

# AP-PO Guide

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This guide is for the **AP-PO system** which is a web-based tool designed to help University of Iowa departments **track and review procurement-related transactions**. It provides a centralized way to view vendor records, contracts, purchase orders (POs), receipts, invoices, vouchers, and payments—all in one place.

AP-PO also links directly to the **General Ledger** to support timely financial reconciliation and review.

Access to APPO is granted on a per-user basis. Please contact your Workflow Administrator to receive access to AP-PO. If you check on your self-service personal tab, it will list your workflow administrator.

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# Accessing System

## How to Access ePro (eVouchers, PReqs/Receiving)

1. Sign in to **Employee Self-Service**.
2. Navigate to **Business & Financial Systems**.
3. Click **AP-PO PeopleSoft**.

You will land on the **AP-PO Home Page**, which includes:

- Links to all available reports
- A Communication Center for system updates
- Path to Navigation shortcuts
- User settings and preferences

If you need assistance with AP-PO, please send an email to: [preqs@uiowa.edu](mailto:preqs@uiowa.edu).

# Common Search Functions

## Vendor Search

- Use to find active vendors in the UI system.
- Search by:
  - Vendor Name
  - City
  - State
  - ZIP Code

## Purchase Order Report

- Results include PO details, invoice links, receiving status and requisition views.
- Search by:
  - PO Number
  - Requisition Number
  - Vendor ID or Name
  - Contract Number

## Receipt Status

- Results provide a list of receipts with links to requisition records.
- Search by:
  - Requestor or Receiver HawkID
  - PO or Preq Number

# Voucher Report

- Results allow you to view reports, payment status and voucher details.
- Search by:
  - Voucher ID
  - Department
  - Requestor HawkID
  - PO ID
  - Invoice
  - Vendor Information

## Voucher Report Information

When invoices are received in the Accounts Payable the invoice is compared and verified against the Purchase Order and vouchers are created.

The following is a sample of a voucher report created for departments to review. The requester will receive an email notification with a link to display the voucher's details.

Key attributes of the voucher report include:

- Vendor name and address linked to the requisition and purchase order details
- Link to a scan image of the invoice. Advising accounts payable when an invoice should be paid.
- Invoice date and amount indicate if receiving is required and payment information.

The University of Iowa  
Accounts Payable, 202 Plaza Centre One

**Web**  
12/14/2011

### VOUCHER REPORT

Special Instructions: Payment will be made with the voucher terms, the earliest of the Discount Due Date or the Scheduled Due Date (see below). Please direct questions to [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu). A negative Gross Amount reflects a credit memo that will be applied to the next payment.

If the Purchase Order indicates that Receiving is Required (Y), then receiving information is required on the requisition in order for payment to be processed on corresponding vouchers against the Purchase Order. You can add/update receiving information by clicking on the "Receiving" link underneath the workflow approval section of the requisition in ePro. Additional receiving information can be found on the Purchasing web site in the PREQ's section (see link at bottom of page) or you can email us at [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

<b>Remit address:</b> Aanestad Construction Company 103 Commercial Dr Ste B2 Iowa City IA 52246 USA	<a href="#">Requester(vouchers)</a> NJSHEEHAN (Sheehan, Neva) <small>(f90aeb06)</small> USB-220 Build UI	<a href="#">Contact(eVouchers)</a> Not Available	<b>Voucher Number</b> 81297993
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<b>Remit Vendor ID</b>	<b>Remit LOC</b>	<b>Address</b>	<b>Payment Handling Code</b>
0000100296	002	1	AC

Invoice Number	Inv Date	Terms	Dscnt Due Date	Sched Due Date	Control Group	Purchase Order	Recv'g Req'd	Attachments	PReq #
<a href="#">14066</a>	11/29/2011	NET30		<a href="#">12/29/2011</a>	0000174863	<a href="#">1000931460</a>	Y		

LINE	POL LN	UOM	QTY	PS ITEM	DESCRIPTION	UNIT PRICE					
1	1	EA	1.0000		0377301,Trowbridge Hall-Instal	13,341.00000					
<b>MFK 1</b>	<b>FVND ORG</b>	<b>DEPT/SDEPT</b>	<b>GRANT/PRGM</b>	<b>I A C T</b>	<b>Q A C T</b>	<b>D A C T</b>	<b>FN</b>	<b>C C T R</b>	<b>SLID/SLAC</b>	<b>QTY</b>	<b>EXT AMT</b>
	260 05	037500400	00000000	6650 000	000000 00	0000 00	0000 00	0000 00	0377301-411	1.000000	13,341.00

Voucher Comments: PO Receipt Status: <b>Fully received</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td><b>Discount Amount</b></td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Freight</b></td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Sales Tax</b></td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Use Tax</b></td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Gross Amount</b></td><td style="text-align: right;">\$ 13,341.00</td></tr> <tr><td><b>If Paid within Discount Terms</b></td><td></td></tr> <tr><td><b>NET AMOUNT</b></td><td style="text-align: right;">\$ 13,341.00</td></tr> </table>	<b>Discount Amount</b>	0.00	<b>Freight</b>	0.00	<b>Sales Tax</b>	0.00	<b>Use Tax</b>	0.00	<b>Gross Amount</b>	\$ 13,341.00	<b>If Paid within Discount Terms</b>		<b>NET AMOUNT</b>	\$ 13,341.00
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