

# Columbia University Finance Training

## Job Aid: Creating a PO Voucher in the CU Marketplace

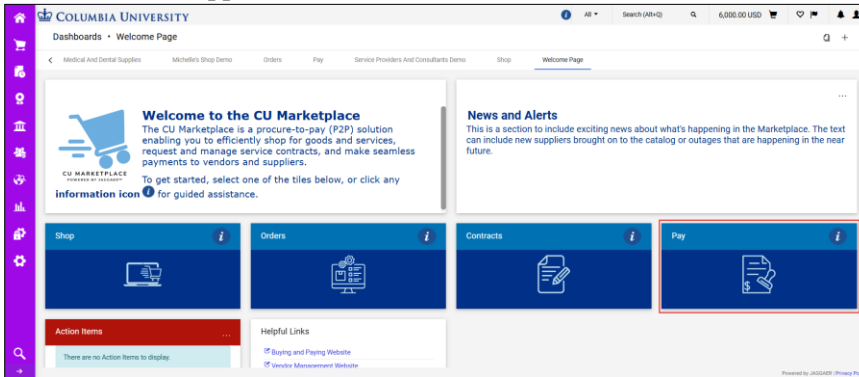
This job aid covers how to create Vouchers for Purchase Orders (PO Vouchers) in the CU Marketplace. Those with the Voucher Initiator role can create and submit Vouchers into approval workflow.

### Creating a PO Voucher

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



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 **PO** from the **From** dropdown.

Create Vouchers and Receipts

Type: Voucher

From: PO

PO numbers:

Create

4. Enter the **PO number** for the Purchase Order for which you are creating the voucher. You can click the **Search** icon to search and select the Purchase Order.

Search Purchase Orders

Created Date: All Quick search Add Filter

AP Status: Soft Closed/Open

Page 1 of 128 1-10 of 1274 Results 10 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requestion Number	Prepared For	Shipment Status	Matching Status	Total Amount
CUA0001378	S & A SCHARFSTEIN GRAPHIC SUPPLY INC	11/11/2024 11:37:55 AM	Completed	4148972	Reggie Requester 15	Sent To Supplier	No Matches	900.00 USD
CUA0001377	DELL MARKETING LP	11/11/2024 10:59:02 AM	Completed	4160689	Narayanan Seetharaman	Sent To Supplier	Fully Matched	12.12 USD
CUA0001376	STEMCELL TECHNOLOGIES INC	11/8/2024 5:50:19 PM	Completed	4160275	Tanya Frasier	Sent To Supplier	No Matches	1,226.00 USD
CUA0001375	STEMCELL TECHNOLOGIES INC	11/8/2024 5:49:58 PM	Completed	4160522	Tanya Frasier	Sent To Supplier	No Matches	186.00 USD
CUA0001374	DELL MARKETING LP	11/8/2024 3:49:34 PM	Completed	4160394	Narayanan Seetharaman	Sent To Supplier	Partially Matched	12.12 USD
CUA0001373	DELL MARKETING LP	11/8/2024 3:39:03 PM	Completed	4160390	Narayanan Seetharaman	Sent To Supplier	Fully Matched	12.12 USD
CUA0001372	CANEX SOLUTIONS, INC.	11/8/2024 2:30:59 PM	Completed	4160315	Falgun Patel	Sent To Supplier	No Matches	2,000.00 USD

Close

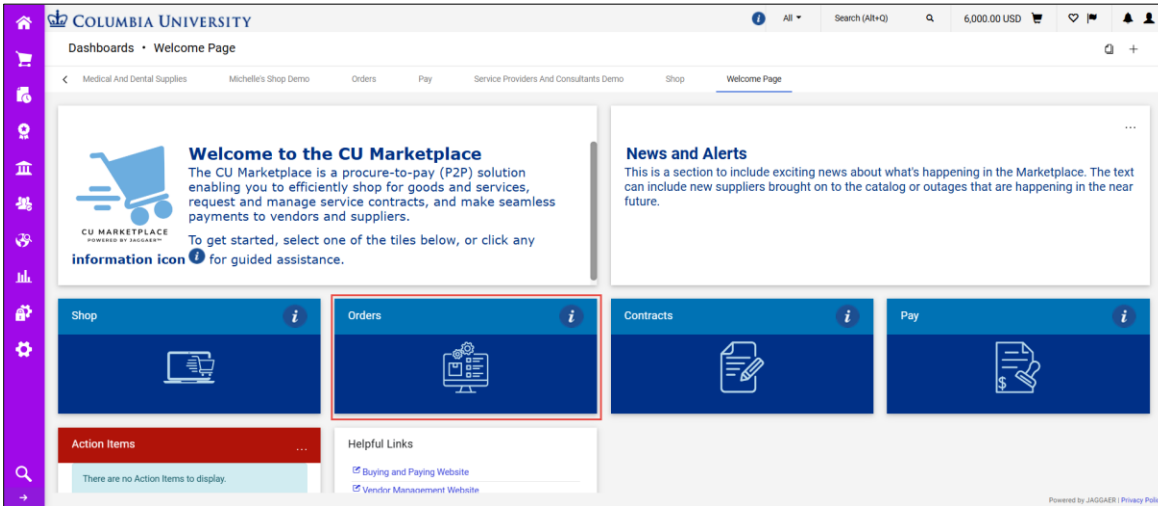
Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add** + icon for the matching Purchase Order.

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

## Creating a Voucher Directly from a Purchase Order

### Viewing the Purchase Order and Associated Vouchers

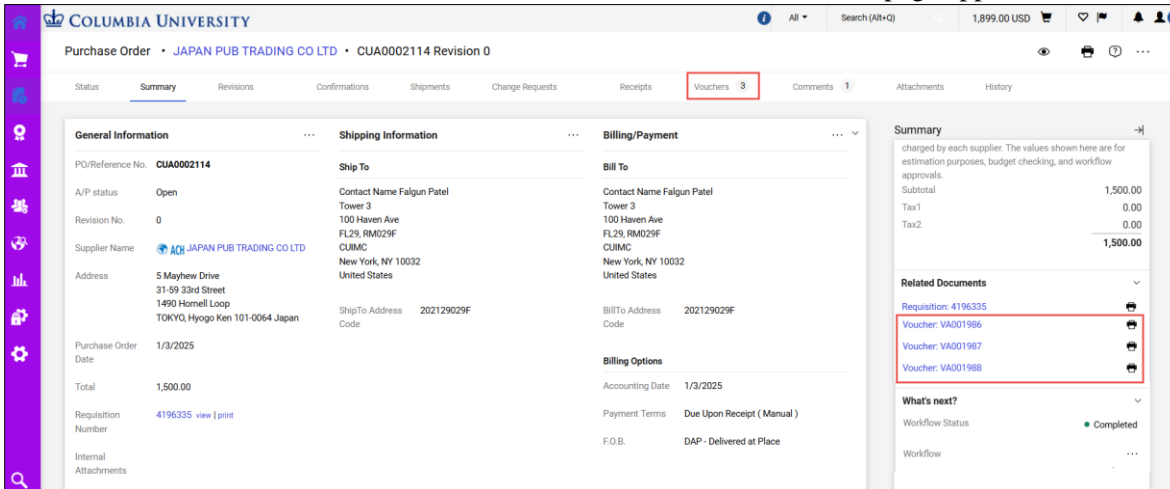
If a Purchase Order already has Vouchers against it, the **Vouchers** tab at the top of Purchase Order screen will display the number of Vouchers and links to the Voucher documents will be listed in the Summary pane. You can create a new Voucher from the Vouchers tab



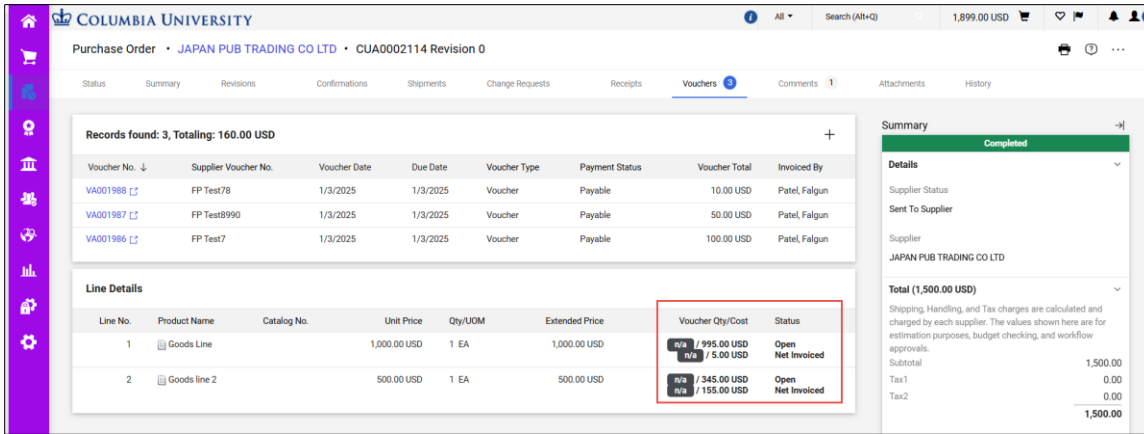
1. Select the **Orders** tile and view the My Purchase Orders section to see your list of Purchase Orders

My Purchase Orders		Approx. Total Amount: 42,662,427.17 USD		
PO Number	Supplier	Created Date/Time	PO Owner	Total Amount
CUA0001378	S & A SCHARFSTEIN GRAPHIC SUPPLY ...	11/11/2024 11:37:55 AM	Reggie Requester 15	900.00 USD
CUA0001377	DELL MARKETING LP	11/11/2024 10:59:02 AM	Narayanan Seetharaman	12.12 USD
CUA0001376	STEMCELL TECHNOLOGIES INC	11/8/2024 5:50:19 PM	Tanya Frasier	1,226.00 USD
CUA0001375	STEMCELL TECHNOLOGIES INC	11/8/2024 5:49:58 PM	Tanya Frasier	186.00 USD
CUA0001374	DELL MARKETING LP	11/8/2024 3:49:34 PM	Narayanan Seetharaman	12.12 USD

2. Click the **PO Number** for the desired Purchase Order. The Purchase Order page appears.

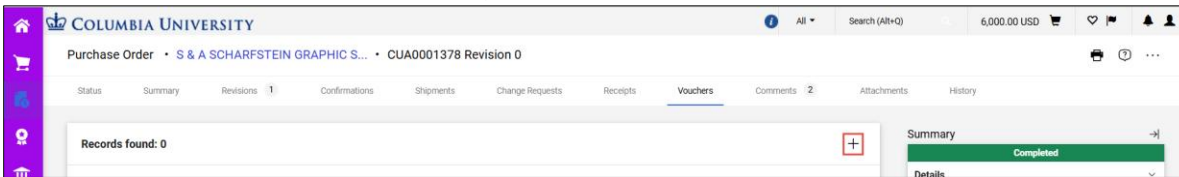


3. Click the **Vouchers** tab to view Voucher information and **Line Details** showing the **Voucher Qty/Cost** applied to the Purchase Order Line(s).



### Creating a Voucher from the Purchase Order

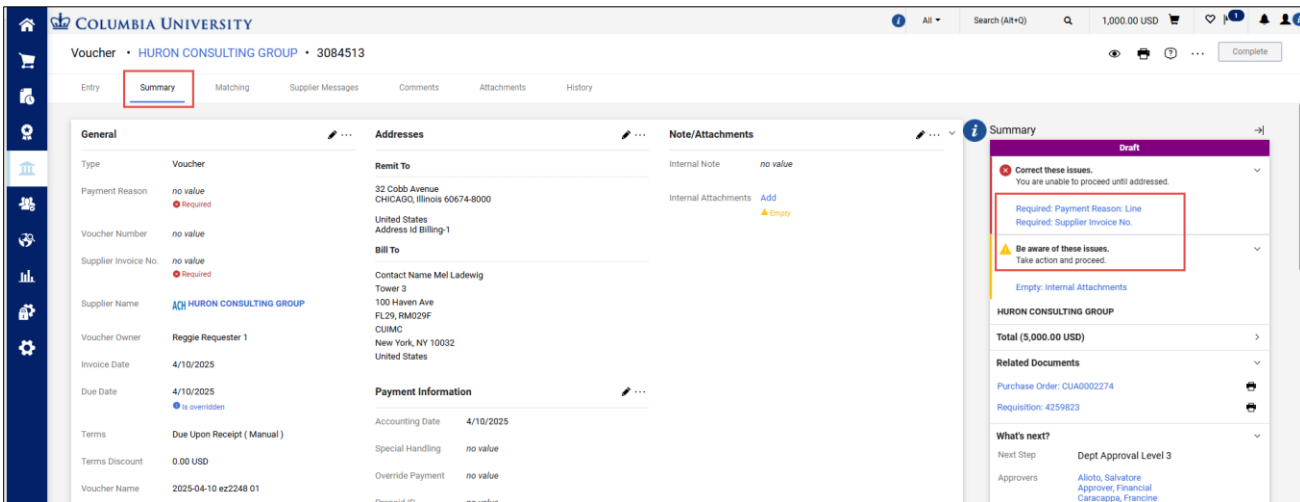
In the Voucher tab of the Purchase Order, click the **Add +** icon.



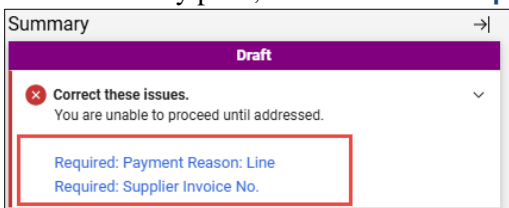
The Voucher form appears.

### Completing the PO Voucher

The Voucher Entry screen will pull line item data from the PO (accounting information, requester details, etc.). The Summary pane will indicate the fields you must complete.



1. Click the **Summary** tab to begin completing the Voucher. Do not complete any information from the Entry tab.
2. In the Summary pane, click either the **Required Payment Reason Line** or **Required Supplier Invoice No.** link.



You will be able to complete the required information for both fields. The Edit General window appears.

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

4. Type the **Supplier Invoice No.** as indicated on the invoice you received from the Supplier.  
If an invoice number is not provided, enter the document date (or today's date) + Total Gross Amount (MMDDYYAMOUNT) – do not include \$ sign.
5. Ensure that the **Invoice Date**, which defaults to today's date, is entered as the date indicated on the invoice.
6. Click the **Save** button.

## Editing Lines

If you will receive multiple invoices for the Purchase Order, or if the invoice does not equal the total amount of the Purchase Order, you can edit the Lines to indicate the correct amount and/or quantity of the Purchase Order that is being paid.

**Note:** Be aware of the [Change Request Policy](#) to ensure that any price increase is within the allowable variance tolerance threshold. Above the threshold, a Change Request is required to increase the value of the original Purchase Order.

If the Purchase Order has multiple Lines but the invoice is for a specific Line, you can remove any Line from the Voucher that is not yet invoiced.

## Editing Price and/or Quantity to Match the Invoice

1. On the Summary tab, scroll to the Line that is to be edited and click the **Edit Line Item Details** icon.

The Edit Line Item Details window appears.

2. Adjust the **Unit Price** or **Quantity** to align with the invoice.
3. Click the **Save** button.

### Removing a Line

1. Scroll to the Line that is to be remove and click the **Line Item Actions** **⋮** icon.

2. Select **Remove**.

### Handling an Accounting Code Change for a Partially Vouchered Line

When processing a new Voucher for the remaining amount of a Purchase Order line that has undergone a Financial Change Request, the previously vouchered line will be matched and new lines will have been created for the new Accounting Code.

1. Open the Purchase Order and click the **Vouchers** tab as instructed in the Creating a Voucher Directly from a Purchase Order section of this guide to view Voucher information and **Line Details** showing the **Voucher Qty/Cost** applied to the Purchase Order Line(s).

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Voucher Qty/Cost	Status
1	Music Books		100.00 USD	250 EA	25,000.00 USD	n/a / 25,000.00 USD	Net Invoiced
2	Book Binding		25,000.00 USD	1 EA	25,000.00 USD	n/a / 25,000.00 USD	Net Invoiced
3	new account code for music books		100.00 USD	250 EA	25,000.00 USD	n/a / 25,000.00 USD	Open
4	new account code for binding service		1.00 USD	25,000 EA	25,000.00 USD	n/a / 25,000.00 USD	Open

2. Click the **Add +** icon. The Voucher form appears.
3. Click the **Summary** tab. Do not complete any information from the Entry tab.

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Entry Summary Matching Supplier Messages Comments Attachments History

**Codes**

Values vary by line.

LINE	GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit
	COLLUM Columbia University	END03379 COMM SERV SOC OF NY	01-COMM SERV SOC OF NY COMM SERV SOC OF NY	5703102 SWM Student Affairs	00000 Undefined Initiative	00000000 Undefined Segment	no value	GENRL GENRL	COLLUM Columbia University

**2 Lines**

CUA0001873

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	3 new account code for music books		EA	100.00	Qty: 250 EA	25,000.00

**Summary**

**Draft**

Correct these issues. You are unable to proceed until addressed.

Required: Payment Reason: Line  
Required: Supplier Invoice No.

Be aware of these issues. Take action and proceed.

Empty: Internal Attachments

**WORLDWIDE BOOKS CORPORATION**

**Total (50,000.00 USD)**

Subtotal	50,000.00
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Miscellaneous Fees	0.00
<b>Total</b>	<b>50,000.00</b>

The remaining available amount to be vouchered is displayed in the Summary panel on the right.

4. Scroll down to see the original Accounting Code in the **Codes** section.
5. Scroll down further to see the new **PO Lines** available to voucher against and the new Accounting Codes associated with the line as a result of the Financial Change Request.

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Entry Summary Matching Supplier Messages Comments Attachments History

**2 Lines**

CUA0001873

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	3 new account code for music books		EA	100.00	Qty: 250 EA	25,000.00

**ACCOUNTING CODES**

Values have been overridden for this line

LINE	GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit
	COLLUM Columbia University	UR004672 GI Funding	01-GI Funding	1403102 HR Human Resources	00000 Undefined Initiative	00000000 Undefined Segment	no value	GENRL GENRL	COLLUM Columbia University

6. If you need to update the amount or quantity to match the invoice received, click the **Edit Line Item Details** icon. The Override Line: Accounting Codes window appears.

**Edit Line 1: Item Details**

3 new account code for music books

EA

100.00

250 EA

25,000.00

Contract: [Select Contract](#)

Capital Asset Type: N/A

Account: 64150

Asset Location: Search

Serial Numbers: no value

Capital Profile ID: Search

Budget Year: [Dropdown]

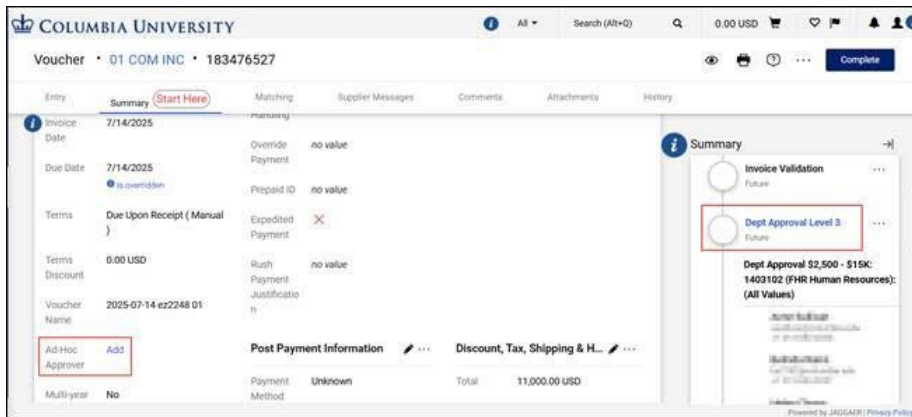
Capital Related Tag / Asset ID (if known): [Text]

**Save** **Close**

7. Edit the **Amount** or **Quantity** to match the invoice received and click the **Save** button. Repeat for additional lines as needed.

## 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.

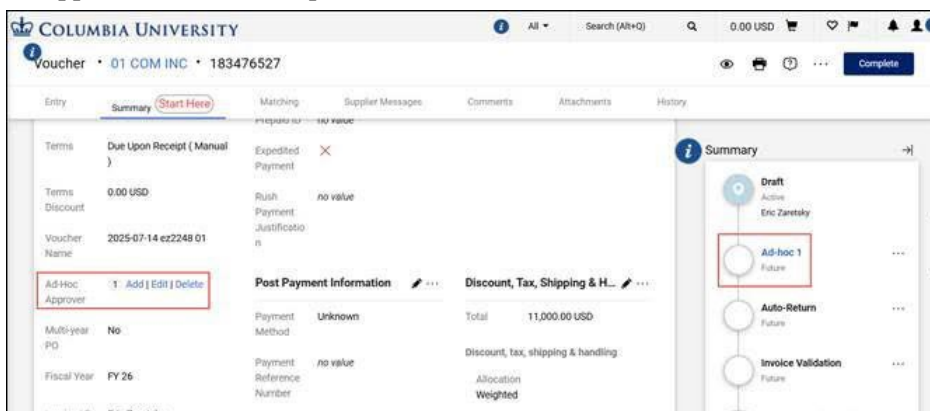


2. Click the Ad-Hoc Approver **Add** link at the bottom of the General section. The Ad-Hoc Approver window appears.

A screenshot of the 'Ad-Hoc Approver' window. It contains the following fields: 'After Step' with a dropdown menu set to 'Upon Submission (First Step)'; 'Step Name' with a text input field containing 'Ad-hoc 1'; 'Ad-Hoc Approvers' with a search input field containing 'Type to filter...'; and 'Comments' with a text area. At the bottom, there are 'Save' and 'Close' buttons. A red asterisk indicates required fields.

💡 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.

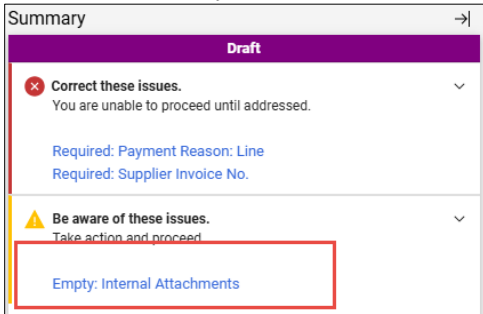


6. Click the **Add** link to insert additional Ad-Hoc Approvers. You have the option to insert them after different approval steps, including after the first Ad-Hoc Approval.
7. Click the **Edit** or **Delete** links to edit or remove the Ad-Hoc Approval step(s).

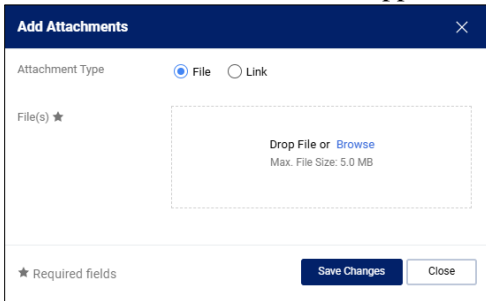
*Follow up with all Ad Hoc approvers to ensure timely approval*

## Attaching the Invoice

1. From the Summary Pane, click the **Empty Attachments** link.



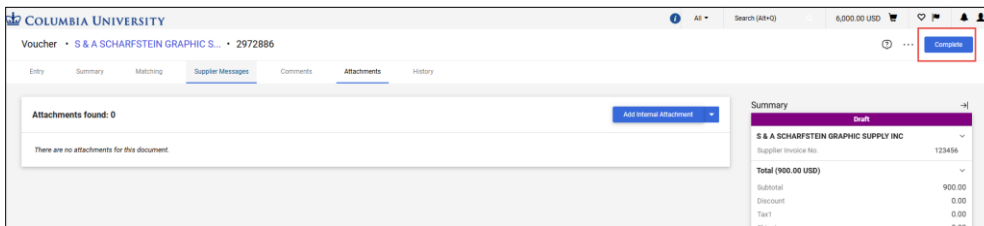
The Add Attachments window appears.



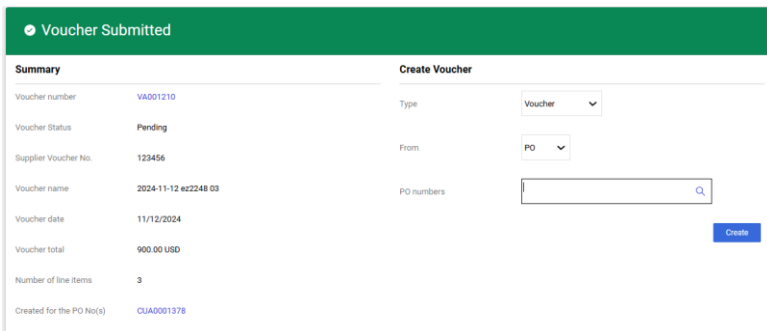
2. Drag or drop your invoice file into the **Drop File(s)** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
3. Click the **Save Changes** button. You can navigate to the Attachments tab to view your attachments or upload additional documents.

## Submitting the Voucher

Click the **Complete** button to submit the 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 this screen.