SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

USING THE NON-PO VOUCHER UPLOAD TEMPLATE

Description

The non-PO voucher (NPV) upload process is used to process a high volume of domestic non-PO voucher transactions. Departments can enter non-PO voucher data in the Excel spreadsheet Refund_Request_Upload_Template1.xlsm located in MyLINC.

Requirements for Using the Upload Template

- Must average 5 transactions per upload file.

- Must be a refund transaction to an individual or a transaction identified in a formal agreement between your department and SSC AP.

    o Definition of a Refund: Money paid to the university which needs to be returned to the individual (due to over-payment or cancellation of service / event). Note: a reimbursement does not qualify as a refund.

    o SSC AP reserves the right to obtain documentation / additional information to verify your request is a refund.

- Must be domestic transactions only.

Note: Non-PO voucher transactions which do not meet all the criteria above are processed using the Payment Request form located at http://ssc.umich.edu/forms. Email the completed form to accounts.payable@umich.edu for processing.

Instructions for Using the Template

If your transaction needs meet the above requirements, please follow these steps:

- Complete the Excel template located here ensuring required fields (per the table below) are populated.

    o Please utilize the invoice numbering standard document located in MyLINC for the Invoice ID field.

    o To avoid delays / errors in processing, ensure the file is complete and accurate (for example, include the entire Chartfield combination. Note: the template does not accept ShortCodes)

- Email the completed file to e.Pay@umich.edu including the total dollar amount in the subject line and provide a short description of the request in the message body.

Template Fields Guidelines

The following table provides guidance on how to populate the template for Tran Type 1 (Non-PO with vendor ID) and Tran Type 9 (refund) identifying which fields are required for each transaction type. NOTE: The template does not accept Shortcodes.

Template Fields

Field Name	Format	Lgth	Non-PO Voucher (Trans Type = 1): Required	Non-PO Voucher — For requests with a valid vendor ID: Notes	Single Payment Voucher (Trans Type = 9): Required	Single Payment Voucher — For refund payments only (vendor ID not required): Value
Trans Type	Numbers Only	1	x	Use value of "1"	x	Use value of "9"
Shortcode	DO NOT USE		DON'T USE	Leave as Blank. Not currently in use	DON'T USE	Leave as Blank. Not currently in use
Account	Numbers Only	6	x	Use appropriate account code	x	Use appropriate account code
Fund Code	Numbers Only	5	x	Use appropriate fund code	x	Use appropriate fund code
Dept ID	Numbers Only	6	x	Use appropriate Department ID	x	Use appropriate Department ID
Program Code	Uppercase	5		Use appropriate program code		Use appropriate program code
Class	Uppercase	5		Use appropriate class code - (i.e. 1100X, 11000, etc.)		Use appropriate class code - (i.e. 1100X, 11000, etc.)
Project/Grant	Uppercase	15		Use appropriate project or grant code		Use appropriate project or grant code
Origin	Uppercase	3	x	Use origin of APV unless otherwise instructed via an agreement with Shared Services or Procurement	x	Use origin of APV unless otherwise instructed via an agreement with Shared Services or Procurement
Vendor ID	Numbers Only	10	x	Use appropriate vendor number	DON'T USE	Must be blank if transtype = 9
Address Seq Number	Numbers Only	3	x	Use appropriate address sequence number for the respective vendor address you wish to use	DON'T USE	Must be blank if transtype = 9
Requester ID	Uppercase	8		Use appropriate uniqname of requester whom will receive a notification when voucher is created		Use appropriate uniqname of requester whom will receive a notification when voucher is created
Dept Reference Number	Uppercase	30		Use whatever reference the unit would like for their business needs		Use whatever reference the unit would like for their business needs
Item Description	Mixedcase	30		Describe what is being paid		Describe what is being paid
1099 Code	Numeric	5		Leave blank unless instructed otherwise		Leave blank
Invoice Date	YYYY/MM/DD	10	x	Use Invoice Date	x	Use Invoice Date
Quantity Vouchered	######.##	16		Not commonly used	DON'T USE	Must be blank if trans type = 9
Unit of Measure	Uppercase	3		Not commonly used	DON'T USE	Must be blank if trans type = 9
Invoice ID	Uppercase	30	x	Use invoice numbering standard	x	Use invoice numbering standard
Invoice Type	Uppercase	1	x	D=Refund, R-Reimbursement, V=Other Valid Use (approved by AP)	x	D=Refund, R-Reimbursement, V=Other Valid Use (approved by AP)
Merchandise Amount	######.##	17	x	Amount to be paid	x	Amount to be paid; must be positive if trans type = 9
Unit Price	######.##	17		Not commonly used	DON'T USE	Must be blank if trans type = 9
Payment Terms	Uppercase	5		NET or NET30		NET
Payment Handling Code	Uppercase	2		ST = mail, WT = pickup at Wolverine Tower, EN = Enclosure		ST = mail, WT = pickup at Wolverine Tower, EN = Enclosure
Payment Separate	Uppercase	1		Y or N or Blank	DON'T USE	Y or N or Blank; must be Y if trans type = 9
Payment Hold	Uppercase	1		Y or N or Blank		Y or N or Blank
Hold Reason	Uppercase	3		If Payment Hold is Y, Hold Reason is required		If Payment Hold is Y, Hold Reason is required
Payment Message	Mixedcase	70		Message unit wants to be included on check remittance. This could be a transaction reference, unit phone number or contact email, or website in case the recipient cannot identify the reason for the payment.		Message unit wants to be included on check remittance. This could be a transaction reference, unit phone number or contact email, or website in case the recipient cannot identify the reason for the payment.
First Name	Uppercase	40 total	DON'T USE	Must be blank if trans type = 1	x	Required when trans type = 9
Middle Name	Uppercase		DON'T USE	Must be blank if trans type = 1		
Last Name	Uppercase		DON'T USE	Must be blank if trans type = 1		
Address line1	Uppercase	55 total	DON'T USE	Must be blank if trans type = 1	x	Required when trans type = 9
Address line2	Uppercase		DON'T USE	Must be blank if trans type = 1		
City	Uppercase	20	DON'T USE	Must be blank if trans type = 1	x	Required when trans type = 9
State	Uppercase	6	DON'T USE	Must be blank if trans type = 1	x	Required when trans type = 9
Postal	Uppercase	12	DON'T USE	Must be blank if trans type = 1	x	Required when trans type = 9
Country	Uppercase	3	DON'T USE	Must be blank if trans type = 1	x	Only USA allowed
Voucher Comment	Mixedcase	254		Message for additional info about the transaction		Message for additional info about the transaction