

## 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 on the SSC website](#).

### 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.
  - 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.
  - 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 eForm](#). Email the completed form to [accounts.payable@umich.edu](mailto: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 linked above ensuring required fields (per the table below) are populated.
  - Please utilize the [invoice numbering standard](#) document located in MyLINC for the Invoice ID field.
  - 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](mailto: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
Trans Type	Numbers Only	1
Shortcode	DO NOT USE	
Account	Numbers Only	6
Fund Code	Numbers Only	5
Dept ID	Numbers Only	6
Program Code	Uppercase	5
Class	Uppercase	5
Project/Grant	Uppercase	15
Origin	Uppercase	3
Vendor ID	Numbers Only	10
Address Seq Number	Numbers Only	3
Requester ID	Uppercase	8
Dept Reference Number	Uppercase	30
Item Description	Mixedcase	30
1099 Code	Numeric	5
Invoice Date	YYYY/MM/DD	10
Quantity Vouchered	#####.##	16
Unit of Measure	Uppercase	3
Invoice ID	Uppercase	30
Invoice Type	Uppercase	1
Merchandise Amount	#####.##	17
Unit Price	#####.##	17
Payment Terms	Uppercase	5
Payment Handling Code	Uppercase	2
Payment Separate	Uppercase	1
Payment Hold	Uppercase	1
Hold Reason	Uppercase	3
Payment Message	Mixedcase	70
First Name	Uppercase	40 total
Middle Name	Uppercase	
Last Name	Uppercase	
Address line1	Uppercase	55 total
Address line2	Uppercase	
City	Uppercase	20
State	Uppercase	6
Postal	Uppercase	12
Country	Uppercase	3
Voucher Comment	Mixedcase	254

Non-PO Voucher (Trans Type = 1): For requests with a valid vendor ID	
Required	Notes
x	Use value of "1"
DON'T USE	Leave as Blank. Not currently in use
x	Use appropriate account code
x	Use appropriate fund code
x	Use appropriate Department ID
	Use appropriate program code
	Use appropriate class code - (i.e. 1100X, 11000, etc.)
	Use appropriate project or grant code
x	Use origin of APV unless otherwise instructed via an agreement with Shared Services or Procurement
x	Use appropriate vendor number
x	Use appropriate address sequence number for the respective vendor address you wish to use
	Use appropriate unickname of requester whom will receive a notification when voucher is created
	Use whatever reference the unit would like for their business needs
	Describe what is being paid
	Leave blank unless instructed otherwise
x	Use Invoice Date
	Not commonly used
	Not commonly used
x	<a href="#">Use invoice numbering standard</a>
x	D=Refund, R-Reimbursement, V=Other Valid Use (approved by AP)
x	Amount to be paid
	Not commonly used
	NET or NET30
	ST = mail, WT = pickup at Wolverine Tower, EN = Enclosure
	Y or N or Blank
	Y or N or Blank
	If Payment Hold is Y, Hold Reason is required
	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.
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
DON'T USE	Must be blank if trans type = 1
	Message for additional info about the transaction

Single Payment Voucher (Trans Type = 9): For refund payments only (vendor ID not required)	
Required	Value
x	Use value of "9"
DON'T USE	Leave as Blank. Not currently in use
x	Use appropriate account code
x	Use appropriate fund code
x	Use appropriate Department ID
	Use appropriate program code
	Use appropriate class code - (i.e. 1100X, 11000, etc.)
	Use appropriate project or grant code
x	Use origin of APV unless otherwise instructed via an agreement with Shared Services or Procurement
DON'T USE	Must be blank if transtype = 9
DON'T USE	Must be blank if transtype = 9
	Use appropriate unickname of requester whom will receive a notification when voucher is created
	Use whatever reference the unit would like for their business needs
	Describe what is being paid
	Leave blank
x	Use Invoice Date
DON'T USE	Must be blank if trans type = 9
DON'T USE	Must be blank if trans type = 9
x	<a href="#">Use invoice numbering standard</a>
x	D=Refund, R-Reimbursement, V=Other Valid Use (approved by AP)
x	Amount to be paid; must be positive if trans type = 9
DON'T USE	Must be blank if trans type = 9
	NET
	ST = mail, WT = pickup at Wolverine Tower, EN = Enclosure
DON'T USE	Y or N or Blank; must be Y if trans type = 9
	Y or N or Blank
	If Payment Hold is Y, Hold Reason is required
	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.
x	Required when trans type = 9
x	Required when trans type = 9
x	Required when trans type = 9
x	Required when trans type = 9
x	Only USA allowed
	Message for additional info about the transaction