Columbia University Finance Training

Job Aid: Creating Non-PO Vouchers in the CU Marketplace

This job aid covers how to create Vouchers for invoices or other payments not associated with a Purchase Order (Non-PO Vouchers) and other payment types in the CU Marketplace.

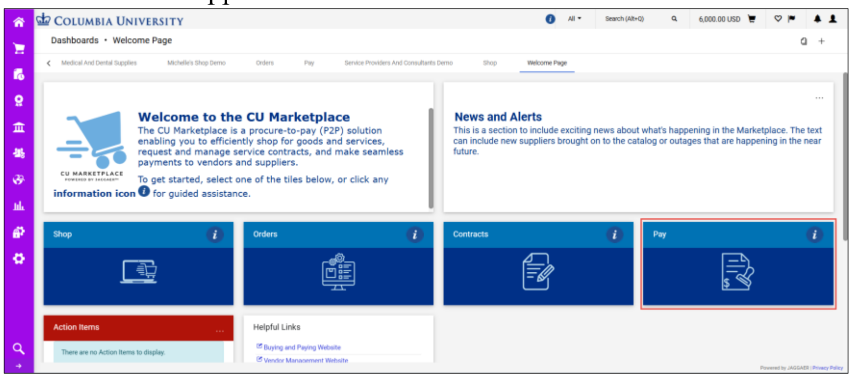
Those with the Procurement Initiator role can create and submit Vouchers into approval workflow.

Creating a Non-PO Voucher

1. Navigate to the [Procurement Paying]() website, click the **CU Marketplace** logo, and log in using your Single Sign On.

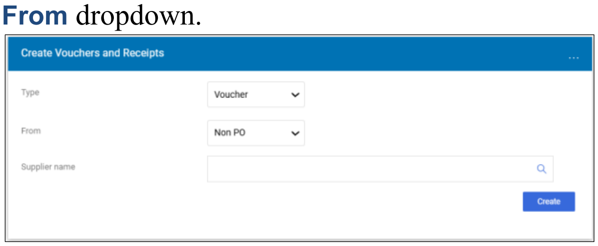
   CU MARKETPLACE
   POWERED BY JAGGAER

   The JAGGAER application launches.

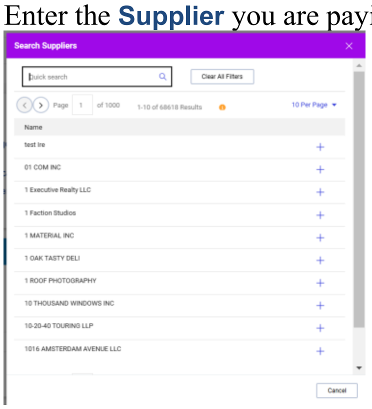
   

   Note: *The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.*

2. Select the **Pay** tile. The Pay dashboard appears.
3. In the **Create Vouchers and Receipts** section, select **Voucher** from the **Type** dropdown and **Non-PO** from the **From** dropdown.

4. Enter the **Supplier** you are paying. Click the **Search** icon to find and select the Supplier.

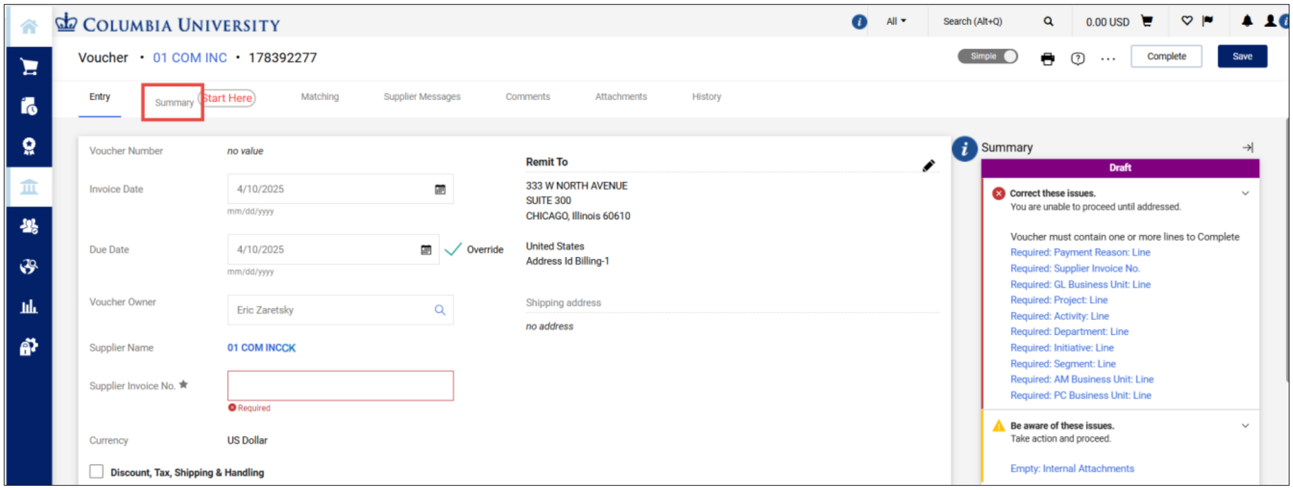
   

   Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add** + icon for the matching Supplier.

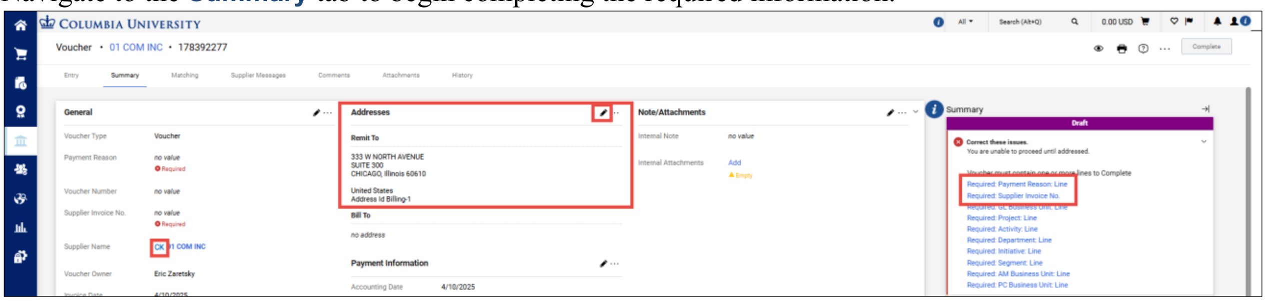
5. Click the **Create** button. The Voucher form appears.

Completing the Voucher

The Voucher Entry screen appears with the Summary pane indicating the required fields.
If you setup a Default Accounting Code (ChartString) in your Profile (refer to the [Modifying Profile Settings in the CU Marketplace job aid](#)), that ChartString information will be automatically populated and won't appear as missing information in the Summary section.

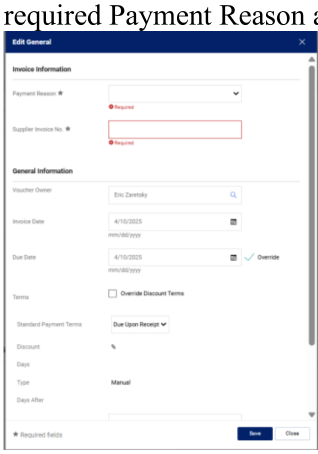


1. Navigate to the **Summary** tab to begin completing the required information.

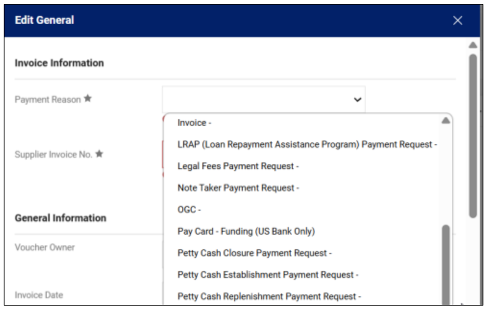


- An icon next to the **Supplier Name** indicates the default payment method for the Supplier. If the Supplier must be paid using a different method, the Supplier should update the default payment method in their PaymentWorks account.
- The **Remit To** Address indicates the primary address for the Supplier. If you need to remit to a another address, click the **Edit** ✎ icon to select a different address. If an address for the Supplier is not listed, the Supplier should update their PaymentWorks account.

2. Click the link for the **Required Payment Reason Line**. The Edit General window appears where you can enter the required Payment Reason and the Supplier Invoice No.



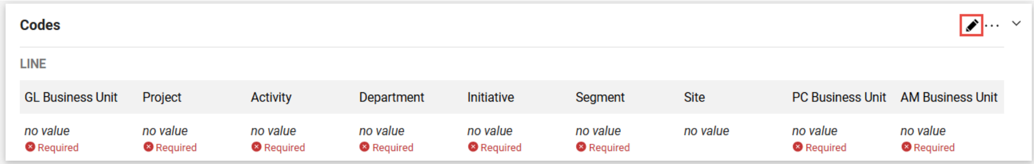
3. Select the **Payment Reason** from the dropdown.



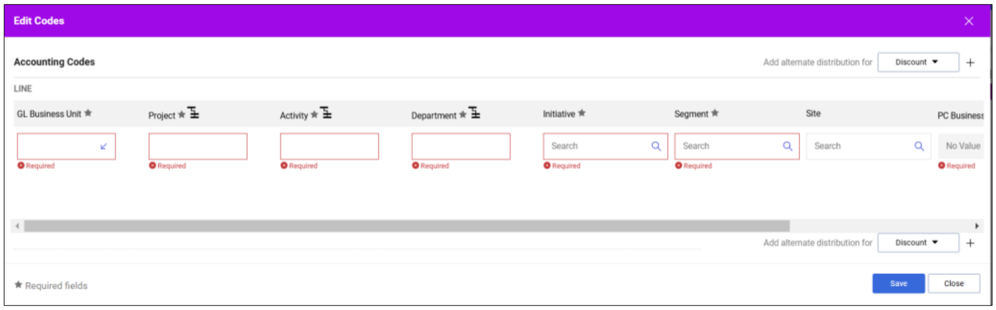
4. Type the **Supplier Invoice No**. indicated on the invoice if you received one from the Supplier.
   - If an invoice number is not provided, enter the document date (or today's date) + Total Gross Amount, including cents (**MMDDYYAMOUNT**) – do not include $ sign. For example, if the date is July 1, 2025 and the total gross amount is $800.00, enter the invoice number as 07012580000.
   - For **Utility Bills, Pitney Bowes. and Unitex** where invoices are submitted without an invoice number, use the format MMYY plus the account number indicated on the invoice. For example, the January 2025 utility bill for account 123456 would have an invoice number 0125123456.
   - Vouchers for some Payment Reasons require specific invoice number formats. Refer to the [CU Marketplace Non-PO Voucher Payment Reasons Quick Guide] for guidance on the Supplier Invoice Number format where it deviates from the default.
5. If there is an invoice, encure that the **Invoice Date**, which defaults to today's date, is entered as the date indicated on the invoice.
6. Click the **Save** button.

Adding or Editing Accounting Codes (ChartStrings)

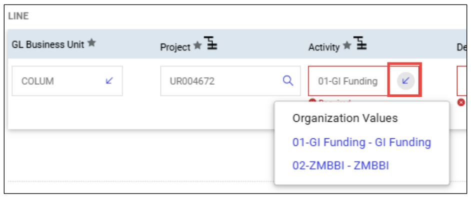
Ensure that you have the correct ChartString information populated in the Accounting Codes section. If you set up a Default Accounting Code (ChartString) in your Profile (refer to the [Modifying Profile Settings in the CU Marketplace job aid]), that ChartString information will be automatically populated. You can edit the Accounting Codes for the voucher as a whole, as needed. In addition, you have the option to edit Accounting Codes for each Line of your Voucher.



1. In the Codes section, click the **Edit Codes** Section icon. The Edit Codes window appears.



2. Update the ChartFields as needed. ChartFields must be entered in order left to right as the available values are dependent on the value in the previous field. You can click the **Dropdown** arrow in the field you are populating to view the available values.



3. Click the **Validate** icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required, click the Validate icon again.

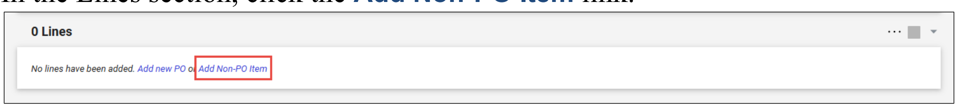
   You can click the **Add Split** icon to add an additional ChartString line and indicate a percent distribution.

   You can click the **Code Favorites** icon to select a favorite ChartString you created in your Profile.
4. Click the **Save** button.

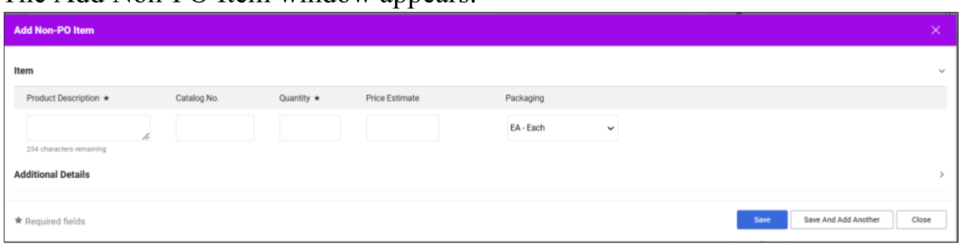
Adding Lines

You must enter a Line to describe the payment, the price, and the quantity. You must indicate the Account for the category.

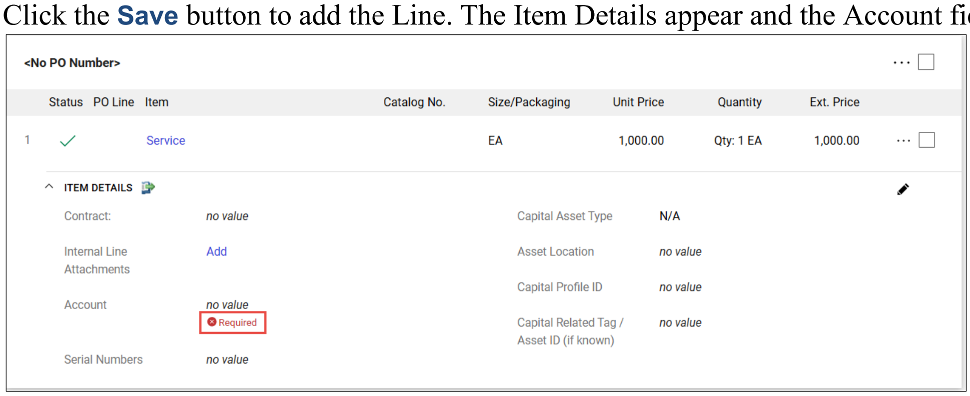
1. In the Lines section, click the **Add Non-PO Item** link.



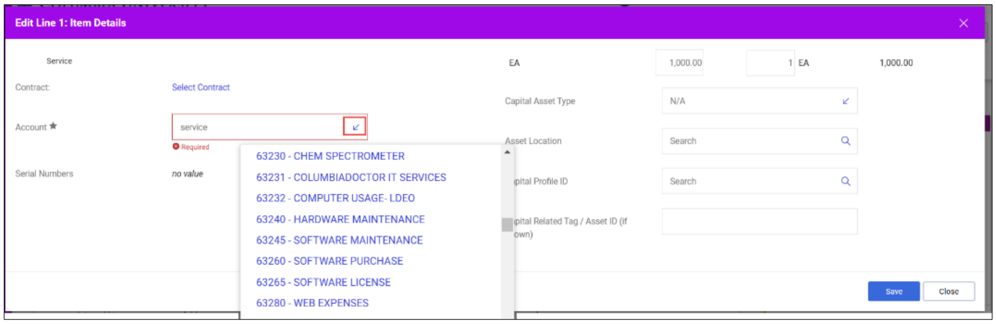
The Add Non-PO Item window appears.



2. Enter the **Product Description**, **Quantity**, and **Price Estimate** (the amount of the payment). If applicable, you can enter a **Catalog No.** and a **Packaging** unit of measure.
3. Click the **Save** button to add the Line. The Item Details appear and the Account field appears as required.



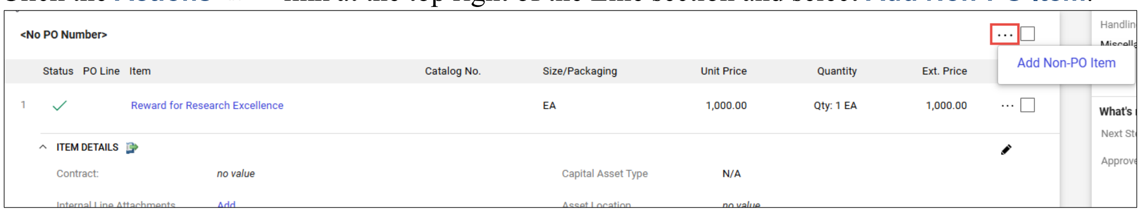
4. Click the **Required** link for the **Account** value. The Item Details screen appears.



5. In the **Account** field, you can type a descriptive keyword to find a matching Account code or select the dropdown arrow to scroll throught the available values.
6. Click the **Save** button.

Adding an Additional Line

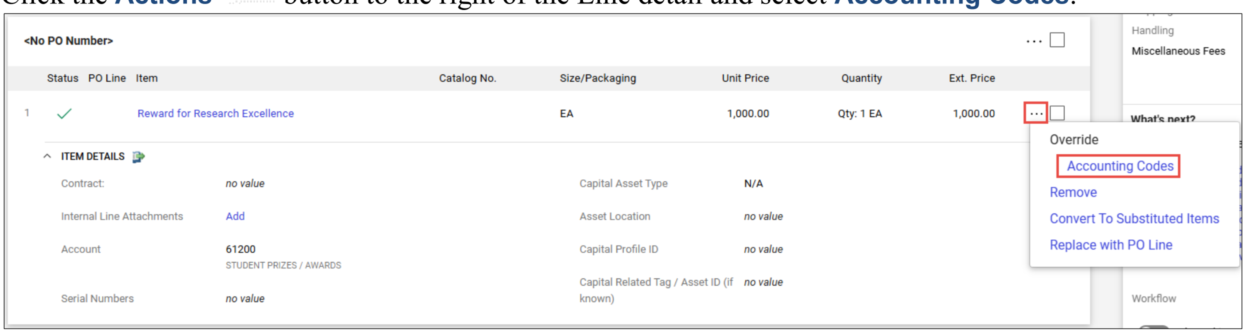
Click the **Actions** ··· link at the top right of the Line section and select **Add Non-PO Item**.



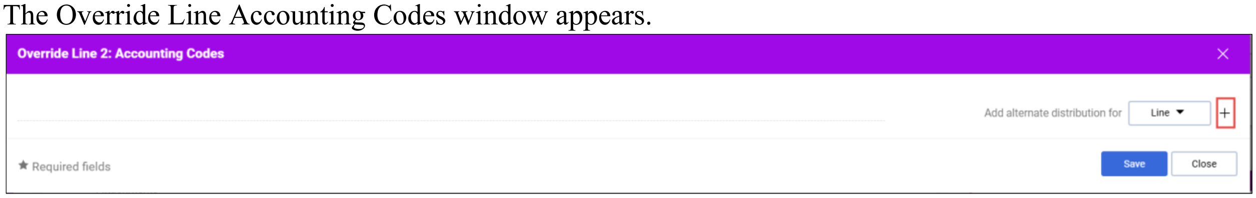
Editing Line Accounting Codes (ChartString)

The Accounting Codes that you entered in the main Accounting Codes section automatically copies to your Voucher Lines. If you have multiple Lines, you can edit Accounting Codes for each Line as needed.

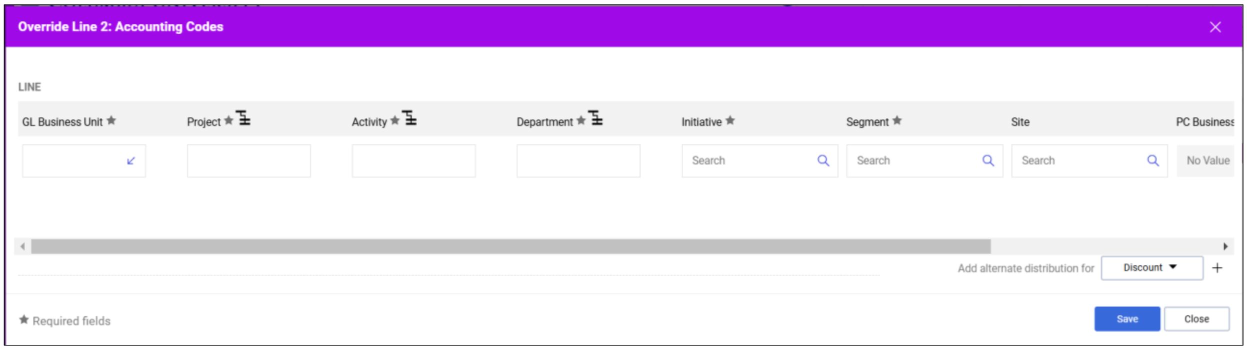
1. Click the **Actions** ··· button to the right of the Line detail and select **Accounting Codes**.



2. The Override Line Accounting Codes window appears.



3. Click the **Plus** + icon to **Add alternate distribution for Line**. The fields appear ready to populate.



4. Update the ChartFields as needed. They must be entered in order left to right as the available values are dependent on the value in the previous field. You can click the **Dropdown** arrow in the field you are populating to view the available values.
5. Click the **Validate** icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required, click the Validate icon again.

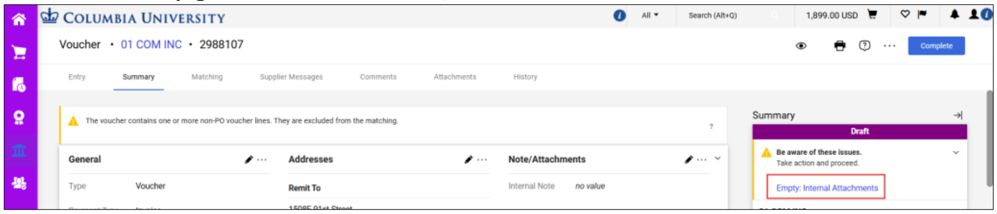
   You can click the **Add Split** icon to add an additional ChartString line and indicate a percent distribution.

   You can click the **Code Favorites** icon to select a favorite ChartString you created in your Profile.
6. Click the **Save** button.

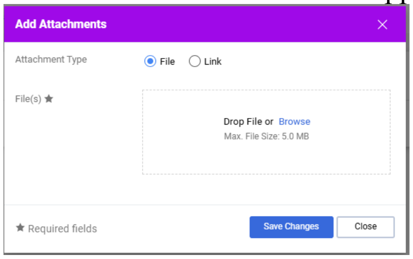
Attaching Documentation

Attach an invoice, if applicable, and/or supporting documentation that provides the business reason for your payment.

1. In the Summary pane, click the **Empty Internal Attachments** link.

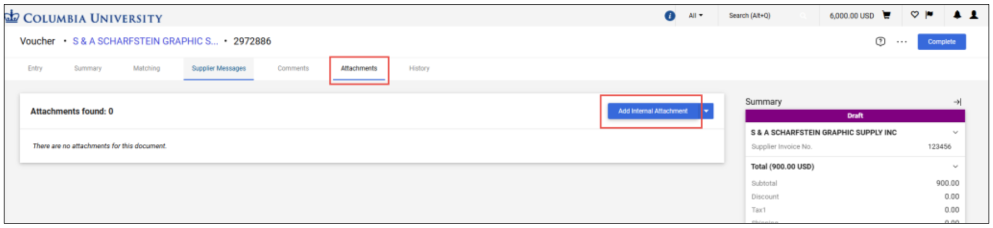


The Add Attachments window appears.



2. Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
3. Click the **Save Changes** button.

   You can view and attach additional documents via the **Attachments** tab.

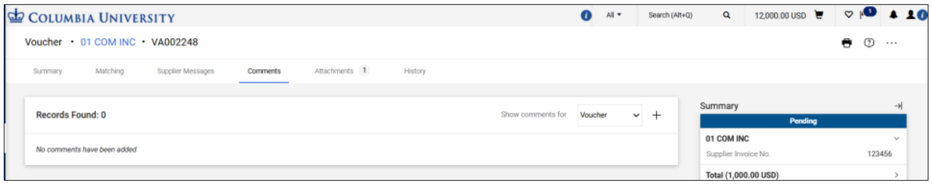


Adding a Comment

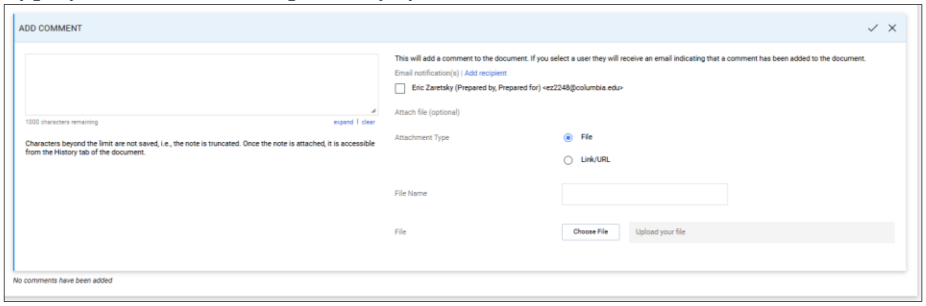
If you are creating a Non-PO Voucher that is associated with a **Contract where no PO Required**, enter the **Contract ID** number in the Comments.

In addition, after you submit a Voucher into workflow for approval, you can add a Comment that can be emailed to selected Approvers in order to request the document be returned to you for editing. You can also use Comments to remind Approvers that your Voucher is awaiting review and approval. Refer to the section in this document on Viewing and Editing Vouchers Submitted for Approval

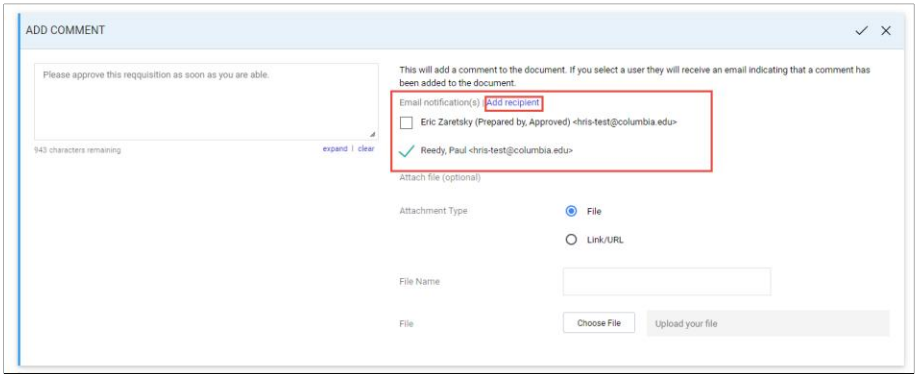
1. Click the **Comments** tab.



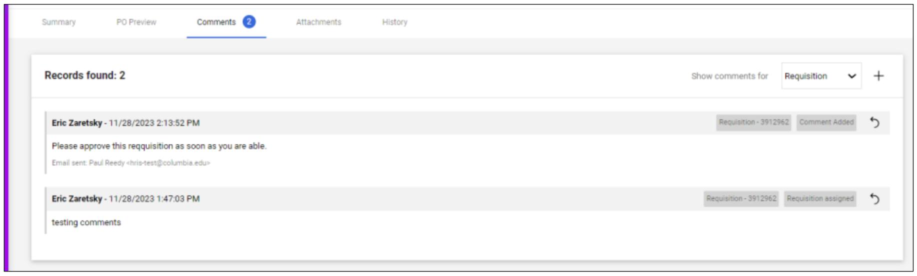
2. Click the **New Comments** + icon. The Add Comment screen appears.
3. Type your **Comment**. Optionally, you can attach a file or add a link/URL.



You can select the individuals listed who have worked with your document to receive your Comment as an Email Notification, or, click **Add recipients** to search for Approvers or other individuals you wish to send your Comment to.

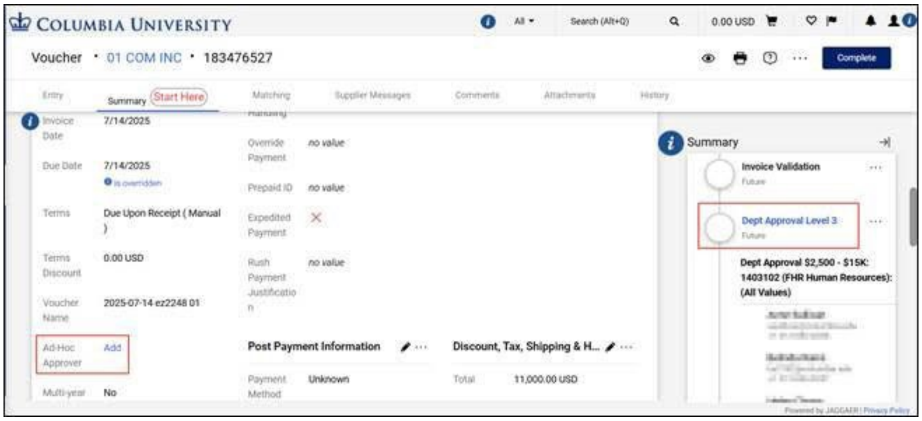


4. Click the **Complete** ✓ icon. Comments are indicated on the Comments tab and listed on the Comments screen.

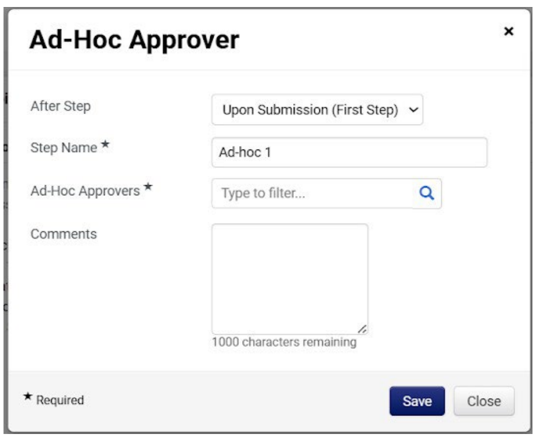


Inserting Ad-Hoc Approvers

1. In the **Summary** pane on the right side of the Voucher page, click the **Dept Approval** step in the Workflow to expand and view the approver pool for the Voucher.

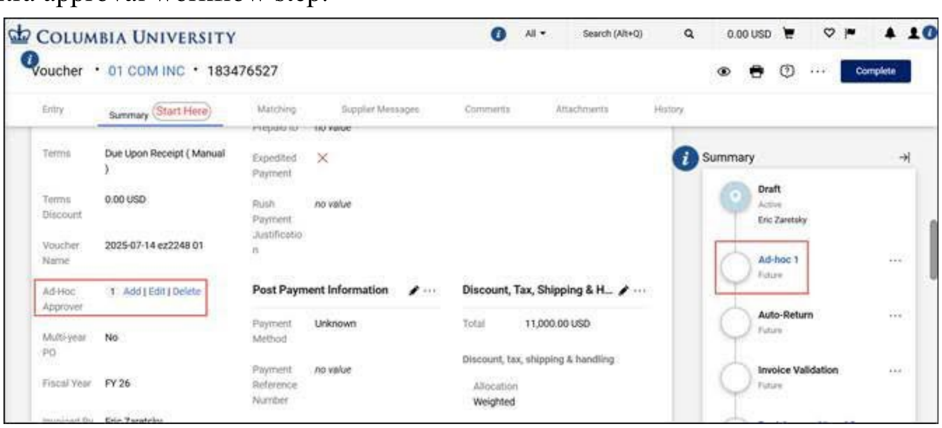


2. Click the Ad-Hoc Approver **Add** link at the bottom of the General section. The Ad-Hoc Approver window appears.



💡 To keep the approvers in the correct order: in the **After Step** field, select "Upon Submission (First Step)" for your first approver (Ad-hoc 1); then select "Ad-hoc 1" for your second approver (Ad-hoc 2); then select "Ad-hoc 2" for your third approver (Ad-hoc 3); and so on

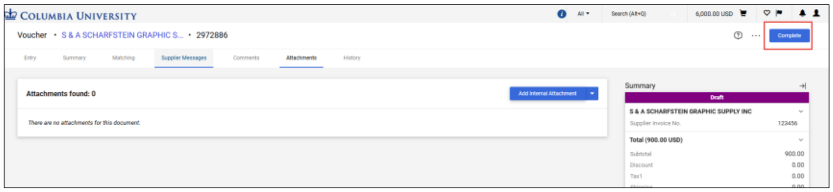
3. Click into the **After Step** field and select the approval workflow step where the Approver will be inserted. Change the **Step Name**, if desired.
4. Click into the **Ad-Hoc Approvers** field and select the Approver from the list. You can type to filter the list of names. You can add multiple Ad-Hoc Approvers. Add **Comments**, if needed.
5. Click **Save**. The Voucher will indicate the number of Ad-Hoc Approvers, and the Summary panel will indicate the extra approval workflow step.



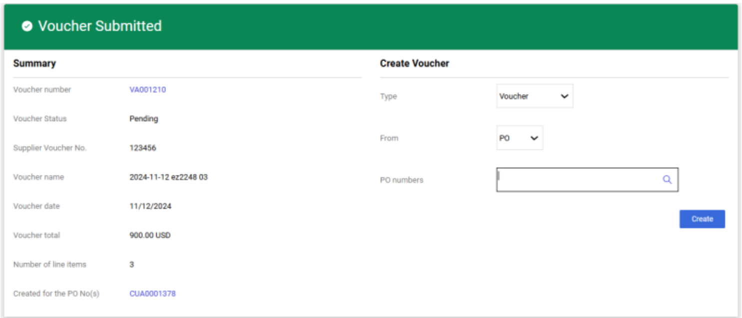
6. Click the **Add** link to insert additional Ad-Hoc Approvers. You have the option to insert them after different approval steps, including after the first Ad-Hoc Approval.
7. Click the **Edit** or **Delete** links to edit or remove the Ad-Hoc Approval step(s).

Submitting the Voucher

Click the **Complete** button to submit your Voucher.



The Voucher Submitted confirmation screen appears.



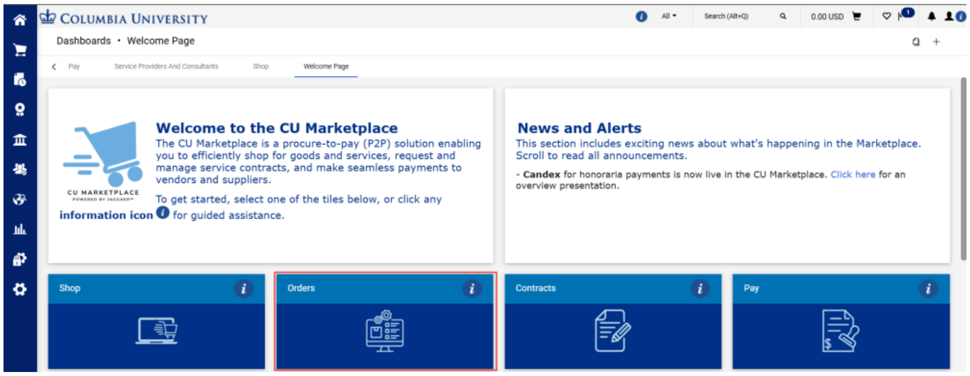
You can click the **Voucher number** to view the Voucher details.
Additionally, you can create a new voucher from the right side of this screen under the Create Voucher heading.

Follow up with all Ad Hoc approvers to ensure timely approval

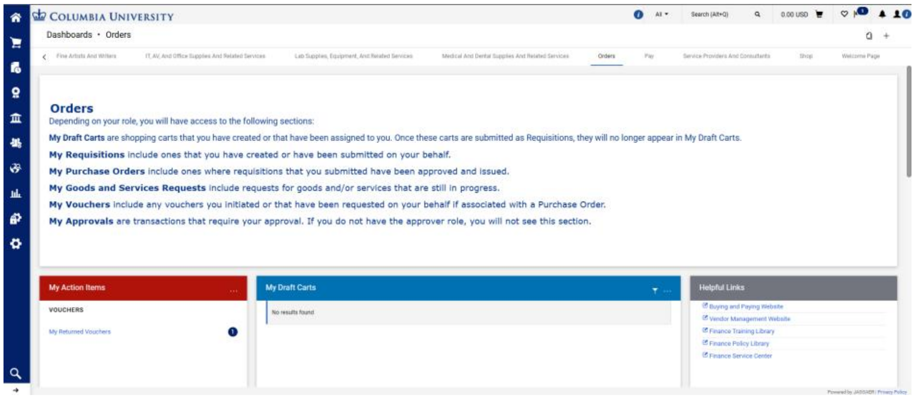
Viewing and Editing Vouchers Submitted for Approval

In order to edit Vouchers after they have been submitted into workflow for approval, you must first request that the Voucher be returned to you by the Approver.

Viewing Your Vouchers



1. Click the **Orders** tile to navigate to the Orders dashboard.



2. To access your Vouchers, scroll to the **My Vouchers** section and click the **Number** of the Voucher you want to view.