



# Entering a PO Voucher

## Script Description

This script demonstrates the entry of invoice information for a PO Voucher.

## Process Assumptions

- Vendor information is set up for Voucher Entry.
- Vendors are approved.
- Vouchers are automatically numbered.
- A PO voucher has been dispatched and received

## Process Flow Steps

A. A new invoice has been received. A Purchase Order had been created and dispatched for this purchase. The goods on the ordered Purchase Order have been received. Once of the team members enters the voucher information into the system.

B. Access Voucher Entry:

GO	Administer Procurement
	Enter Voucher Information
USE	PO Voucher
	Invoice Header Information
	Add

1. **DO NOT** enter anything into the "Voucher ID" field. Any changes in this field will cause the system to not operate properly. If you make changes here exit the panel by clicking on the red **X** on the top right of the panel.

2. Click on

## C. Invoice Header Information

This panel records basic overall information about the voucher such as the vendor, gross amount, and invoice date.

1. Enter "PO Business Unit" .field
2. Click the
3. PO: Select the Purchase order from the Invoice.
4. Click on the Copy Icon. This copies all the PO information to the Voucher.
5. Use the Search Icon to find your PO if you do not know the PO.

- You can search by Receiver or by PO.
- If your voucher relates to multiple Purchase Orders, click on the



Create Worksheet Button.

- The PO WorkSheet panel allows you to copy in several POs into a voucher, or to select individual lines of POs to copy into a voucher.
- Click on the Copy Voucher button to copy the information into the voucher.
- Click on the Transfer Match Lookup Return button to return to the PO/Receiver Search Panel.
- Click on the Go to Voucher Header button to return to the Voucher Header (Invoice Information) panel.
- Use the Receiver Worksheet the same way. You can copy in several Receivers into a voucher, or select individual line to copy in.

6. Enter the Invoice Date
  7. Enter the Invoice number
  8. If the invoice gross amount is different than the Purchase Order amount Change the Gross
  9. Enter Sales Tax if applicable.
  10. Enter Freight if applicable.
  11. The Vendor Information should be correct because it has been brought in from the Purchase Order. If it isn't, the voucher may fail matching.
  12. Go to the Line Information and Charges to review line and distribution information for the Voucher.
- C. Line Information and Charges:

1. Review Line information for the Voucher. Change any quantities or amounts which are required.
2. For each line review the distribution information. If any distributions are incorrect note them and do a journal voucher to correct the distributions after the invoice is processed.
3. Partial/Final: To declare your PO Voucher Final (for Less) and liquidate the remaining portion of the purchase order, select Finalized. If you need to reverse liquidation of the purchase order, change your selection to Partialized. Leave the default of None to do nothing.
4. Matching: Specify whether Matching is required. You have these line-level matching options:
  - ERS Match Use ERS matching. (not applicable)
  - Full Match Yes, match this line based on the PO Header match control. If your PO has specified matching, Full Match is copied in from the PO. You cannot override it.
  - No Match No, do not match this line. (No Match is the default.)

5. Hit **F2** to move to move to the **Schedule Payment Panel**.

#### **D. Schedule Payment:**

Use the schedule payment panel to review the system calculated due date and the payment method. You can alter the where the payment will be made and split the voucher into multiple payments.

1. Reveew the payment information

#### **E. Record Payment**

Use the record payment panel to record a manual payment

1. This panel can be used to record payments for manual checks.

2. You can also select another remit to for the check payee instead of the defaulted information.

#### **F. Approvals and Matching:**

This panel provides the matching status of a PO voucher

1. This panel is used set the to review and set the matching status.


2. You can change the Matching Status from Not Applicable to To Be Matched.

3. You cannot change the Matching Status from a To Be Matched status to Not Applicable.

**NOTE:** The voucher above has a status of To Be Matched

**G. Matching Process:** When matching is required, the Matching Process must be successfully completed before you may proceed to the Budget Checking process. Please see AP05-Process Matching to complete this step. After the Matching Process is complete, you may complete the Budget Checking process by either navigating to the Accounting Information panel (below) or follow the steps of processing batch Budget Checking in AP20-Budget Checking in Batch.

#### **H. Accounting Information**

1. This panel is used to review accounting information.
2. The Accounting Date may be changed to reflect the correct accounting period if the accounting period is open.
3. Hit the enter key to edit and save the voucher.
4. Click on the Budget Check key to Budget Check the Voucher
5. Click on  to refresh the panel.
6. The voucher is now ready to pay and post.
7. Additional panels are not required for further processing. Each panel's purpose and function is described in detail in PeopleBooks.

I. Currency Panel: Not in Scope

J. Template Information: Not in Scope.

K. Status Summary: Not in Scope.

L. Comments: You can use this panel to add comments to a voucher.