Controller’s Department  
TIPS AND UPDATES ON VO (Purchase Order Voucher) APPROVER SET-UP AND VO E-DOC PROCESS

The current paper purchase order voucher will be converted to an electronic form with workflow routing in the next few months (implementation date yet to be announced). We are in the process of disseminating workflow routing approval forms so each unit’s routing set-up can be established prior to training and implementation. Below are a few tips and updates on filling out the routing approval form and on the new VO e-doc and process.

**NEGATIVE APPROVAL HOLDING PERIOD**

Without paper to pass around and delay the process, the negative approval holding period will be reduced from 7 days to 3 days.

**SIGNED IN ADVANCE (SIA) VOUCHERS**

Some units have used SIA vouchers in the past and this process will be eliminated. SIA vouchers were used when units received an invoice directly, attached a manually generated paper voucher and forwarded the invoice and voucher to Accounting so that as soon as the system generated voucher was printed, the SIA could be attached as authorization for payment. This allowed payment to be made without the system generated paper voucher going back out to the unit. With the implementation of the VO e-doc and workflow routing, all invoices should be sent directly from the vendor to the Accounting Office (3606 ASB) for processing. As soon as Accounting staff process an invoice, a VO e-doc can be released into workflow routing. As soon as the VO e-doc is approved, it will be released for payment with the next check writing or processed as an emergency check, eliminating the need for SIA vouchers.

**ENCUMBRANCES AND ACCOUNT NUMBER UPDATES**

The VO e-doc will allow units to indicate that a purchase order should be closed and the accounting system will complete the update after payment has been made. The VO form will also allow units to add comments during routing to request account numbers be changed from what was originally indicated on the purchase order. VO workflow will direct e-docs back to Accounting Office staff so the accounting and purchase order systems, as well as the VO e-doc, can be updated.

**ORGANIZATION (Org) CODE LOOK-UPS**

If you do not know your org codes but know your dept code(s), use WebFM and do a look-up under the general browse function. See example below. In this case, the dept. number for Economics-Ag has three org codes. If the VO approvers are the same for all three org codes, all three org codes can be included on the same VO workflow routing approval form.