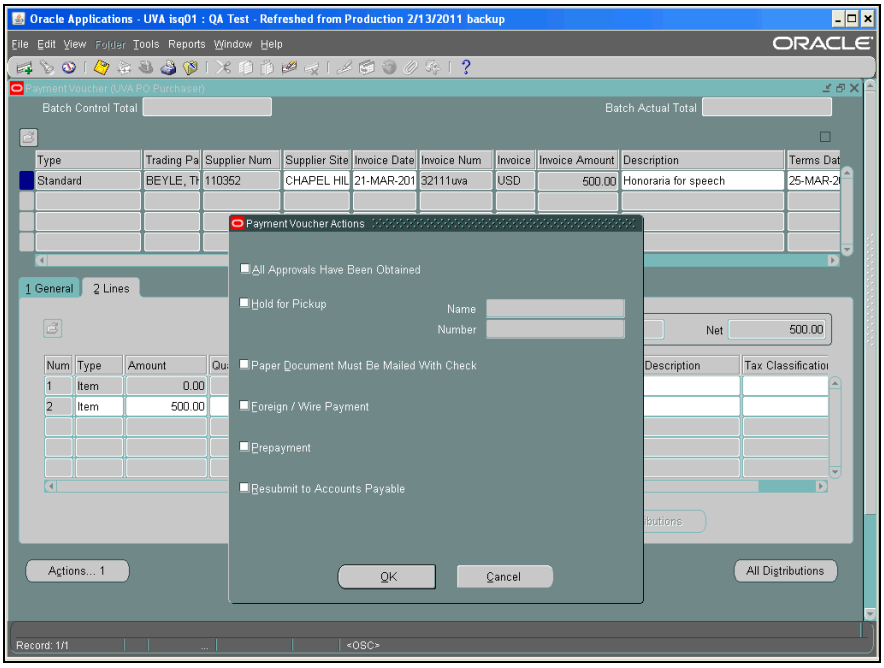
Step	Action
32.	Write a note to Accounts Payable by clicking the **attachment (paperclip)** icon.



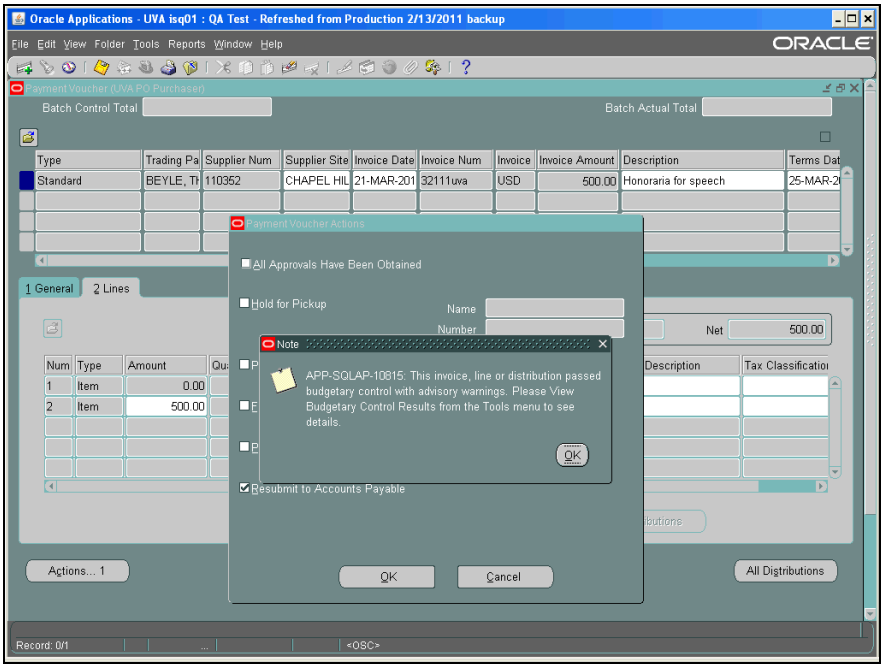
Step	Action
33.	Click in the next available **Category** field.
34.	You can use shortcuts to enter the category. Enter "**m**" into the **Category** field.
35.	Press **[Tab]**.
36.	Enter text in either the **Title** and/or **Description** fields. For this example, enter "**Corrected exp type**" into 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.
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.



Step	Action
44.	**Step 3: Resubmit the Payment Voucher** Click the **Actions... 1** button.
45.	If needed, you may select multiple **Payment Voucher Actions** checkboxes. However, if ***both*** 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 **not** select the **All Approvals Have Been Obtained** button.



Step	Action
46.	Click the **Resubmit to Accounts Payable** checkbox only.
47.	Click the **OK** button.



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.
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

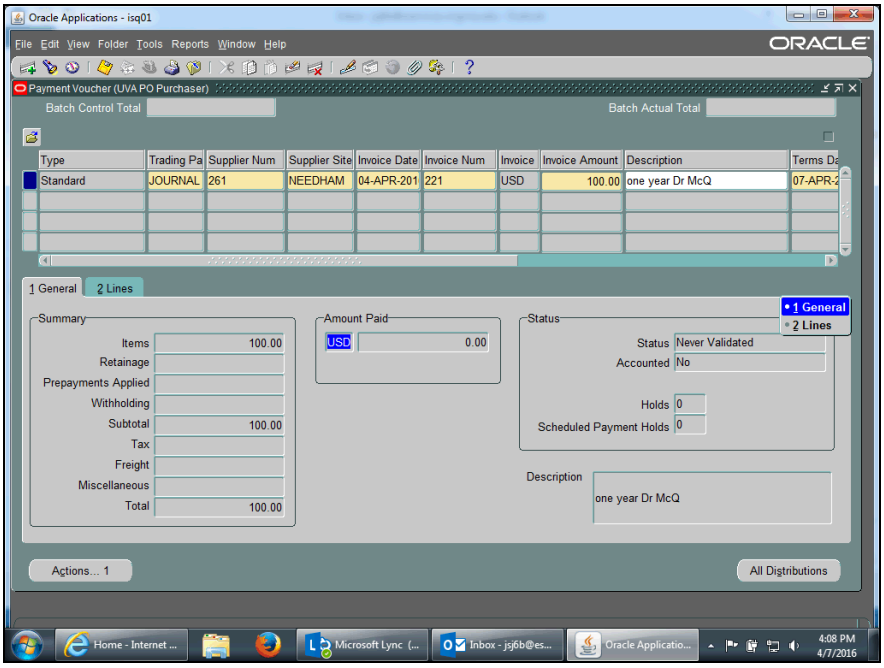
The Discard Line1 button creates a reversal line for each previously entered PTAEO.

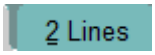
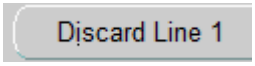
You will use the Discard Line 1 button to correct the PTAEO information which you had previously entered and saved, but later determined was incorrect.

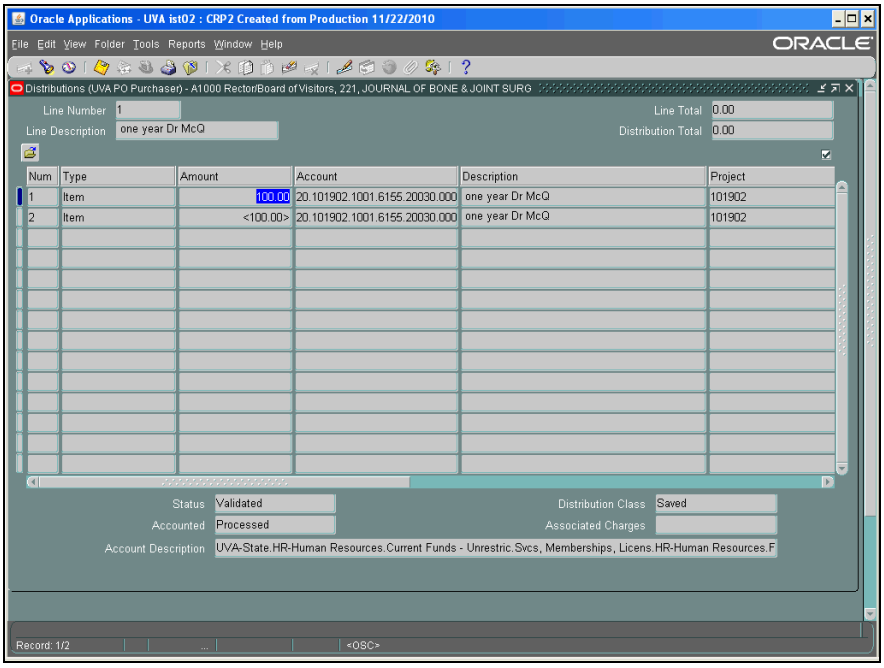
Note: The system will **not** let you change PTAEO information once it has been saved!

Procedure

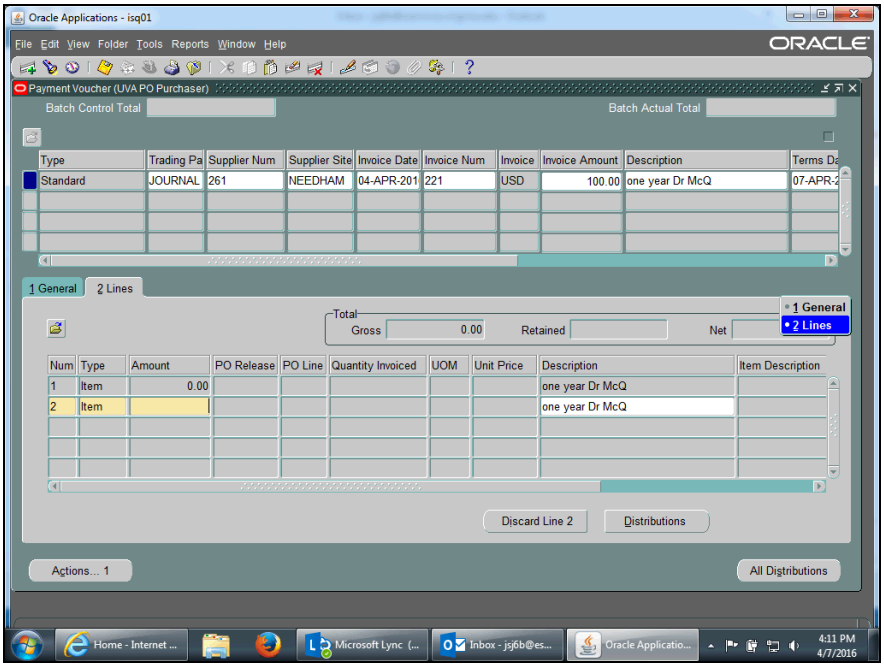
In this simulation you will use the **Discard Line1** button to reverse incorrect PTAEO information entered on a payment voucher.



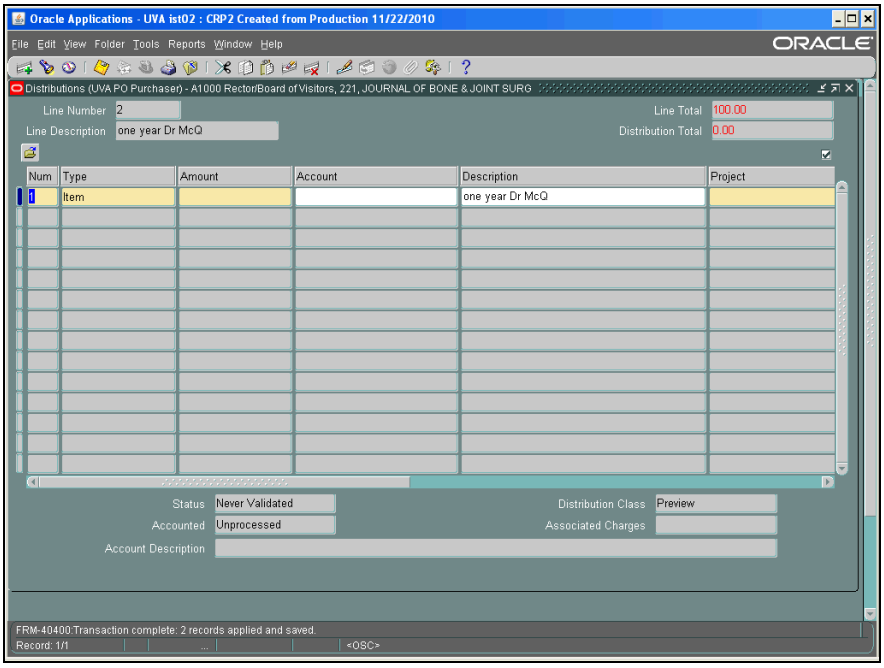
Step	Action
1.	Begin by clicking on the **2 Lines** tab. 
2.	**Important Note:** When you select this button, the system creates a reversal for **EVERY** distribution line entered. Click on the **Discard Line 1** button. 
3.	The line amount is now zero (0.00).
4.	View the new distribution lines. Click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



Step	Action
6.	Click the **Close** button.
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.

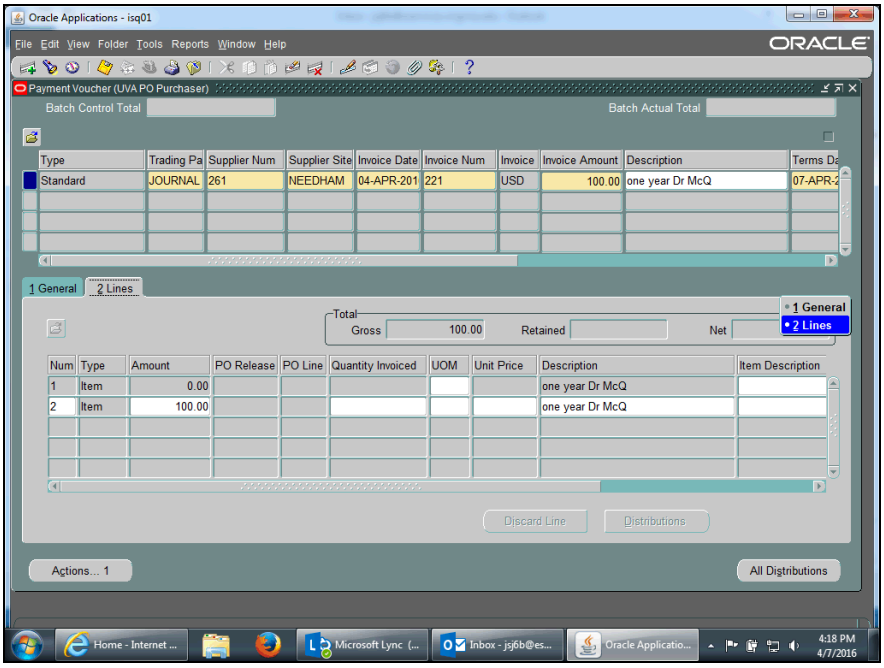


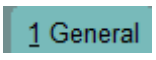
Step	Action
8.	You will re-enter the dollar amount and the new distribution (PTAEO) line(s) on the next available line. Notice both the **Discard Line 2** and **Distributions** buttons are now active. Click in the **Amount** field for line 2.
9.	Notice the Discard button is now named **Discard Line 2**.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



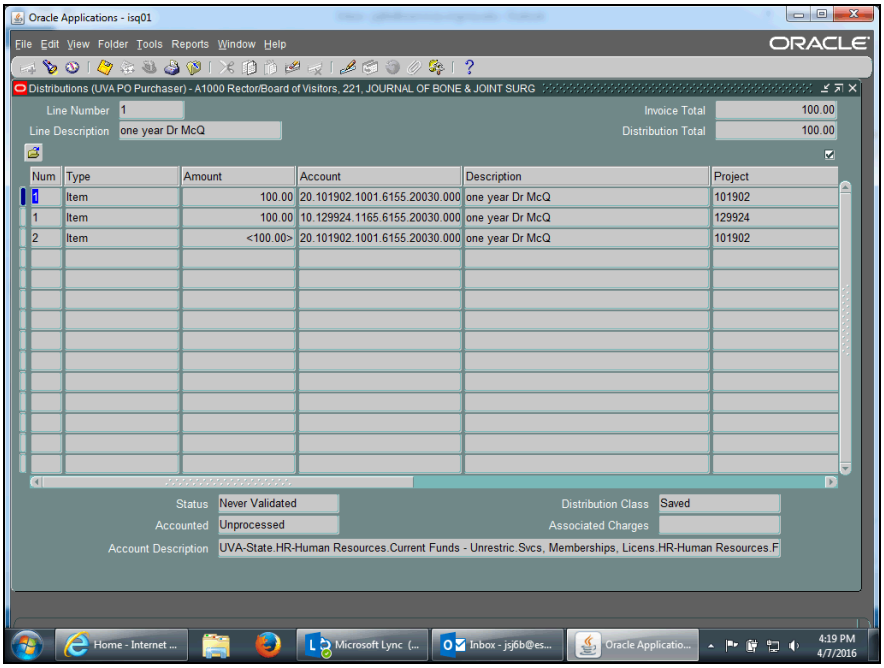
Step	Action
12.	Click in the **Amount** field.
13.	Notice the Line Number is 2. Enter "**100.00**" into the **Amount** field.
14.	Click in the **Project** field.
15.	Notice the **Line** and **Distribution Totals** agree and are no longer **red**. Enter the PTAEO. Enter "**129924**" into the **Project** 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.



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

Step	Action
29.	The **Distributions** page displays.



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.

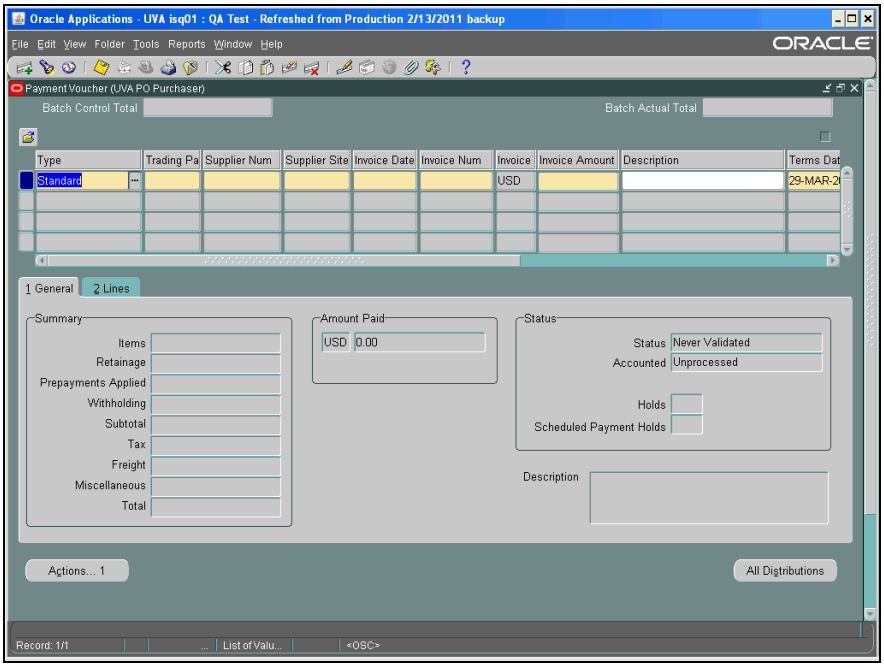
You can cancel a payment voucher if the payment voucher status is **Validated** and it has not been paid.

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

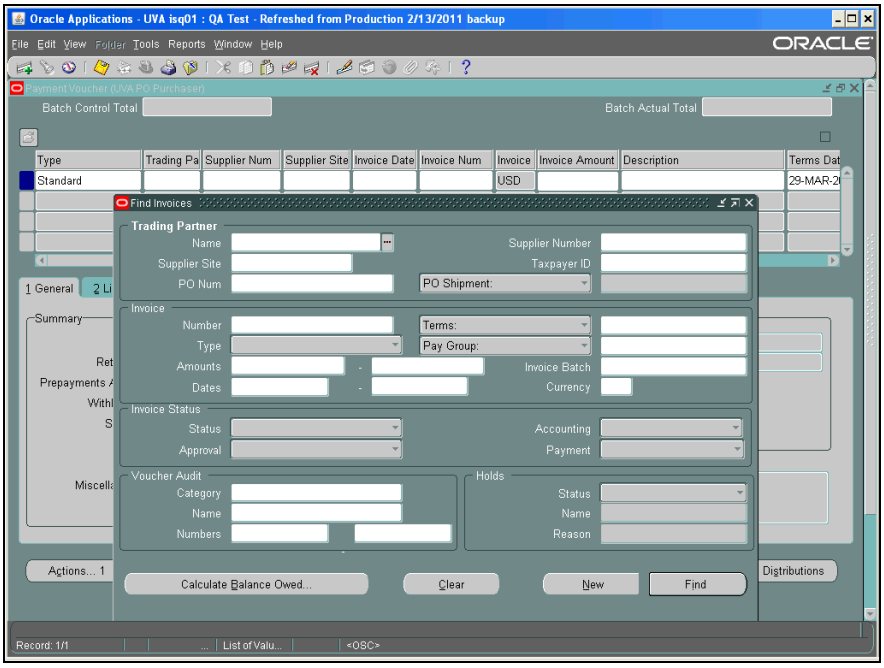
- To verify that the payment voucher (invoice) has not been paid, use Invoice Overview. Navigate to Accounts Payable: Invoices: Inquiry>Invoice Overview to determine the status of the payment voucher.

Procedure

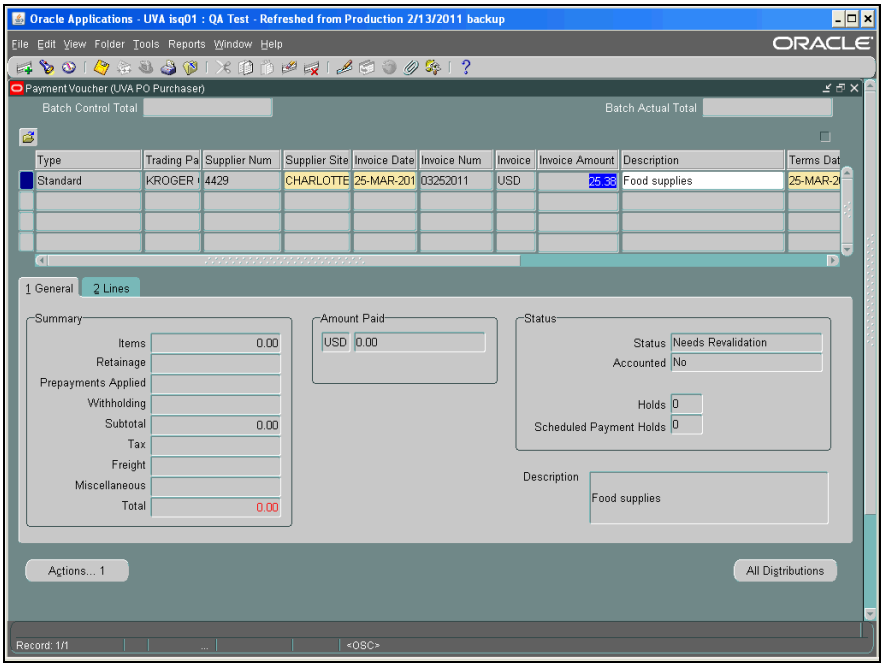
In this simulation you will cancel a payment voucher.



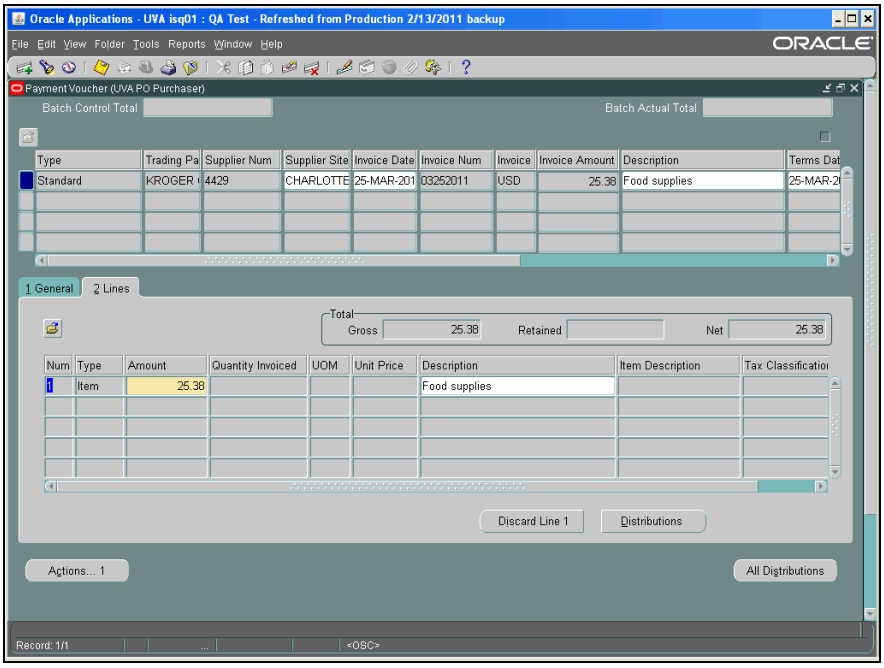
Step	Action
1.	First, search for the payment voucher to be canceled by clicking the **Flashlight** icon. Another method is to select **View>Find** from the menu bar.



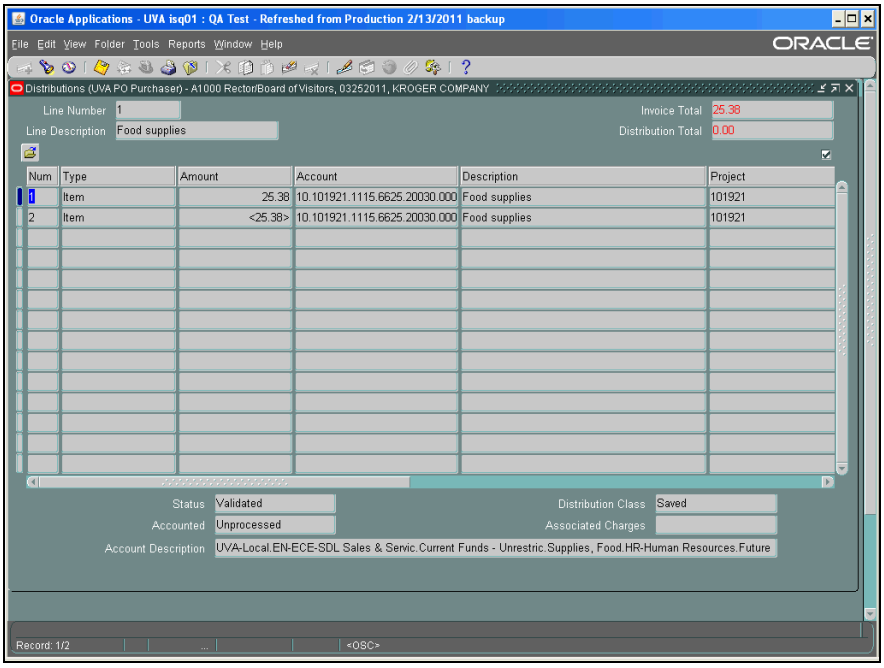
Step	Action
2.	Click in the **Voucher Audit: Numbers: Start** field.
3.	Enter the desired information into the **Voucher Audit: Numbers: Start** field. Enter "**2367369**".
4.	Press **[Tab]**.
5.	The voucher number automatically populates the **Voucher Audit: Numbers: End** field. Click the **Find**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



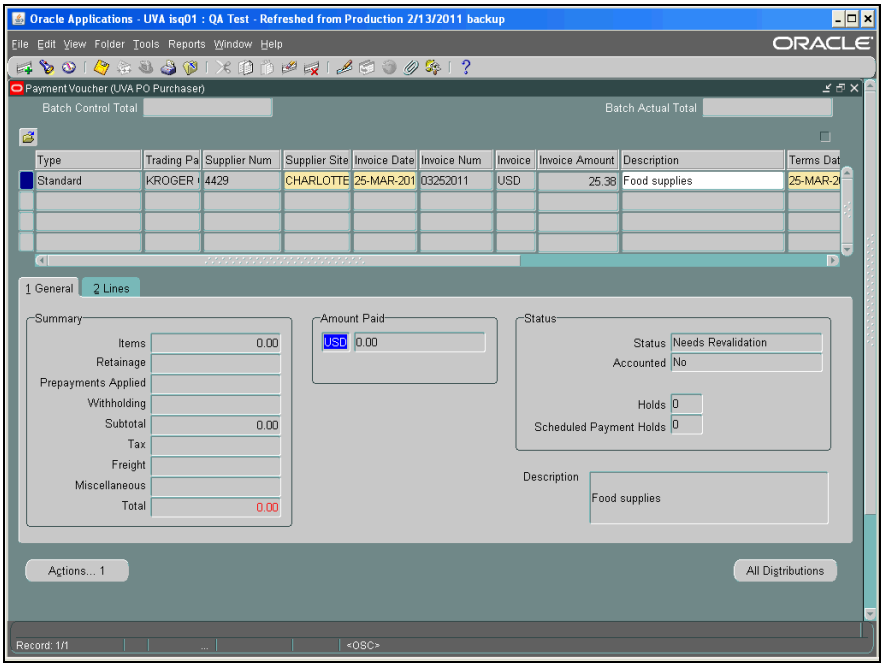
Step	Action
6.	The **Payment Voucher** displays. Reverse the original information. Click the **2 Lines** tab.



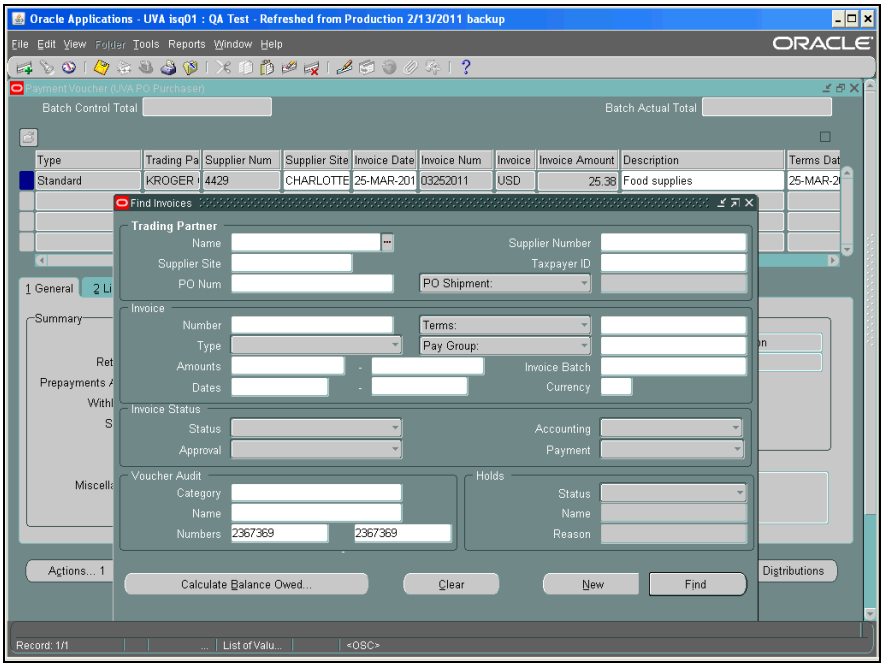
Step	Action
7.	Click the **Discard Line 1** button.
8.	Click the **1 General** tab.
9.	Review the new distribution lines. Click the **All Distributions** button.
10.	The **Distribution Total** is now zero (0). Next you will change the **Invoice Total** to equal the **Distribution Total** (zero).



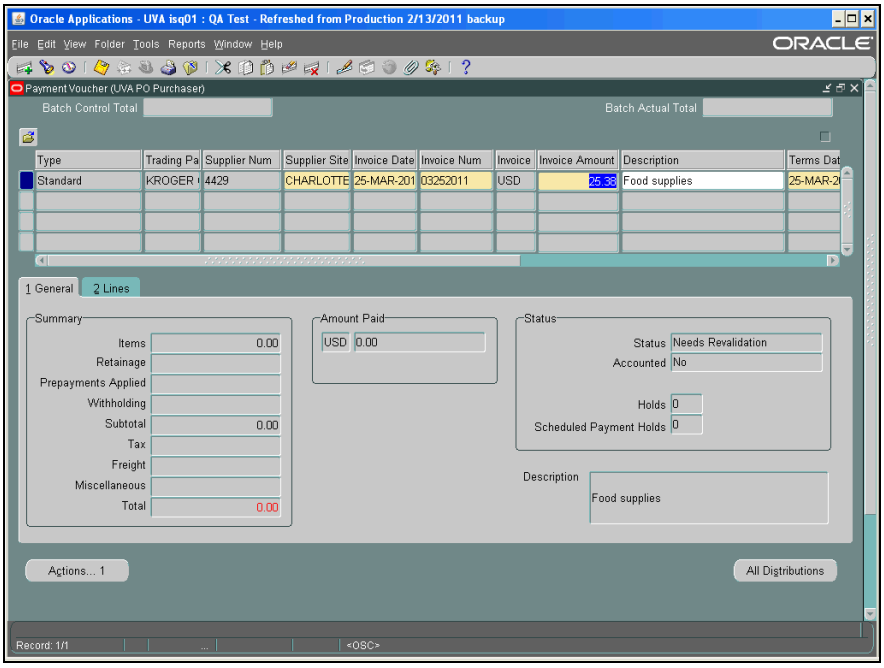
Step	Action
11.	Click the **Close** button.



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

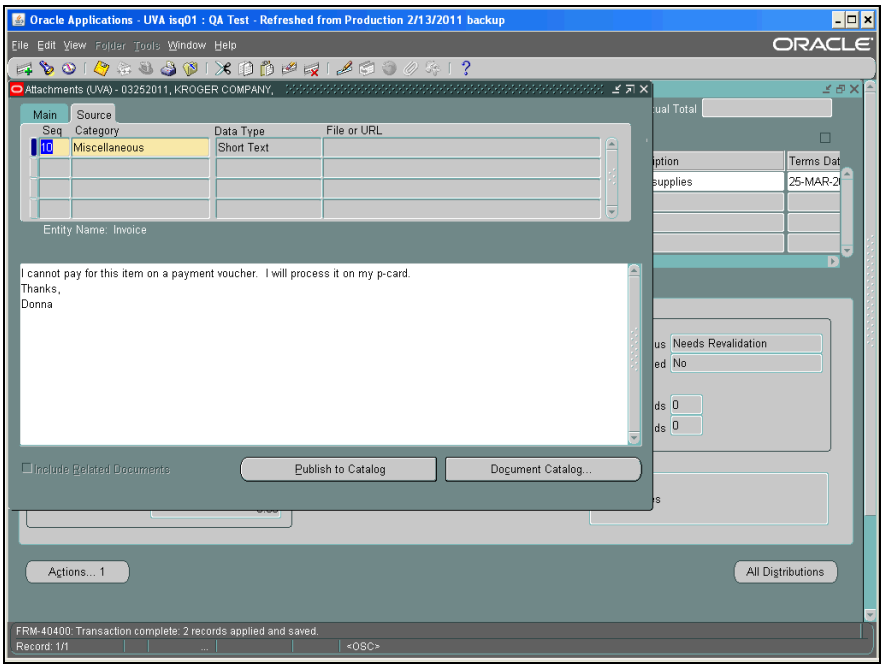


Step	Action
13.	Re-enter the **Voucher Audit: Start** and **End Numbers**. In this example, the numbers have been entered for you. Click on the **Find** button.

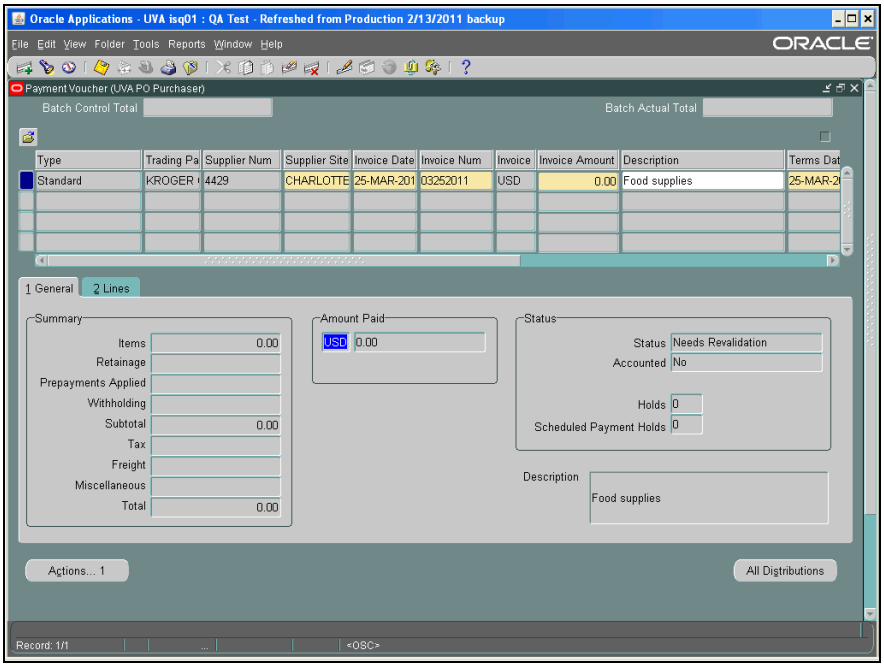


Step	Action
14.	The **Payment Voucher** form displays. Next, change the invoice amount to zero. Click in the **Invoice Amount** field.
15.	Enter the desired information into the **Invoice Amount** field. Enter "**0**".
16.	Save your changes. Click the **Save** button.
17.	Write a note to Accounts Payable 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.

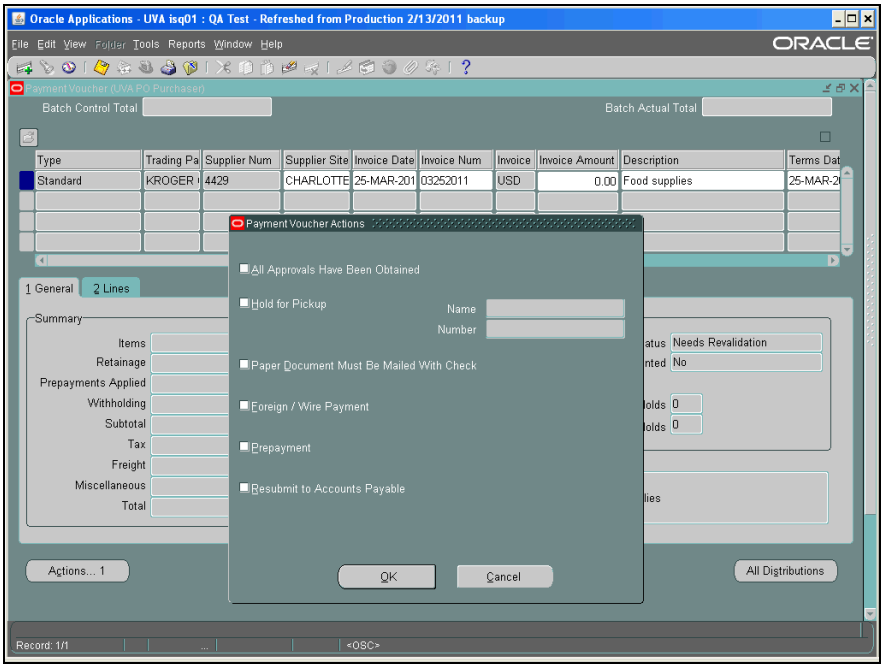
Step	Action
19.	Choose a data type and enter information, then save your work. In this example, a short text message has been entered for you.



Step	Action
20.	Click the **Close** button.



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



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.

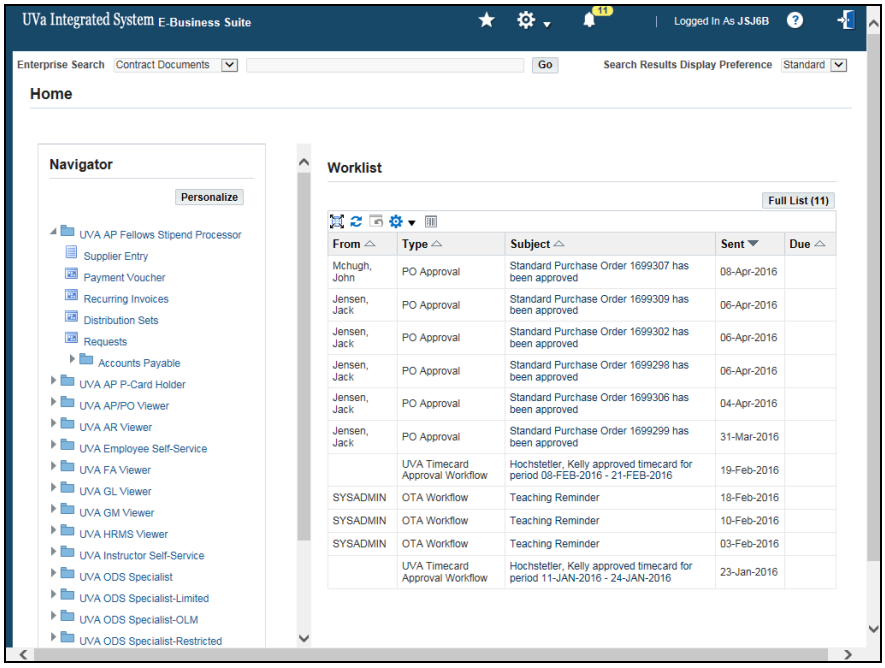
Upon completion of this section, you will be able to:

- 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**.



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**.
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** and 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

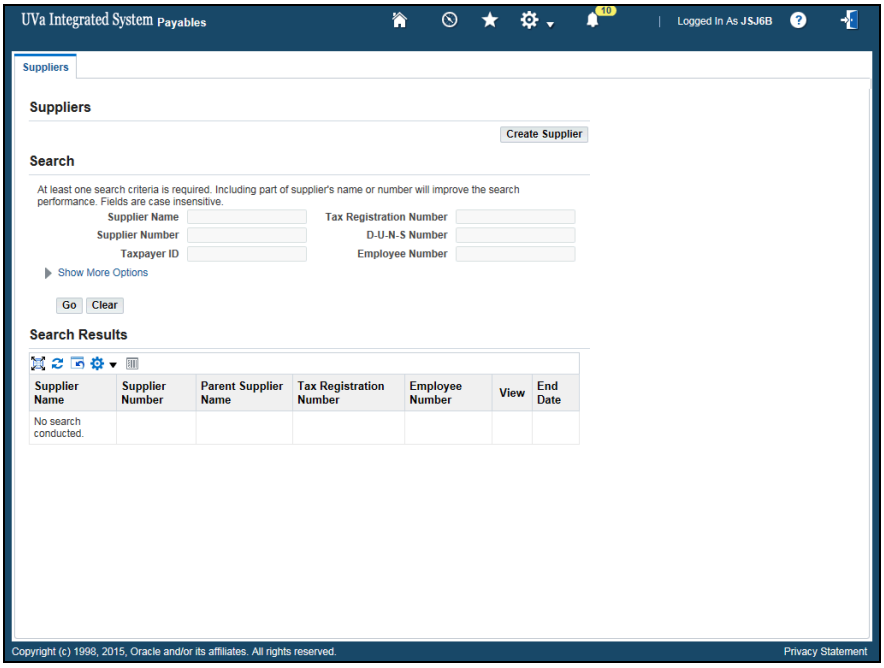
After searching and finding that the UVA Fellow or NRA UVA Fellow is not in the UVA Vendor File, you will create the supplier (fellow) and add them to the vendor file.

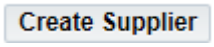
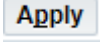
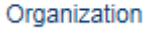
Note: If the supplier (fellow) already exists in the Vendor File with a type other than UVA Fellow or NRA UVA Fellow, then the department needs to complete a **Vendor Registration for Vendors/Individuals** (https://www.procurement.virginia.edu/pagevendorregistrationform) form located on the Procurement and Supplier Diversity Services web site (see Forms).

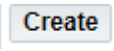
Procedure

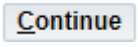
Note: Remember that before you add a supplier/fellow, you must first check to ensure that they do not already exist in the vendor file (refer to topic **Searching for Fellows in the Vendor File**).

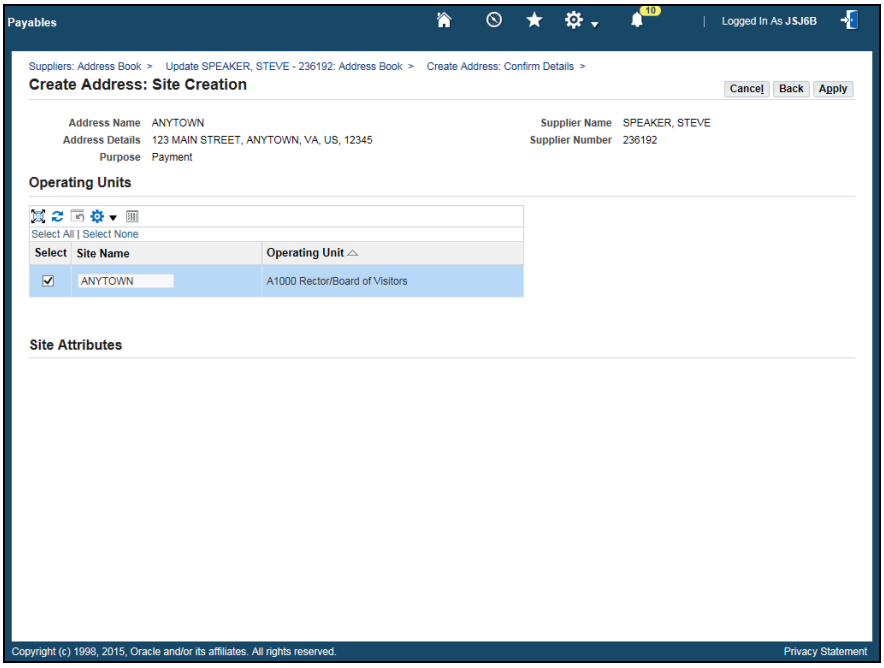
In this simulation you will create a new supplier (fellow) for inclusion in the vendor file.



Step	Action
1.	Begin by clicking on the **Create Supplier** button. 
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. 
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. 

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.
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 individual.
11.	Enter the supplier's address, beginning with **Address Line 1**. 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 not 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. 
22.	The **Create Address: Site Creation** page displays. Use this page to link the address to the site. Click the **Select** checkbox.



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

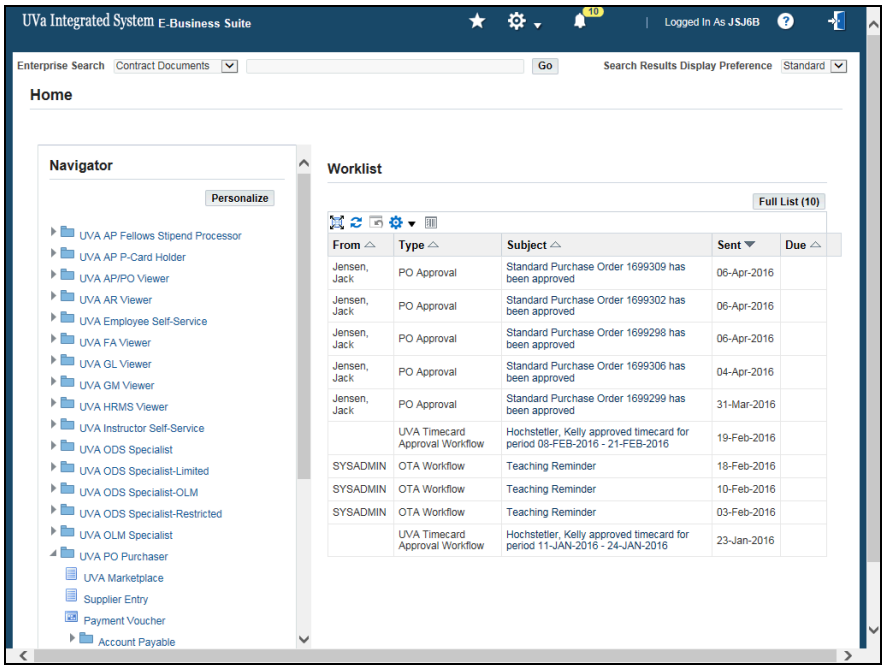
The Distribution Set is where you record the PTAEO(s) that will be charged for the recurring invoices you create.

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

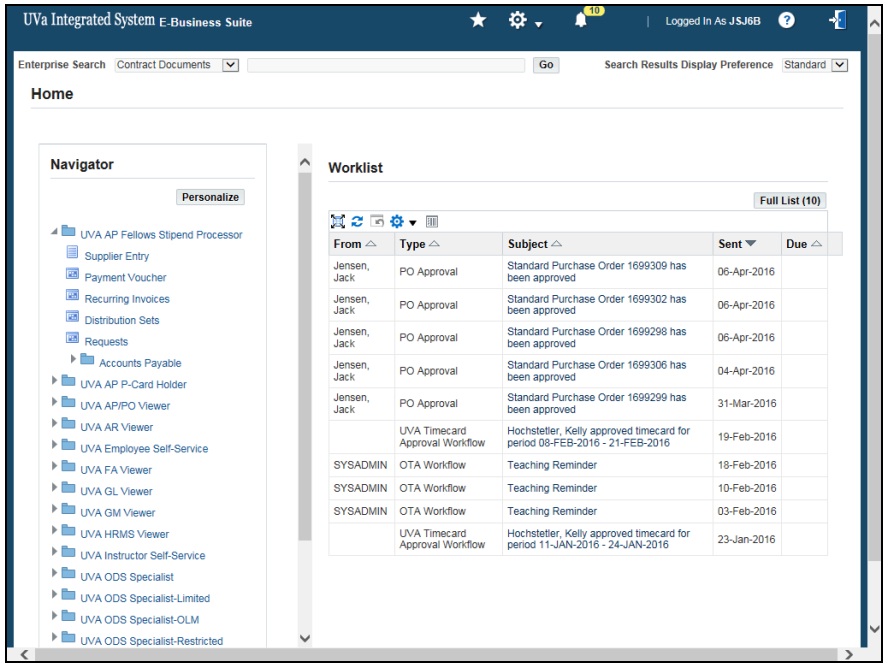
A distribution set can be used for any recurring invoices and can include multiple PTAEO's which can be split on a percentage basis.

Procedure

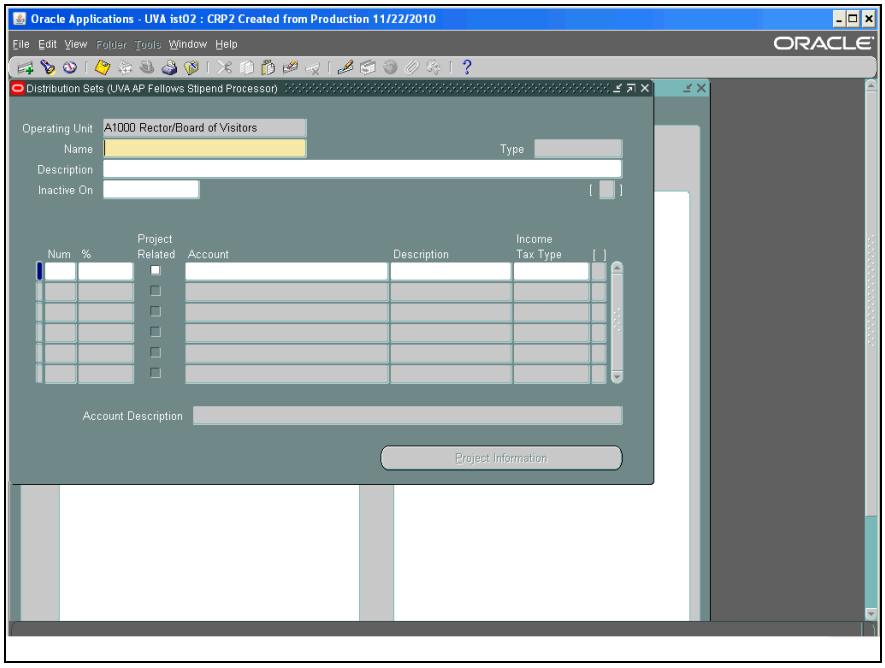
In this simulation you will learn how to create a distribution set for a recurring invoice(s).



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. UVA AP Fellows Stipend Processor



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



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.
19.	Click on and select "**Fell, Stipends, Non-Student**". **Note: This will always be the appropriate expenditure type.** Fell, Stipends, Non-Student

Step	Action
20.	Click on the **OK** button.
21.	Enter the **Expenditure: Organization** number. For this example, enter "**31695**" and **TAB**.
22.	Click on the **OK** button.
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.
26.	The distribution set can be changed at this time if needed. If no changes are required, click on the **OK** button.
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.

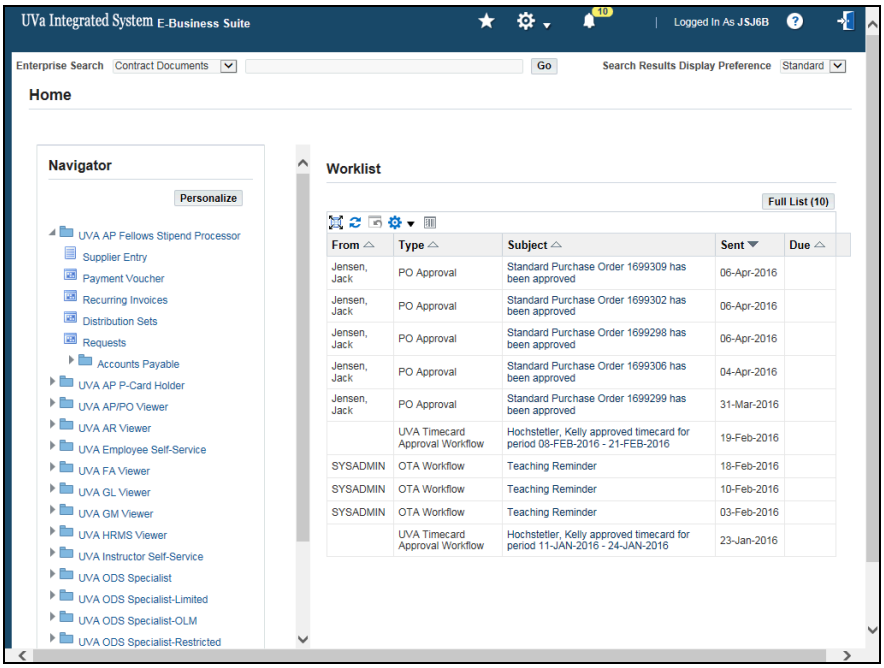
- The payee must be in the vendor file with the vendor type of UVA Fellow or NRA UVA Fellow.

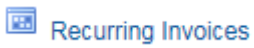
- The Distribution Set must be created.

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.

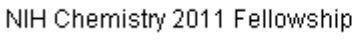
Procedure

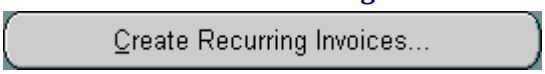
In this simulation, you will see how to create recurring invoices.



Step	Action
1.	UVA AP Fellows Stipend Processor >> Recurring Invoices Click on the **Recurring Invoices** item. 
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**. For this example, enter "**3**" and **TAB**.
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.
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.
15.	Notice that the **Next** period and **Periods Remaining** will default.
16.	Enter information into the **Number** field. This is a free form field. 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 always 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.
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. 
26.	Click on the **OK** button.
27.	Click on the **Amounts** tab.
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.
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. 

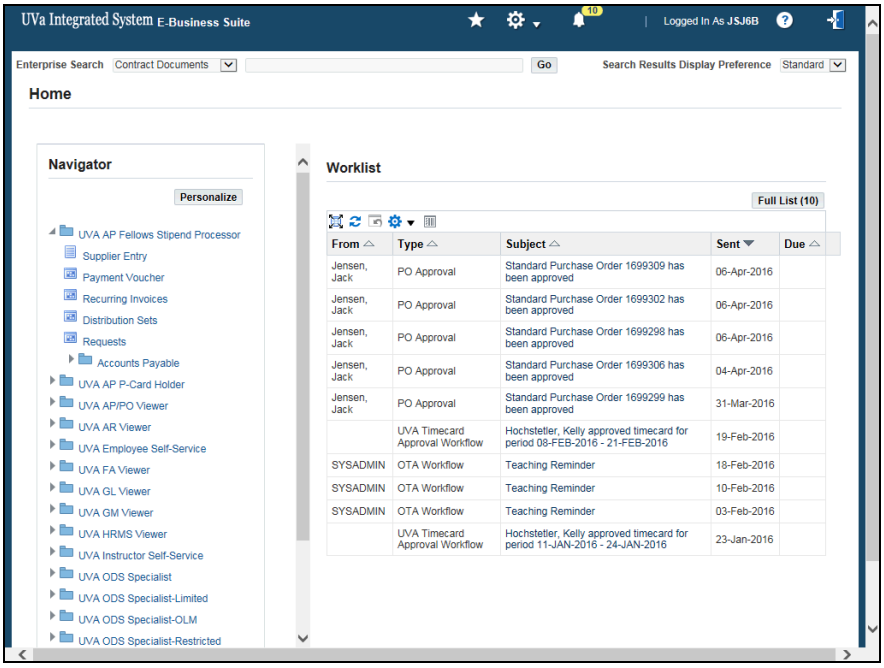
Step	Action
42.	The **Create Invoices** page displays the list of invoices you are creating. This list shows the **Invoice Number**, **GL Date**, and the **Amount**. If you need to make any changes (such as the number or amount of the invoices), click the **Cancel** button and make changes to the template. For this example, no changes are needed.
43.	Click on the **OK** button.
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

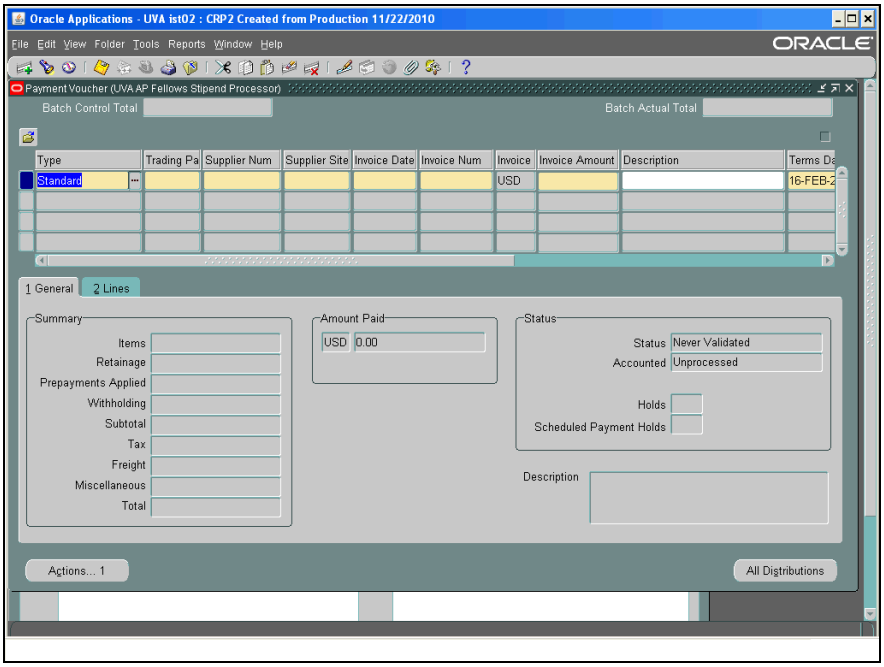
Procedure

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.



Step	Action
1.	Click on the **Payment Voucher** link. Payment Voucher



Step	Action
2.	Click on the **Find** button.
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.
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.
9.	Press the **[Shift]** key and **click** in the **Type** field.
10.	Press the **[Shift]** key and **click** in the **Type** field.
11.	Press the **[Shift]** key and **click** in the **Type** field. Notice that all lines have been selected.
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.
13.	Click on the **All Approvals Have Been Obtained** button.

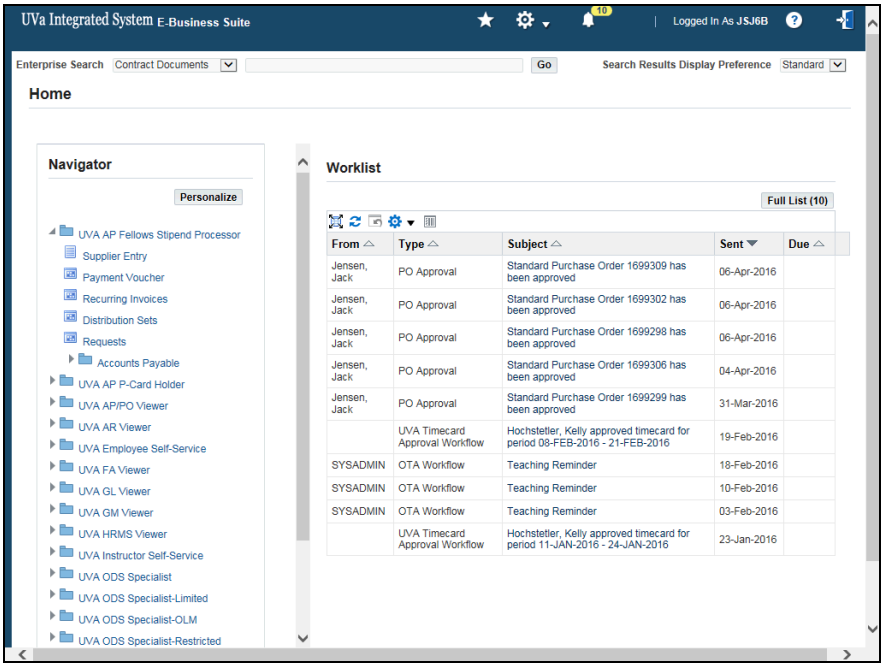
Step	Action
14.	Click on the **OK** button.
15.	You will receive this note for each of the invoices you are approving. Therefore, you will click on the **OK** button three (3) times because you are approving three separate invoices at one time.
16.	Click on the **OK** button.
17.	Notice the status of 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

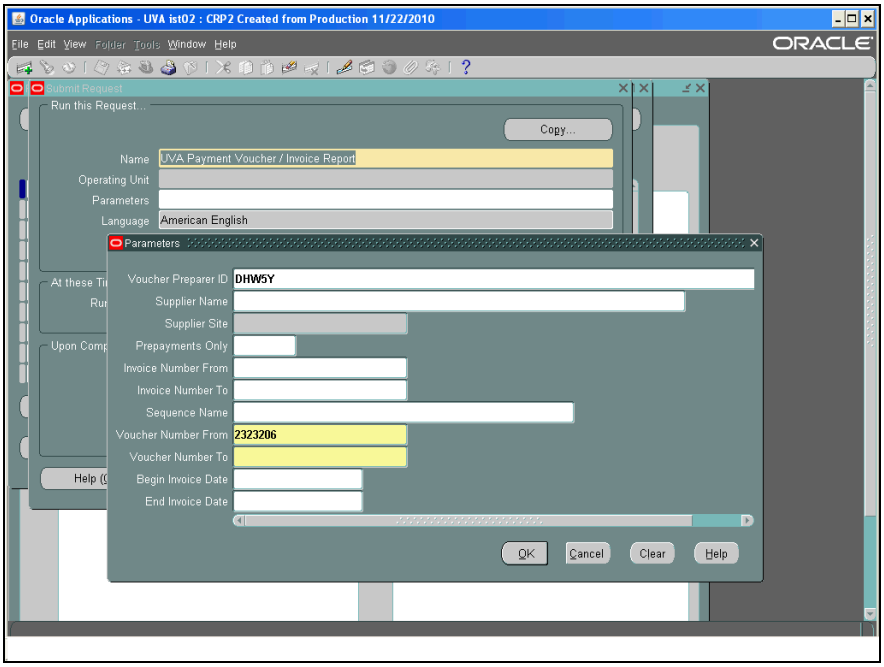
You may need to print the Payment Vouchers you created for the fellow.

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

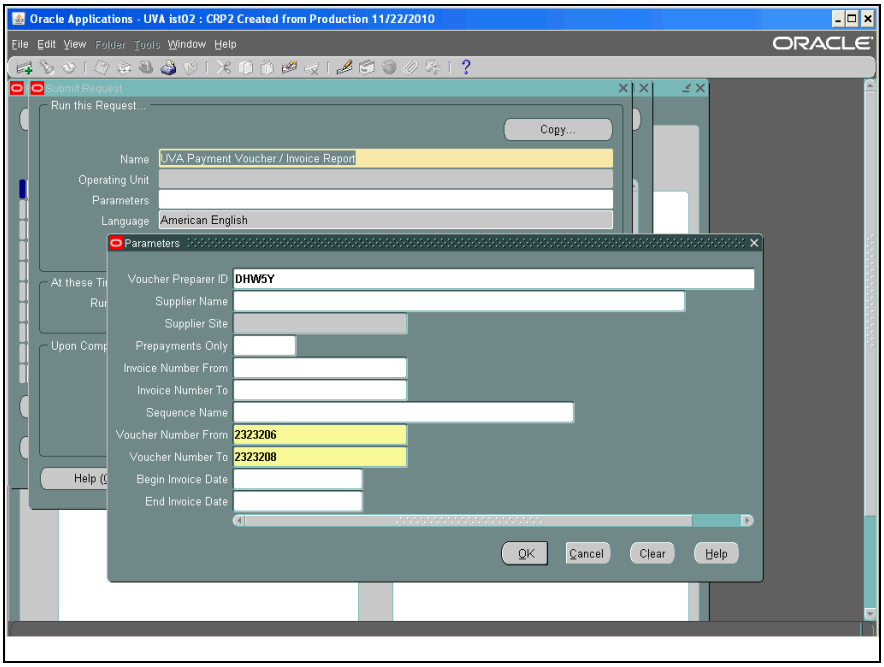


Step	Action
1.	Click on the **Requests** link. Requests
2.	The **Find Requests** page displays. It automatically defaults to "**All My Requests**". Click on the **Submit a New Request...** button. Submit a New Request...
3.	Click on the **OK** button. OK
4.	Click on the drop down list of values for the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



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



Step	Action
12.	Click on the **OK** button.
13.	Click on the **Submit** button.
14.	Click on the **Refresh Data** button.
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.

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.
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

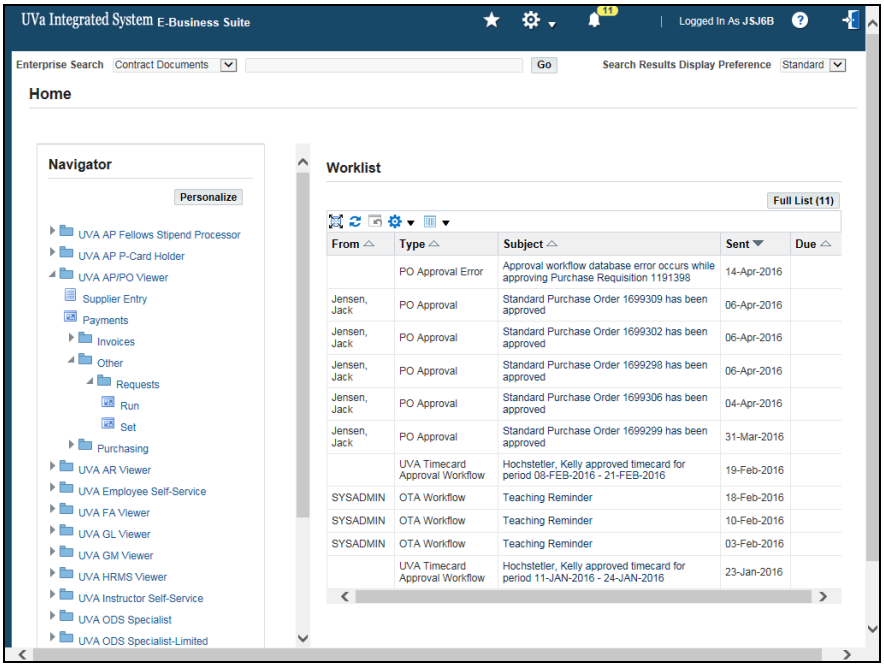
The AP Invoice Processor is responsible for working with the originator of the purchase order, payment voucher, or the PO Buyer, as appropriate, to resolve problems with invoices.

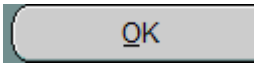
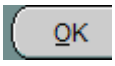
The Invoice Processor is responsible for reviewing invoices on hold, canceling invoices in the AP system and manually releaseing holds where authorized.

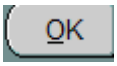
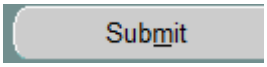
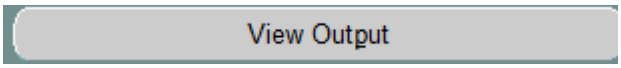
Invoices - Running Invoices on Hold Report

Procedure

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



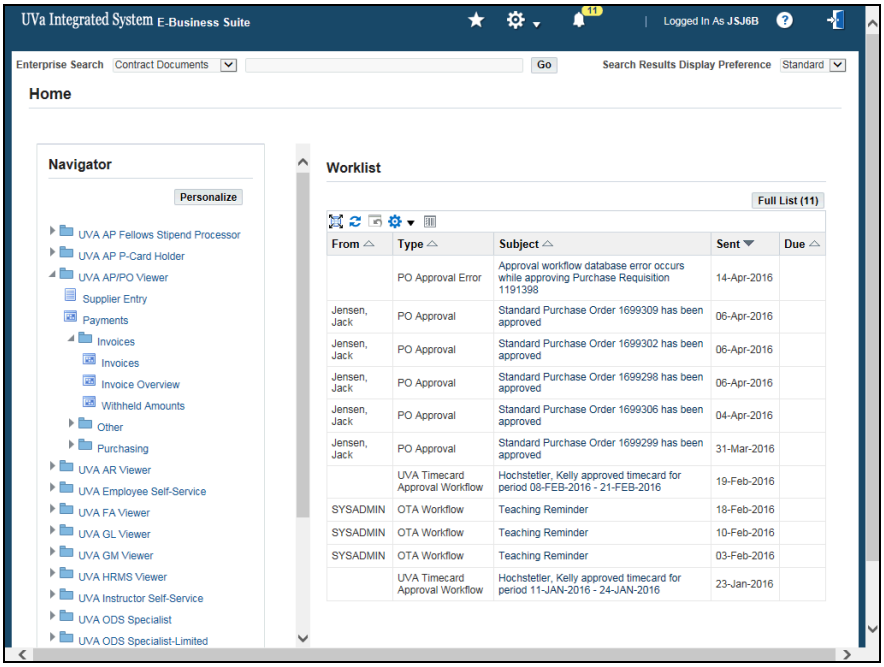
Step	Action
1.	To access the report: UVA AP/PO Viewer >> Other >> Run Click the **Run** list item.
2.	Click the **OK** button. 
3.	Click the **Name list of values drop down** button.
4.	Click the **Invoice on Hold Report** row.
5.	Click the **OK** button. 

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. 
8.	The report Phase is Pending. Click the **Refresh Data** button.
9.	The report Phase is Running. Click the **Refresh Data** button.
10.	The phase status is now Completed. Click the **View Output** button. 
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.



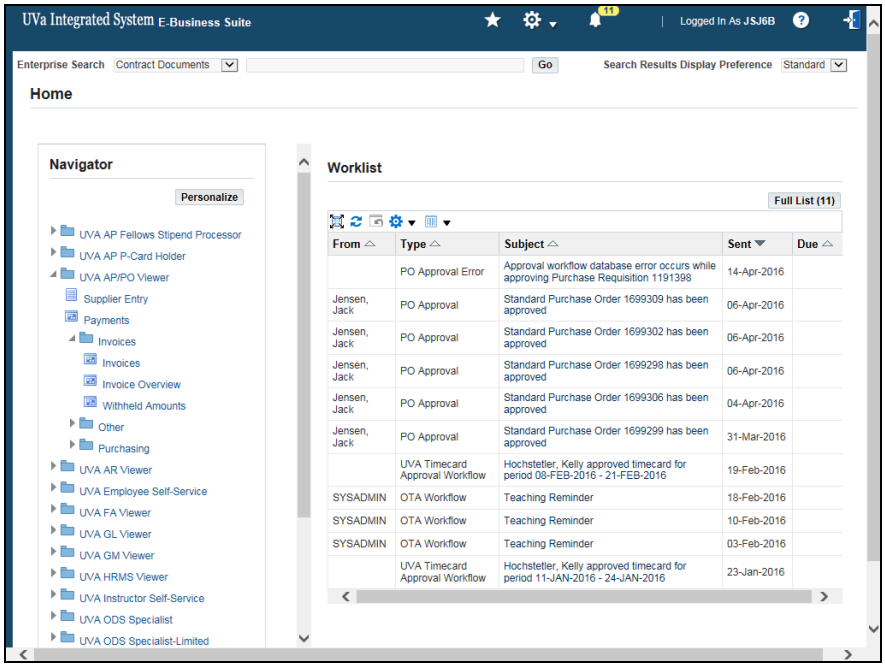
Step	Action
1.	To access the required area: UVA AP/PO Viewer >> Invoices >> Invoices Click the **Invoices** button.
2.	You may search for the invoice by entering either the Trading Partner name, the Invoice Number, or the Voucher Number. Click the **Find** button.
3.	Review the Holds placed on the invoice.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

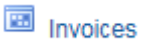
Step	Action
6.	Click the **NRA Released** row. NRA Released NRA released
7.	Click the **OK** button.
8.	Click the **Actions... 1** button.
9.	Click the Invoice Actions **Validate** checkbox.
10.	Click the **OK** button.
11.	The invoice status is Validated. The Trading Partner will be paid.
12.	Congratulations!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

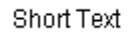
Invoices - Canceling Invoices

Procedure

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



Step	Action
1.	To access the required area: UVA AP/PO Viewer >> Invoices >> Invoices Click the **Invoices** button. 
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.
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.
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. 
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.
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.
28.	Click the **3 Holds** tab.
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.
33.	Click the **Actions... 1** button.
34.	Click the **OK** button.
35.	Click the **1 General** tab.
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.**