

VP1: Purchase Order Payment Request

When goods or services are ordered with a purchase order, funds in the department account are set aside (or encumbered) for payment at a later date. The VP1 electronic document is used to generate the payment to the vendor for this order.

Before creating a VP1, read the Payment Vouchers (PN533) handout, Section II: How to Prepare a Voucher. This handout is available on the Office of Accounting Training Resources page (<http://www.utexas.edu/business/accounting/pubs/de217.pdf>).

How To Create a VP1

On the document cover sheet, type "NEW" in the Action field, "01" in the Format field, and the purchase order number in the P.O. Nbr field. Press **ENTER**.

```
>> Select a Document or a new ACTION and press ENTER to continue.<<
*DEFINE          PURCHASE ORDER PAYMENT REQUEST - VP1          Year: 06 07
Command: VP1     Account: _____ Misc: _____          Month: FEB
=====
Status:          -- COVER SHEET --          Document ID: _____
Action: NEW      Summary:
Created: 02/12/07   ACSJS
Format: 01_____ Voucher Date: _____ Voucher Nbr:
P.O.Nbr: 2007A19998 Type: Partial/Complete: _ Dep Req: _____
Separate Check: _ State/Local: _ Check Distribution: _
Goods/Service Received Begin: _____ End: _____ Invoice Receive Date: _____
Requested Pmt Date: _____ Requested Pmt Reason: _____
Vendor ID: UT EID: _____ Mail Code: ___ State VID:
Vendor Name:
Address:

SECTIONS:      _ 1. Voucher Description and Comments
                _ 2. Items Billed to be Paid
                _ 3. Transactions:          Payment Due Date:
                _ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s):          Total Payment Amt:
```

VP1 Cover Sheet

The VP1 retrieves the vendor's UT EID and address from the purchase order and automatically populates the document with the vendor's information. If you get a pop-up message that says the vendor has requested all payments be made to another address, this indicates the vendor has requested to receive payments at the preferred address, also called a pointer address.

+-----+-----+		7
AMERSHAM BIOSCIENCES CORP has requested all payments be made to:		B
** Direct Deposit **		=
		5
You are attempting to pay:		
3500 5th ST		
AUSTIN , TX 787004900309		
Change to this vendor's preferred address? Y		
+-----+-----+		
_ 4. Define Codes (optional) Scheduled Date:		
Total of Invoice(s):	Total Payment Amt:	

Preferred Address Message

This screen offers you the option to either keep the address you originally entered or use the preferred address. Double check the address you are using with the invoice "Remit To" address.

If the address on the invoice is different from the preferred address or the mail code used on the purchase order, you may use field-level help in the Mail Code field to see a list of available addresses for that vendor. You can do this by entering a "?" in the Mail Code field and pressing **ENTER**.

Other Cover Sheet Entries

After the document is created, some fields will automatically populate. However, users will still need to complete the Partial/Complete, Separate Check, Check Distribution, Goods/Service Received Begin and End, and Invoice Receive Date fields.

In the Partial/Complete field, enter "C" if all of the goods have been received and "P" if some of the goods are outstanding.

Mark the Separate Check field if you do not want this payment included on a check with other payments to this vendor.

The Check Distribution field will automatically be populated with a "U", indicating that the payment will be sent by U.S. mail, but you can enter a different distribution code. You may see a list of other common codes by using field-level help.

Enter the service beginning and end dates and the date the invoice was received in their respective fields.

```

>> Creation of document T0VP1990985 successfully completed; continue <<
*DEFINE          PURCHASE ORDER PAYMENT REQUEST - VP1          Year: 06 07
Command: VP1     Account: _____ Misc: _____ Month: FEB
=====
Status: CREATED          -- COVER SHEET --          Document ID: T0vp1990985
Action: _____ Summary: AMERSHAM BIOSCIENCES CORP
  Created: 02/12/07 by ACSJS - SUMMERS, SARAH J
  Format: 01_____ Voucher Date: _____ Voucher Nbr:
  P.O.Nbr: 2007A19998 Type: 9  Partial/Complete: P Dep Req: SS574_____
  Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 020107 End: 020307 Invoice Receive Date: 020307
  Requested Pmt Date: _____ Requested Pmt Reason: _____
  Vendor ID: 1 UT EID: 2dtgs9j_ Mail Code: 012 State VID: 19998877776
  Vendor Name: AMERSHAM BIOSCIENCES CORP
  Address: ** Direct Deposit **

SECTIONS:      X 1. Voucher Description and Comments
                X 2. Items Billed to be Paid
                X 3. Transactions:                Payment Due Date:
                X 4. Define Codes (optional)      Scheduled Date:
Total of Invoice(s):                Total Payment Amt:

```

Other Cover Sheet Entries

You can view the sections of the document by marking the field next to each section you wish to see.

Section 1: Voucher Description and Comments

The first field in Section 1 is for the voucher description and should be a short description of the item being paid for. This information will only appear on voucher printouts.


```

>> You may update and add transactions <<
Action: ____ Begin at account: _____ Document ID: T0VP1996149
                Begin at item: _____ Entries: 0
Voucher Date: 021207 Voucher Nbr.:

Item  Description                Qty Billed  Price/Item
      Amount D/C Ty  Obj  Account  DTN  Purpose
Receive Beg/End  Inv Recv Invoice Nbr  Interest Flag/Reason Due
-----
N/A    AMERSHAM BIOSCIENCES CORP
      36.00  C  EN   0200   2611254250  _____  _____  +
020107 020307 020307
#1     AMERSHAM BIOSCIENCES CORP
      18.00  D  EX   1420   2611254250  _____  _____  >
020107 020307 020307
      13-8306  _____  _____  >
#2     AMERSHAM BIOSCIENCES CORP
      18.00  D  EX   1420   2611254250  _____  _____  >
020107 020307 020307
      13-8306  _____  _____  >
-----
020107 020307 020307  _____  _____  _____  _____  +
  
```

Transactions Screen

Press **ENTER** once to update the transaction information. Press **ENTER** again to go to the next section, Section 4 *DEFINE Codes, or back to the cover sheet.

Section 4: *DEFINE Codes

This section is not required. Enter *DEFINE departmental codes if your office uses them; if not, leave this section blank.

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+-----+
| >> Final page of departmental transactions <<
| Action: ____ DEPARTMENT CODES Section 04 of 04
|-----|
| Transaction Date: 021207 Month: ____ Start at Account: ____
| Audit Codes? N
|
| ACCT NBR LEDGER DESCRIPTION TYPE AMOUNT D/C
| CODE 1 CODE 2 CODE 3 CODE 4 CODE 5 CODE 6
| DTN TAG A TAG B COMMENTS
| 1 2611254250 AMERSHAM BIOSCIENCES CORP EX 18.00 D
| 2281
|-----+
| 2 2611254250 AMERSHAM BIOSCIENCES CORP EX 18.00 D
| 2281
|-----+
|-----+
+-----+

```

*DEFINE Codes Screen

Press **ENTER** once to update the information.

How to Approve Your VP1

To approve the VP1, type “APP” in the Action field and press **ENTER**. *DEFINE will audit the validity of the information you entered and if it is correct, will send the document to the next desk in the routing path. If *DEFINE finds any errors in the document, a message will appear listing the corrections needed, and the document will not be forwarded.

Required Backup Documents

To create a Voucher Transmittal Form (VTF) of the VP1, enter “PRT” in the Action field on the cover sheet.

The original invoice with a “Received” stamp should be forwarded to Accounts Payable for processing and final approval. The invoice should be stapled to the Voucher Transmittal Form (VTF) of the VP1 document.

Help

Use PF6 and field-level help when necessary for more information about using this command. If you need more assistance with *DEFINE, you can also call the Office of Accounting helpline at (512) 471-8802 or send a message to oa.askme@austin.utexas.edu.