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This job aid covers how to create a Prepayment Voucher to make an advance payment and then create an Advance Reconciliation Voucher to reconcile the prepayment.

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

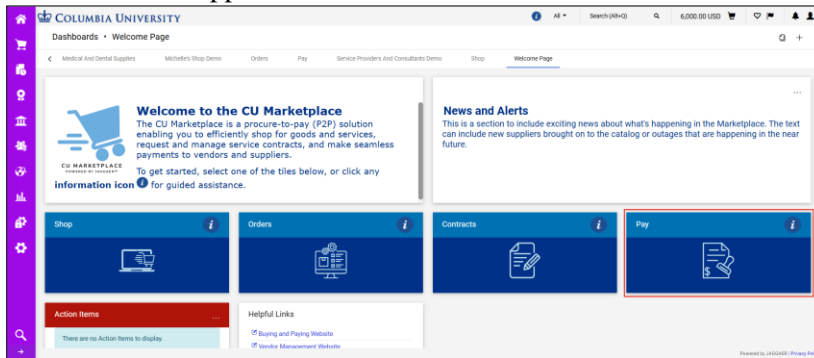
### Initiating a Non-PO Voucher

Both Prepayment and Advance Reconciliation payment types are Non-PO Vouchers. In order to complete and submit those payment types, you begin by Initiating a Non-PO Voucher.

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



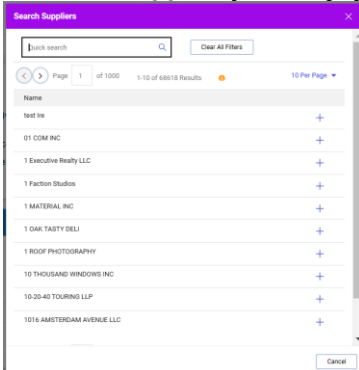
The JAGGAER application launches.



**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 **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 a Prepayment 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
- 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 Type Line**. The Edit General window appears where you can enter the required Payment Type and the Supplier Invoice No.

3. Select **Prepayment** from the **Payment Type** from the dropdown.

- For the **Supplier Invoice No.**, For the **Supplier Invoice No.**, enter the current day's date and the actual amount indicated in the Voucher (MMDDYYAMOUNT). For example, if today is 07/01/2025 and the Voucher amount is \$350, the Invoice No. should be entered as "070125350".
- Click the **Save** button.

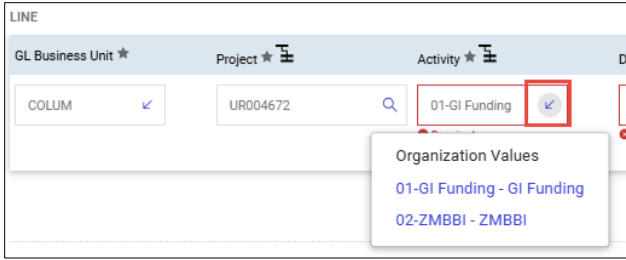
### Adding or Editing Accounting Codes (ChartStrings)

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.

GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit
no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required	Required	Required	Required	Required	Required

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

- 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.

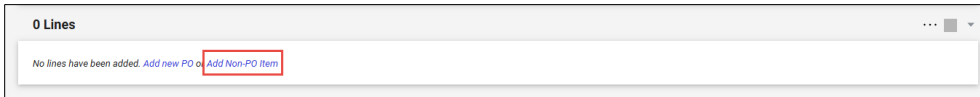
You can click the **Code Favorites** icon to select a favorite ChartString you created in your Profile.

4. Click the **Save** button.

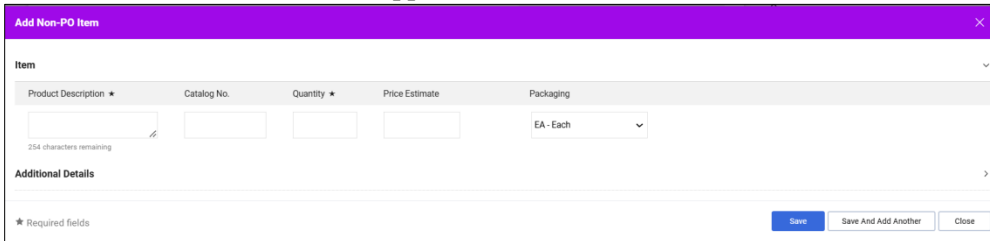
### Adding Lines

You must enter a Line to describe the prepayment, the price, and the quantity..

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

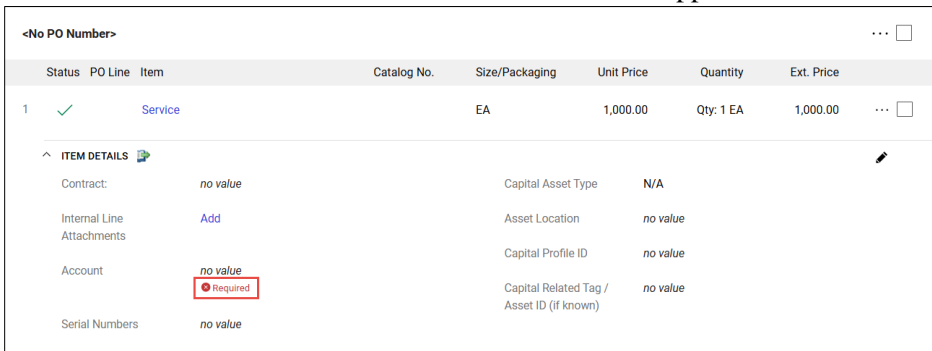


The Add Non-PO Item window appears.



2. Enter the **Product Description**, **Quantity**, and **Unit Price** (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.

- In the **Account** field, enter the Natural Account **17110**.  
**Note:** Selecting prepayment type and entering any natural account other than 17110 will result in an auto return to correct the natural account entered.
- 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.



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

- The Override Line Accounting Codes window appears.

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

- 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.

- 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.

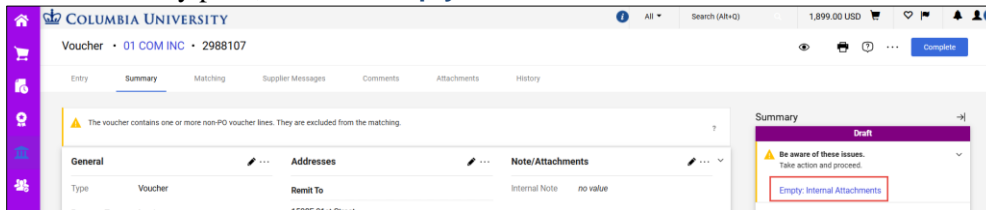
You can click the **Code Favorites**  icon to select a favorite ChartString you created in your Profile.

- Click the **Save** button.

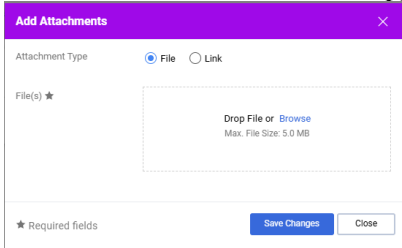
### Attaching Documentation

Attach supporting documentation that provides the business reason for your prepayment. If you are paying by wire, attach the [Wire Request Form](#).

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

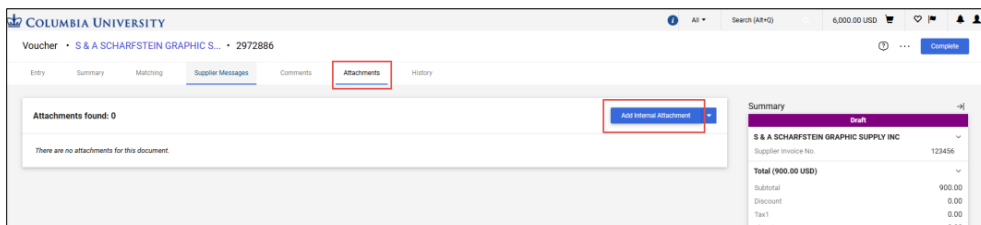


The Add Attachments window appears.



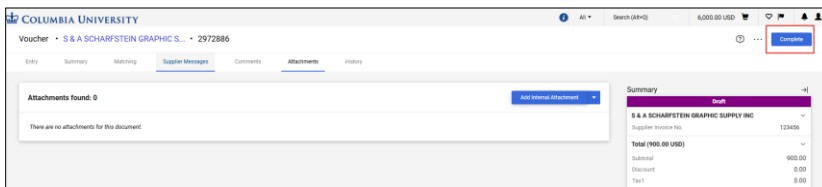
- Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
- Click the **Save Changes** button.

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



### Submitting the Voucher

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



The Voucher Submitted confirmation screen appears.

**Voucher Submitted**

Summary		Create Voucher	
Voucher number	VA001210	Type	Voucher
Voucher Status	Pending	From	PO
Supplier Voucher No.	123456	PO numbers	<input type="text"/>
Voucher name	2024-11-12 e22248 03		
Voucher date	11/12/2024		
Voucher total	900.00 USD		
Number of line items	3		
Created for the PO No(s)	CUA0001378		

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.

## Completing an Advance Reconciliation Voucher

Initiate a Non-PO Voucher in order to complete an Advance Reconciliation Voucher after you received an invoice related to the prepayment. If you are receiving multiple invoices over time, you can submit as many Advance Reconciliation Vouchers as it takes to fully reconcile the prepayment.

When initiating and entering the **Supplier** for your Advance Reconciliation Voucher, enter the **same Supplier** you entered for your Prepayment Voucher.

**Voucher Summary** - 1 Faction Studios • 2996649

Voucher Number	no value	Remit To	1565 Midland Avenue LOS ANGELES, California 90046-7163
Invoice Date	12/16/2024	United States	Address Id Billing-1
Due Date	12/16/2024	Shipping address	no address
Voucher Owner	Eric Zaretsky		
Supplier Name	1 Faction Studios 109941-1		
Supplier Invoice No. *	<input type="text"/>		
Currency	US Dollar		

**Summary Draft**

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

Voucher must contain one or more lines to Complete

- Required: Payment Type: Line
- Required: Supplier Invoice No.
- Required: GL Business Unit: Line
- Required: Project: Line
- Required: Activity: Line
- Required: Department: Line
- Required: Initiative: Line
- Required: Segment: Line
- Required: PC Business Unit: Line
- Required: AM Business Unit: Line

**Be aware of these issues.**  
Take action and proceed.

Empty: Internal Attachments

1. Navigate to the **Summary** tab to begin completing the required information (as indicated by the links in the Summary pane.)

**Voucher Summary** - 1 Faction Studios • 3047563

General	Addresses	Note/Attachments	Summary
Type: Voucher	Remit To: 1565 Midland Avenue, LOS ANGELES, California 90046-7163	Internal Note: no value	<b>Summary Draft</b> <p><b>Correct these issues.</b> You are unable to proceed until addressed.</p> <p>Voucher must contain one or more lines to Complete</p> <ul style="list-style-type: none"><li>Required: Payment Type: Line</li><li>Required: Supplier Invoice No.</li><li>Required: GL Business Unit: Line</li><li>Required: Project: Line</li><li>Required: Activity: Line</li><li>Required: Department: Line</li><li>Required: Initiative: Line</li><li>Required: Segment: Line</li><li>Required: PC Business Unit: Line</li><li>Required: AM Business Unit: Line</li></ul> <p><b>Be aware of these issues.</b> Take action and proceed.</p> <p>Empty: Internal Attachments</p>
Payment Type: no value (Required)	United States	Internal Attachments: Add, Empty	
Voucher Number: no value	Address Id Billing-1		
Supplier Invoice No.: no value (Required)	Bill To: no address		
Supplier Name: 109941-1 1 Faction Studios	Payment Information		
Voucher Owner: Eric Zaretsky	Accounting Date: 2/20/2025		

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

The screenshot shows the 'Edit General' form with the 'Payment Type' dropdown menu open. The 'Payment Type' field is currently empty and has a red asterisk indicating it is required. The dropdown menu is open, showing a list of options: 'ACH Debit -', 'Advance Reconciliation -', 'Fellowship/Scholarship/Stipend Payment Request -', 'Foreign Vendor Reimbursements Payment Request -', 'Forgivable Loan Payment Request -', 'Invoice -', 'LRAP (Loan Repayment Assistance Program) Payment Request -', 'Legal Fees Payment Request -', and 'Note Taker Payment Request -'. The 'Advance Reconciliation -' option is highlighted with a red box. Other fields in the form include 'Supplier Invoice No.' (required), 'Invoice Date' (11/12/2024), 'Due Date' (11/12/2024), and 'Standard Payment Terms' (Due Upon Receipt).

3. Select **Advance Reconciliation** from the **Payment Type** from the dropdown.

The screenshot shows the 'Edit General' form with the 'Supplier Invoice No.' field highlighted with a red box. The dropdown menu is still open, showing the same list of options as in the previous screenshot. The 'Advance Reconciliation -' option is still highlighted. Other fields in the form include 'Voucher Owner' (Eric Zaretsky), 'Invoice Date' (2/19/2025), 'Due Date' (2/19/2025), and 'Standard Payment Terms' (Due Upon Receipt).

4. For the **Supplier Invoice No.**, enter the original invoice number from the prepayment voucher and append the letter “R1” to prevent the system from recognizing it as a duplicate.

If multiple Advance Reconciliation Vouchers must be applied against the same Prepayment Voucher, use the original prepayment invoice number and increment the suffix for each additional reconciliation (e.g., R1, R2, R3, etc.).

Example:

If the Prepayment Voucher invoice number is 070125350 and you need to create three Advance Reconciliation Vouchers, the invoice numbers should be:

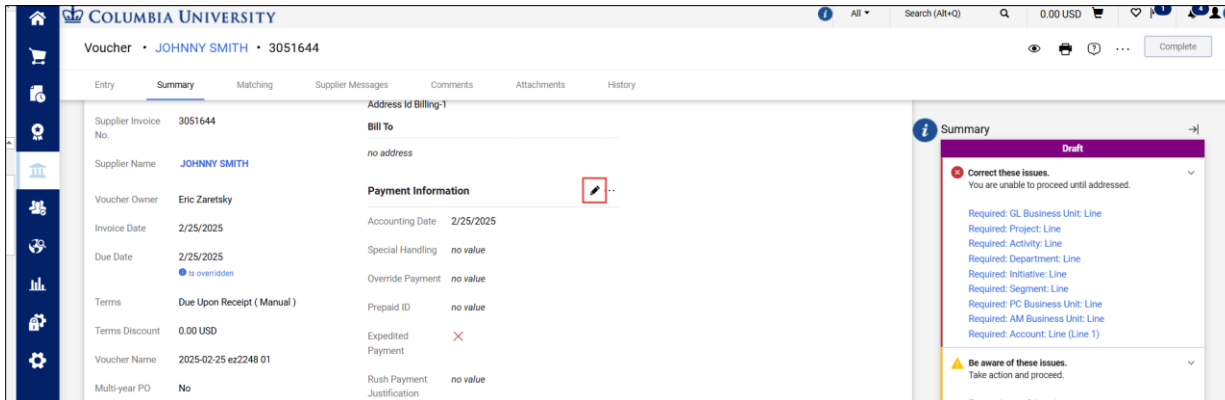
070125350R1  
070125350R2  
070125350R3

This method ensures that you and Accounts Payable can correctly identify prepayments and their corresponding advance reconciliation Vouchers within the same project.

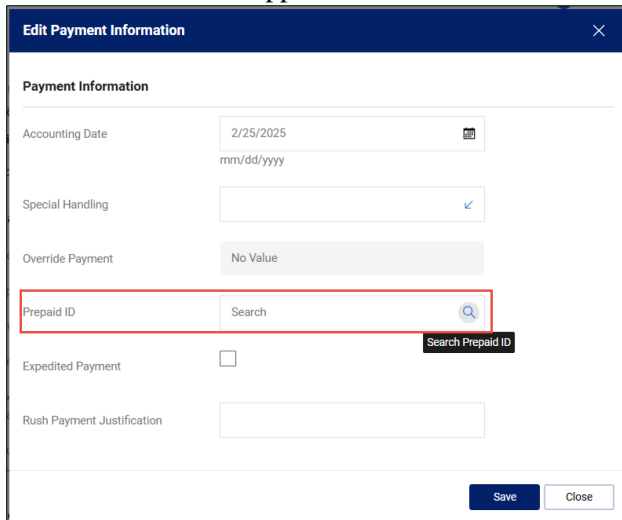
5. Click the **Save** button.

### Adding the Prepaid ID

In order to associate the Advance Reconciliation Voucher, you enter the Prepaid ID to associate it with the original Prepayment Voucher.



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



2. Click the **Search Prepaid ID** icon. The Custom Field Search window appears.

# Columbia University Finance Training

## Training Guide: Prepayment and Advance Reconciliation Vouchers in the CU Marketplace

The screenshot shows a 'Custom Field Search' window with a search interface and a table of results. The search interface includes input fields for 'Value' and 'Description', a 'Filter' button, and a 'Clear All Filters' button. The results table has the following data:

Value ↑	Description	
0119202482	\$2,446.00 (Amount Open) - 06207305 (Prepaid Voucher ID)	+
0208222480	\$24,801.04 (Amount Open) - 05236607 (Prepaid Voucher ID)	+
1003	\$1,765.00 (Amount Open) - 06527538 (Prepaid Voucher ID)	+
101517CO	\$44,345.00 (Amount Open) - 02435495 (Prepaid Voucher ID)	+
1116851	\$15,513.00 (Amount Open) - 06508232 (Prepaid Voucher ID)	+
121024	\$7,500.00 (Amount Open) - 06503223 (Prepaid Voucher ID)	+

3. Search for the Prepayment Voucher ID by **Value** or **Description** and select the appropriate match by clicking the **Select +** icon. The value will appear in the Prepaid ID field in the Edit Payment Information window.

The screenshot shows the 'Edit Payment Information' window with the following fields:

- Accounting Date: 2/25/2025 (mm/dd/yyyy)
- Special Handling: (empty)
- Override Payment: No Value
- Prepaid ID: 0119202482
- Expedited Payment:
- Rush Payment Justification: (empty)

4. Click the **Save** button.

### Adding or Editing Accounting Codes (ChartStrings)

Update the Accounting Codes (ChartString) information to match what you entered in the Prepayment Voucher.

Codes								
LINE								
GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit
no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required	Required	Required		Required	Required

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

Edit Codes ✕

Accounting Codes Add alternate distribution for  +

LINE

GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	No Value
Required	Required	Required	Required	Required	Required		Required

Add alternate distribution for  +

★ Required fields

Complete the Accounting Code fields as previously instructed.

### Adding Lines

Add Non-PO Item ✕

Item

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining

Additional Details >

★ Required fields

1. When adding a Line(s), enter **the Product Description** to match the description entered on the Prepayment Voucher.
2. Enter the **Quantity** and **Unit Price**.
3. Click the **Save** button. 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.

Edit Line 1: Item Details ✕

Service	EA	1,000.00	1 EA	1,000.00
Contract: <a href="#">Select Contract</a>	Capital Asset Type	N/A	<input type="text"/>	<input type="text"/>
Account <b>★</b>	Account	<input type="text" value="service"/>	<input type="text"/>	<input type="text"/>
Serial Numbers	Asset Location	Capital Profile ID	<input type="text"/>	<input type="text"/>
no value	Capital Related Tag / Asset ID (if own)	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 63230 - CHEM SPECTROMETER
- 63231 - COLUMBIADOCTOR IT SERVICES
- 63232 - COMPUTER USAGE- LDEO
- 63240 - HARDWARE MAINTENANCE
- 63245 - SOFTWARE MAINTENANCE
- 63260 - SOFTWARE PURCHASE
- 63265 - SOFTWARE LICENSE
- 63280 - WEB EXPENSES

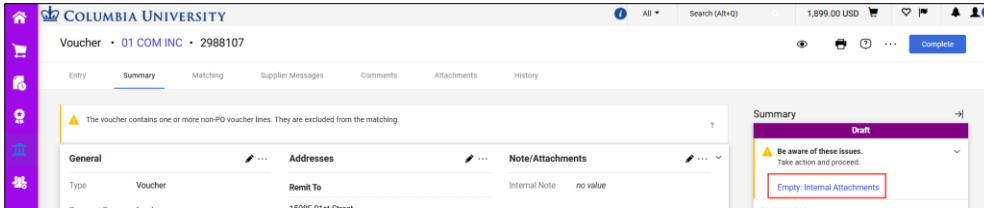
★ Required fields

For the **Account**, enter the natural account for the category of good or service that was invoiced.

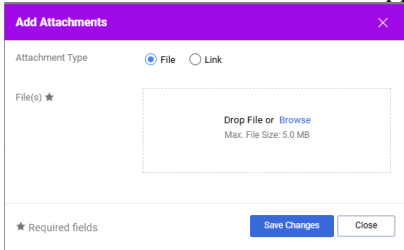
### Attaching Documentation

Attach the invoice or appropriate documentation regarding the payment reconciliation.

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

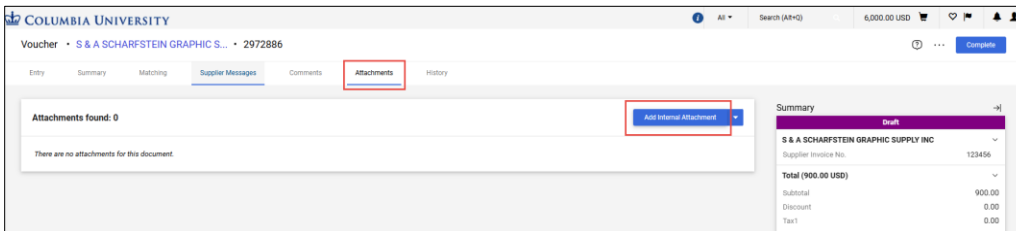


The Add Attachments window appears.



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.



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



### 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>