

Columbia University Finance Training

Job Aid: Creating a PO Voucher in the CU Marketplace

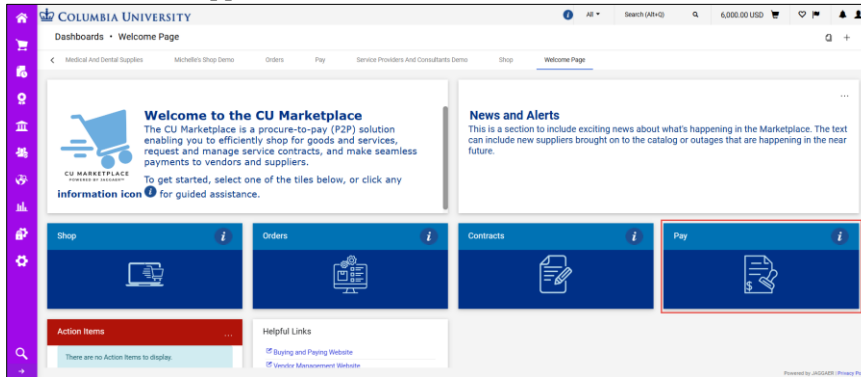
This job aid covers how to create Vouchers for Purchase Orders (PO Vouchers) in the CU Marketplace. Those with the Voucher Initiator role can create and submit Vouchers into approval workflow.

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.

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.

PO Number	Supplier	Created Date/Time	PO Status	Requisition 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 Frester	Sent To Supplier	No Matches	1,226.00 USD
CUA0001375	STEMCELL TECHNOLOGIES INC	11/8/2024 5:49:58 PM	Completed	4160522	Tanya Frester	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

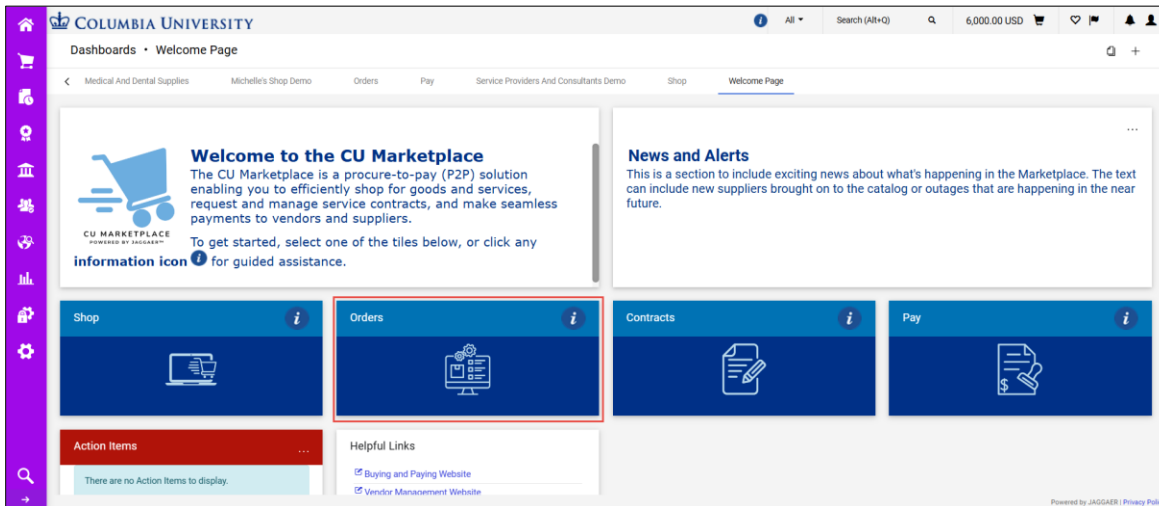
Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add** + icon for the matching Purchase Order.

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

Creating a Voucher Directly from a Purchase Order

Viewing the Purchase Order and Associated Vouchers

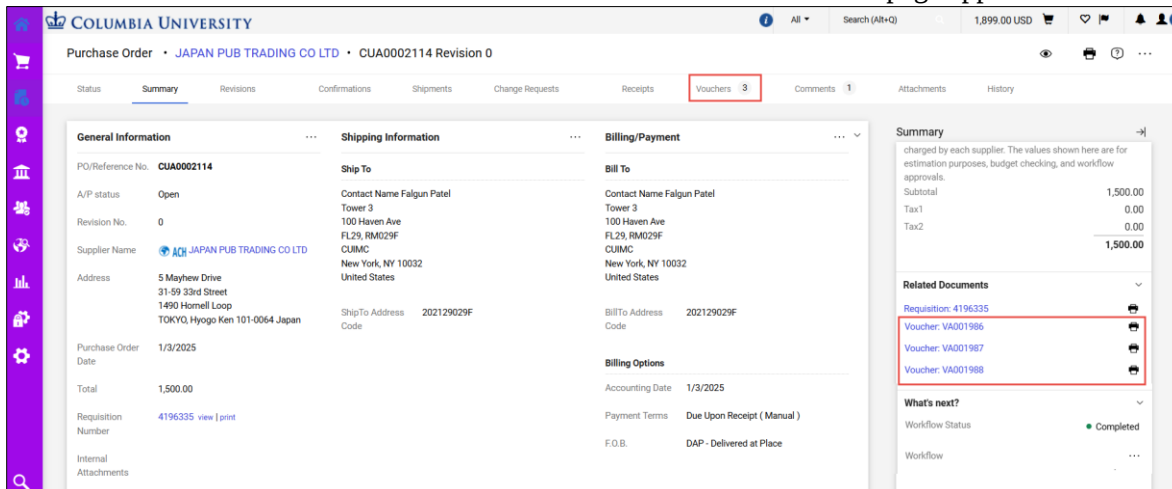
If a Purchase Order already has Vouchers against it, the **Vouchers** tab at the top of Purchase Order screen will display the number of Vouchers and links to the Voucher documents will be listed in the Summary pane. You can create a new Voucher from the Vouchers tab



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

My Purchase Orders				
Total Purchase Orders: 381		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).

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Voucher No.	Supplier Voucher No.	Voucher Date	Due Date	Voucher Type	Payment Status	Voucher Total	Invoiced By
VA001988	FP Test78	1/3/2025	1/3/2025	Voucher	Payable	10.00 USD	Patel, Falgun
VA001987	FP Test8990	1/3/2025	1/3/2025	Voucher	Payable	50.00 USD	Patel, Falgun
VA001986	FP Test7	1/3/2025	1/3/2025	Voucher	Payable	100.00 USD	Patel, Falgun

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Voucher Qty/Cost	Status
1	Goods Line		1,000.00 USD	1 EA	1,000.00 USD	n/a / 995.00 USD n/a / 5.00 USD	Open Net Invoiced
2	Goods line 2		500.00 USD	1 EA	500.00 USD	n/a / 345.00 USD n/a / 155.00 USD	Open Net Invoiced

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.

General

Type: Voucher

Payment Reason: no value (Required)

Voucher Number: no value

Supplier Invoice No.: no value (Required)

Supplier Name: HURON CONSULTING GROUP

Voucher Owner: Reggie Requester 1

Invoice Date: 4/10/2025

Due Date: 4/10/2025 (is overridden)

Terms: Due Upon Receipt (Manual)

Terms Discount: 0.00 USD

Voucher Name: 2025-04-10 ez2248 01

Addresses

Remit To: 32 Cobb Avenue, CHICAGO, Illinois 60674-8000, United States, Address id Billing-1

Bill To: Contact Name Mel Ladewig, Tower 3, 100 Haven Ave, FL29, RM029F, CUMC, New York, NY 10032, United States

Payment Information

Accounting Date: 4/10/2025

Special Handling: no value

Override Payment: no value

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

HURON CONSULTING GROUP

Total (5,000.00 USD)

Related Documents

Purchase Order: CUA0002274

Requisition: 4259823

What's next?

Next Step: Dept Approval Level 3

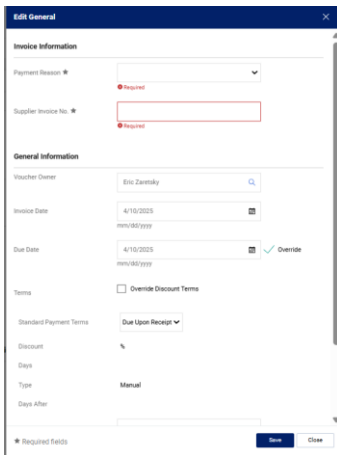
Approvers: Aliota, Salvatore, Approver, Financial, Ceracappa, Francine

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.

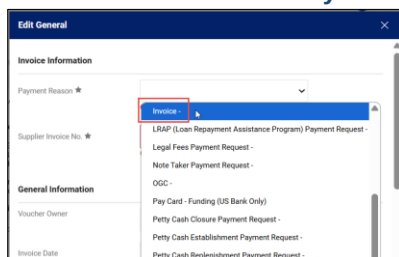
You will be able to complete the required information for both fields. The Edit General window appears.

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

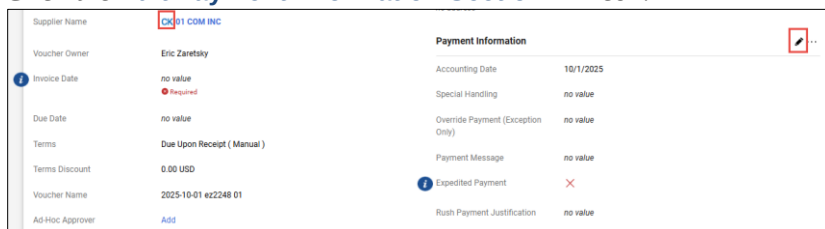


4. Type the **Supplier Invoice No.** as indicated on the invoice you received from the Supplier.
If an invoice number is not provided, enter the document date (or today's date) + Total Gross Amount (MMDDYYAMOUNT) – do not include \$ sign.
5. Enter the **Invoice Date** as the date indicated on the invoice.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

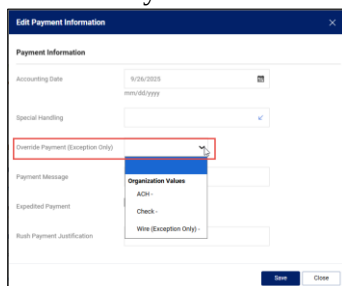
Overriding the Payment Method

The default payment method is indicated by the icon next to the Supplier Name. The Supplier must be set up for the payment method for the method you are selecting in their Supplier profile.

1. Click the **Edit Payment Information Section**  icon.



The Edit Payment Information window appears.

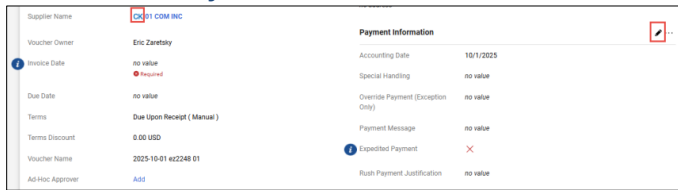


2. Click the **Override Payment (Exception Only)** dropdown and select the desire alternate payment method.
3. Click the **Save** button.

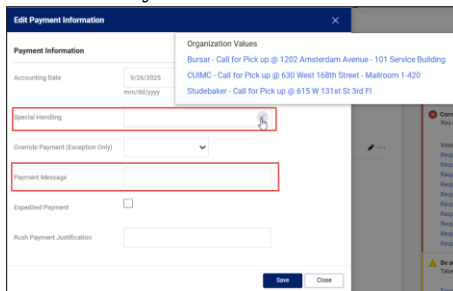
Updating Check Payment Information

If a Supplier is to be paid by check, you can provide handling instructions and/or enter a 70 character message that will appear on the check.

1. Click the **Edit Payment Information Section**  icon.



The Edit Payment Information window appears.

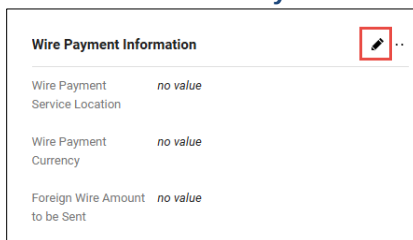


2. If the check is going to be picked up rather than mailed to the supplier, click the **Special Handling** dropdown menu and select the desired option.
If you would like to have a message printed on the check, type up to 70 characters in the **Payment Message** field.

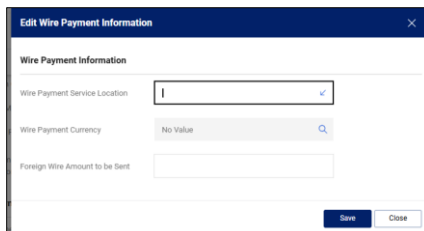
Completing Wire Payment Information

If the Supplier is to be paid by Wire, either as their default payment or when selected to override their default payment method, you must complete the Wire Payment Information fields. Please note that the Supplier's profile must be setup to receive Wire payments.

1. Click the **Edit Wire Payment Information Section**  icon.



The Edit Wire Information window appears.



2. Click the **Wire Payment Service Location** dropdown and select the appropriate location of where the Service was provided. If it the purchase is for a good the payment is a reimbursement, select Not Applicable.
3. Click the **Wire Payment Currency** dropdown to select the currency that the Supplier will be paid in.
4. Enter the **Foreign Wire Amount to be Sent** for the amount in the currency you selected. You must print and attach the [Oanda currency conversion](#) to the Voucher as proof of the amount you are paying. If you selected USD as the Currency, leave this field blank.

Editing Lines

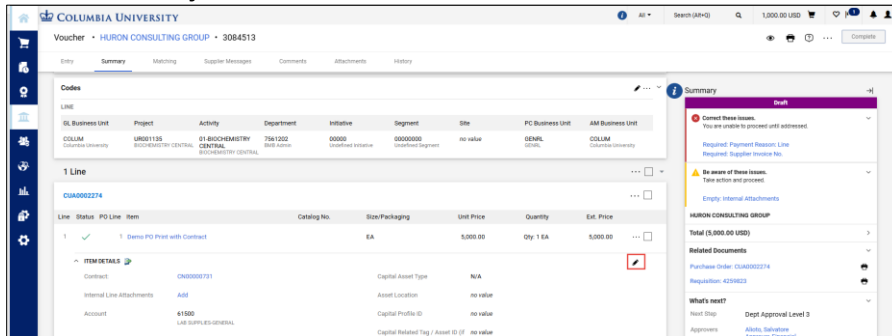
If you will receive multiple invoices for the Purchase Order, or if the invoice does not equal the total amount of the Purchase Order, you can edit the Lines to indicate the correct amount and/or quantity of the Purchase Order that is being paid.

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.

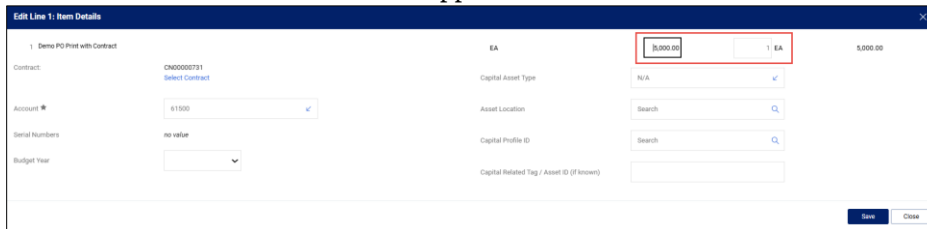
Editing Price and/or Quantity to Match the Invoice

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



The screenshot shows the 'Summary' tab of a Purchase Order Voucher. A table lists the lines. Line 1 is selected, and the 'Edit Line Item Details' icon (pencil) is highlighted next to it. The right sidebar shows a 'Summary' panel with various status indicators and a 'What's next?' section.

The Edit Line Item Details window appears.

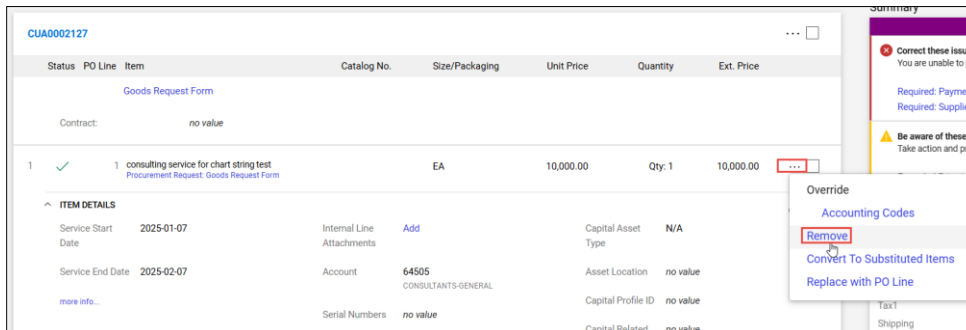


The 'Edit Line 1: Item Details' window is shown. It contains fields for Contract, Account, Serial Numbers, and Budget Year. The 'Unit Price' field is highlighted with a red box, showing a value of 5,000.00. The 'Quantity' field is also highlighted, showing a value of 1 EA. The 'Save' button is at the bottom right.

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.



The screenshot shows the 'Summary' tab of a Purchase Order Voucher. A table lists the lines. Line 1 is selected, and the 'Line Item Actions' icon (three dots) is highlighted next to it. A dropdown menu is open, showing the 'Remove' option. The right sidebar shows a 'Summary' panel with various status indicators and a 'What's next?' section.

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).

Purchase Order • WORLDWIDE BOOKS CORPORATION • CUA0001873 Revision 1

Records found: 1, Totaling: 50,000.00 USD

Voucher No.	Supplier Voucher No.	Voucher Date	Due Date	Voucher Type	Payment Status	Voucher Total	Invoiced By
VA001775	ePro 2-2 kp10	12/26/2024	12/26/2024	Voucher	Payable	50,000.00 USD	

Line Details

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

Summary

Completed

Details

Supplier Status
Sent To Supplier
Supplier
WORLDWIDE BOOKS CORPORATION

Total (100,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	100,000.00
Tax1	0.00
Tax2	0.00
Total	100,000.00

Related Documents

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

Voucher • WORLDWIDE BOOKS CORPORATION • 3039616

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
	COLUM	EN003379	01-COMM SERV SOC OF NY	5703102	00000	00000000	no value	GENRL	COLUM

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

ITEM DETAILS

Contract: no value
Capital Asset Type: N/A
Internal Line: Add
Asset Location: no value

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
Total	50,000.00

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

ITEM DETAILS

Contract: no value Capital Asset Type: N/A

Internal Line Attachments: Add Asset Location: no value

Account: 64150 OFFICE SERVICES-GENERAL Capital Profile ID: no value

Serial Numbers: no value Capital Related Tag / Asset ID (if known): no value

Budget Year: no value

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
	COLUM	UR004672	01-GI Funding	1403102	00000	00000000	no value	GENRL	COLUM
	Columbia University	GI Funding	GI Funding	FHR Human Resources	Undefined Initiative	Undefined Segment		GENRL	Columbia University

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
50,000.00

Related Documents

Purchase Order: CUA0001873
Requisition: 4189655

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

Account ★ 64150 ✓

Serial Numbers no value

Budget Year

Capital Asset Type: N/A ✓

Asset Location: Search

Capital Profile ID: Search

Capital Related Tag / Asset ID (if known):

Save Close

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

Attaching the Invoice

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

Summary

Draft

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

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

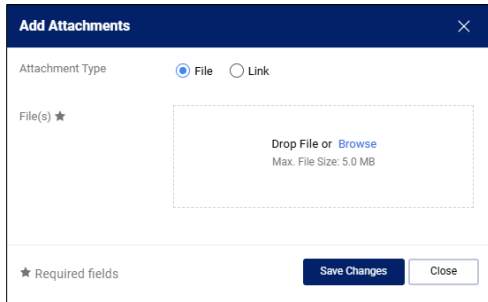
Be aware of these issues. Take action and proceed.

Empty: Internal Attachments

The Add Attachments window appears.

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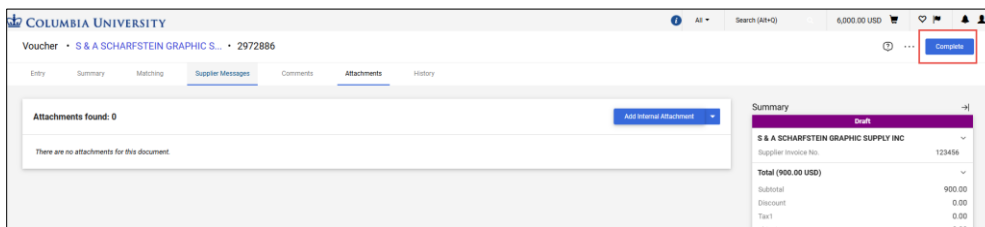


The 'Add Attachments' dialog box has a title bar with a close button. It contains an 'Attachment Type' section with radio buttons for 'File' (selected) and 'Link'. Below this is a 'File(s)' section with a star icon and a dashed box containing the text 'Drop File or Browse' and 'Max. File Size: 5.0 MB'. At the bottom, there is a 'Required fields' label, a 'Save Changes' button, and a 'Close' button.

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.

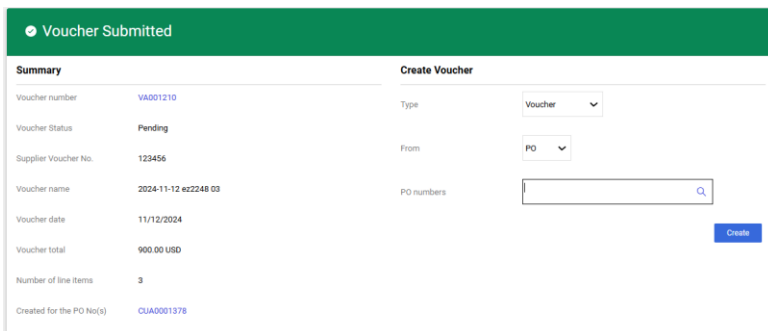
Submitting the Voucher

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



The screenshot shows the 'Columbia University Marketplace' interface. The top navigation bar includes 'Voucher', 'Summary', 'Matching', 'Supplier Messages', 'Comments', 'Attachments', and 'History'. The 'Attachments' tab is active, showing 'Attachments found: 0' and a button to 'Add Internal Attachment'. On the right, a 'Summary' section displays details for 'S & A SCHARFSTEIN GRAPHIC SUPPLY INC.' with a 'Total (900.00 USD)' of 900.00. A red box highlights the 'Complete' button in the top right corner.

The Voucher Submitted confirmation screen appears.



The 'Voucher Submitted' confirmation screen has a green header. It is divided into two main sections: 'Summary' and 'Create Voucher'. The 'Summary' section lists details for Voucher number VA001210, Status Pending, Supplier Voucher No. 123456, Voucher name 2024-11-12 ez2248 03, Voucher date 11/12/2024, Voucher total 900.00 USD, Number of line items 3, and Created for the PO No(s) CUA0001378. The 'Create Voucher' section has dropdowns for 'Type' (Voucher) and 'From' (PO), a text field for 'PO numbers', and a 'Create' button.

You can click the **Voucher number** to view the Voucher details.
Additionally, you can create a new Voucher from this screen.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>