




CU Marketplace Tip: How do I add a Line to a Non-PO Voucher?

What is it?

When initiating a Non-PO Voucher in the CU Marketplace, first click on the **Summary** tab to begin entering all information. Complete required information in the header section, including [Payment Reason](#), [Invoice No.](#) and Accounting Codes, which can be quickly accessed by using the **Correct these issues** links in the **Summary Pane** on the right side of the screen. Don't forget to update the Invoice Date, which defaults to today's date, to match your documentation.

To enter the non-PO lines on the Voucher, follow the steps below. Refer to the [Creating Non-PO Vouchers in the CU Marketplace job aid](#) for complete step-by-step instructions or click the  icon in the Voucher for guidance.

Adding Lines to a Non-PO Voucher

1. On the Summary tab of the Voucher page, scroll down to the **Lines** section, click the **Add Non-PO Item** link.

The screenshot shows the 'Summary' tab of a voucher for '01 COM INC' with voucher number '3152991'. The 'Lines' section is currently empty, and the 'Add Non-PO Item' link is highlighted in red. The 'Summary' pane on the right shows a 'Draft' status with a 'Correct these issues' message: 'You are unable to proceed until addressed. Voucher must contain one or more lines to Complete'. Below this, there are fields for 'Supplier Invoice No.' (07012025350), 'Total (0.00 USD)', and 'What's next?' (Next Step: Auto-Return, Approvers: Automatically calculated by system).

The Add Non-PO Item window appears.

This screenshot is identical to the previous one, showing the 'Summary' tab of the voucher. The 'Add Non-PO Item' link in the 'Lines' section is highlighted in red, indicating that the window for adding a new line is about to appear.

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.

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Service		EA	1,000.00	Qty: 1 EA	1,000.00

ITEM DETAILS	
Contract:	no value
Internal Line Attachments	Add
Account	no value Required
Serial Numbers	no value

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: Select Contract

Account ★ **Required**

Serial Numbers: no value

Budget Year:

Profile Values:

- 11990 - PETTY CASH
- 17100 - PREPAID EXPENSE
- 17110 - PREPAID VOUCHERS FROM AP
- 17120 - PREPAID CASH ADVANCE
- 17130 - PREPAYMENT TO VENDOR
- 19970 - INTRA FUND RECEIVABLE/PAYABLE
- 19980 - INTRA ENTITY RECEIVABLE/PAYABL
- 19990 - INTER ENTITY RECEIVABLE/PAYABL

Capital Asset Type: N/A

Asset Location:

Asset Profile ID:

Capital Related Tag / Asset ID (if known):

Asset Custodian:

Save **Close**

5. In the **Account** field, you can type a descriptive keyword to find a matching Account code or select the dropdown arrow to scroll through 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**.

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Reward for Research Excellence		EA	1,000.00	Qty: 1 EA	1,000.00

ITEM DETAILS	
Contract:	no value
Internal Line Attachments	Add
Account	no value
Serial Numbers	no value

Editing Line Accounting Codes (ChartString) for a Line

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**.

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Reward for Research Excellence		EA	1,000.00	Qty: 1 EA	1,000.00

ITEM DETAILS	
Contract:	no value
Internal Line Attachments	Add
Account	61200 STUDENT PRIZES / AWARDS
Serial Numbers	no value

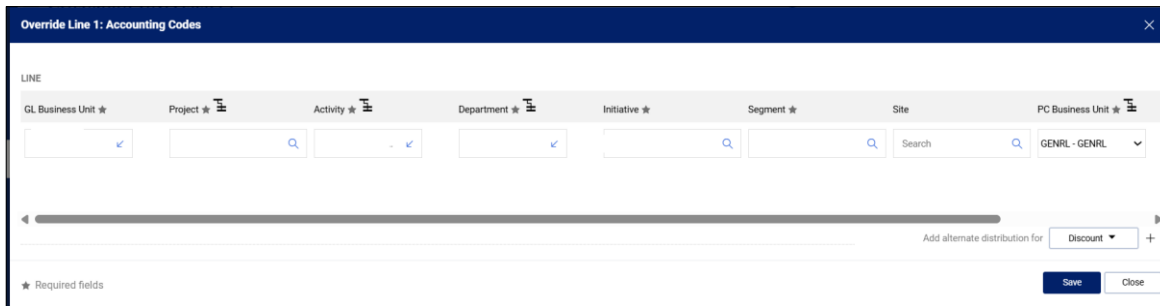
Override

- Accounting Codes**
- Remove
- Convert To Substituted Items
- Replace with PO Line

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** \downarrow arrow in the field you are populating to view the available values.

5. Click the **Validate** \checkmark icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required 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** \heartsuit icon to select a favorite ChartString you created in your Profile.

6. Click the **Save** button.

Where do I get help?

Contact the Finance Service Center

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

Log an incident or request a service via Service Now

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