

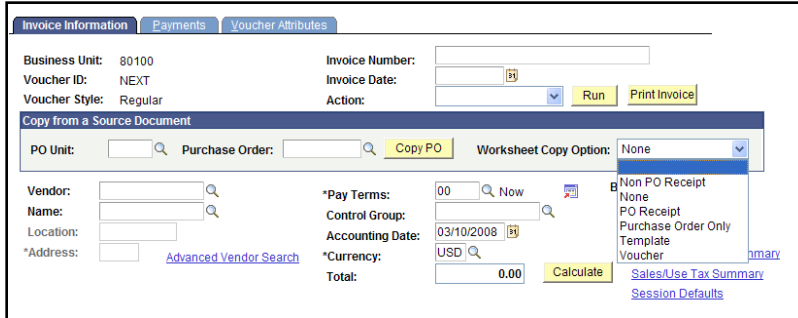
Checklist for Entering PO Vouchers

PO Vouchers are entered by accounts payable users, but they are mentioned here because they require communication between the Purchasing and Finance departments of an agency. If an agency has good interaction between these two offices, the use of PO vouchers will help the Purchasing staff in closing POs correctly, releasing encumbrances, and providing a tracking system of the procure-to-pay cycle.

Navigation: **Accounts Payable → Vouchers → Add/Update → Regular Entry**

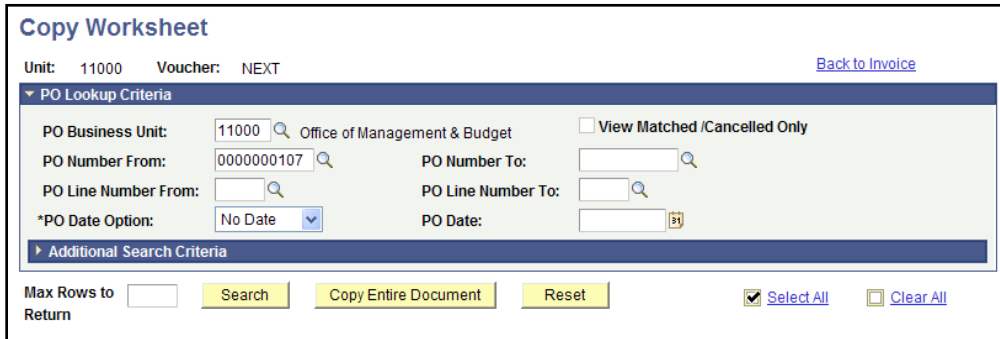
On the 'Add a New Value' tab, click .

Before entering anything else, choose one of the Worksheet Copy Options from the drop—down box. There are several items to choose from, but we will cover only two of them below.



The screenshot shows the 'Add/Update' voucher screen. The 'Copy from a Source Document' section is highlighted, and the 'Worksheet Copy Option' dropdown menu is open, showing options: Non PO Receipt, None, PO Receipt, Purchase Order Only, Template, and Voucher. Other fields include Business Unit (80100), Invoice Number, Voucher ID (NEXT), Invoice Date, Voucher Style (Regular), Action, PO Unit, Purchase Order, *Pay Terms (00), Control Group, Accounting Date (03/10/2008), *Currency (USD), and Total (0.00).

1. Purchase Order Only. This function pulls in all lines of a purchase order, regardless of whether the items have been received fully or not. We recommend this option only when the PO has been fully received. Selecting this option will bring you to this screen:



The screenshot shows the 'Copy Worksheet' screen. The 'PO Lookup Criteria' section is expanded, showing search criteria for PO Business Unit (11000), PO Number From (0000000107), PO Number To, PO Line Number From, PO Line Number To, and *PO Date Option (No Date). The 'Additional Search Criteria' section is collapsed. At the bottom, there are buttons for 'Search', 'Copy Entire Document', and 'Reset', along with checkboxes for 'Select All' and 'Clear All'.

- a. If Purchasing has given you the PO number, just enter your business unit and the correct PO number.
 - 1) **Multiple POs:** You can pay more than one PO on a single voucher, as long as they are all for the same vendor. Just enter the "From" and "To" values as shown on the next page.

Copy Worksheet

Unit: 11000 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: 11000 Office of Management & Budget View Matched /Cancelled Only

PO Number From: 0000000103 PO Number To: 0000000104

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

b. Whether the voucher is for one PO or several, click Search next.

c. **VERY IMPORTANT:** Be sure to click 'View All' if it appears here:

Copy Worksheet

Unit: 11000 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: 11000 Office of Management & Budget View Matched /Cancelled Only

PO Number From: 0000000103 PO Number To: 0000000104

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

Select PO Lines [Find](#) [View All](#) First 1 of 2 Last

PO Unit: 11000 PO No.: 0000000103 PO Date: 08/03/2007

Vendor ID: 0000012314 NEOPOST INC

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item ID	Contract ID
<input type="checkbox"/>	1	1		Model S162 neopost folding/ins	1.0000	EA	5296.00000	5296.00	USD	1.0000	EA	5296.00		<input checked="" type="checkbox"/>			

Select All Clear All PO Line Count: 1 PO Total: \$5,296.00

d. Click 'View All' for all lines that it shows up on. This will give you each line and schedule within the PO(s) to match up to the invoice. Check the 'Select' boxes that correspond to the invoice. Click "Copy Selected Lines."

Copy Worksheet

Unit: 11000 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: 11000 Office of Management & Budget View Matched /Cancelled Only

PO Number From: 0000000103 PO Number To: 0000000104

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

Select PO Lines [Find](#) [View All](#) First 1 of 2 Last

PO Unit: 11000 PO No.: 0000000103 PO Date: 08/03/2007

Vendor ID: 0000012314 NEOPOST INC

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item ID	Contract ID
<input checked="" type="checkbox"/>	1	1		Model S162 neopost folding/ins	1.0000	EA	5296.00000	5296.00	USD	1.0000	EA	5296.00		<input checked="" type="checkbox"/>			

Select All Clear All PO Line Count: 1 PO Total: \$5,296.00

PO Unit: 11000 PO No.: 0000000104 PO Date: 10/15/2007

Vendor ID: 0000000240 GREAT LINES INC

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item ID	Contract ID
<input checked="" type="checkbox"/>	1	1		S-80209 Mixed Nylon & Wire Bru	1.0000	EA	339.25000	339.25	USD	1.0000	EA	339.25		<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	2	1		Freight	1.0000	EA	7.80000	7.80	USD	1.0000	EA	7.80		<input checked="" type="checkbox"/>			

Select All Clear All PO Line Count: 2 PO Total: \$347.05

(If the POs are for different vendors as in the example above, a warning error will pop up when you click 'Copy Selected Lines.')

The screenshot shows the following sections and fields:

- Invoice Information:** Business Unit: 11000, Voucher ID: NEXT, Voucher Style: Regular, Invoice Number: [empty], Invoice Date: [empty]. Buttons: Run, Print Invoice.
- Copy from a Source Document:** PO Unit: [empty], Purchase Order: [empty], Copy PO button, Worksheet Copy Option: None.
- Vendor details:** Vendor: 0000020118, Name: QIAGEN INC-001, Location: MAIN, *Address: [empty]. *Pay Terms: 00 Now, Basis Dt Type: Inv Date, Control Group: [empty], Accounting Date: 03/11/2008, *Currency: USD, Total: 50.00. Buttons: Calculate, Comments(0), Non Merchandise Summary, Sales/Use Tax Summary, Session Defaults, VAT Summary.
- Invoice Lines:** Line 1, *Distribute by: Quantity, Item: BOOKS, Description: BOOKS, Quantity: 5.0000, UOM: EA, Unit Price: 10.00000, Extended Amount: 50.00. Ship To: 110522. Buttons: Use One Asset ID, Force Price, Calculate.
- Distribution Lines Table:**

Copy Down	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Budget Date	Class	Finalize	PO Finalized
<input type="checkbox"/>	50.00	5.0000	11000	532020	110	001	1000	03/11/2008	11030	<input type="checkbox"/>	N

e. The following steps refer to the example screen above.

- 1) Enter the invoice number and Invoice Date.
- 2) Change the Location to the proper one – this field will always populate with the vendor’s default Location, not the one chosen in PO.
- 3) Click View All if available on any invoice or distribution line.
- 4) Verify that the “Ship To” field has filled in.
- 5) Verify the distribution information that fills in. The account number in particular may need to be corrected.
- 6) **The amount of the voucher needs to match the invoice, not the purchase order.** Minor price changes, shipping and handling costs, etc. may cause differences in the final cost. Just add distribution lines for additional charges or change the unit price to match the invoice.
- 7) As long as everything is correct, SAVE then BUDGET CHECK.

2. PO Receipt. If your agency uses receipting in PeopleSoft, we strongly encourage you to enter your PO vouchers by using the “PO Receipt” copy function. In the situation where only part of the purchase order has been received, the voucher enterer will be able to tell that by using this option. Once you pull up the screen below, you will be given the choice of pulling in a single PO or multiple receipt numbers. This will depend upon which information the Purchasing staff gives the accounts payable staff.

Copy Worksheet

Unit: 80100 Voucher: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: 80100 PO Number: 0000008200 *PO Dt Opt: No Date PO Date: []

Receipt Unit: 80100

Receipt Number From: 0000008816 Receipt Number To: []

Receiver Line From: [] Line: []

*Receipt Date Option: No Date Receipt Date: []

Ship To: [] Packing Slip: []

Pro Number: [] Bill of Lading: []

Carrier ID: []

Additional Search Criteria

Max Rows to Return: [] Select All Clear All

- You may pull the information in by PO number - Balloon 1
- Or by Receipt Number - Balloon 2. Enter the business unit in the appropriate field for each.
- Click Search.

d. If 'View All' appears anywhere, be sure to expand all lines.

Additional Search Criteria

Max Rows to Return: Search Select All Clear All

Select Receiver Lines Find | View All First 1 of 1

PO Unit: 80100 PO No.: 0000008200 PO Date: 08/03/2007
 BU Recv: 80100 Receipt No.: 0000008816 Recv Date: 10/23/2007
 Ship To: D45 Carrier ID: **3** Packing Slip:
 Pro Number: Bill of Lading:
 Vendor ID: 0000005901 KENNAMETAL INC

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO No.	Line	Sched Item	Recv Line Status	Amount Only	Vendor Item ID
<input type="checkbox"/>	1	1	76006-361604	Edge, Grader, 3 Ft, 8, Tungste	30.0000	EA	117.60000	3528.00	USD	30.0000	EA	117.60	0000008200	1	1	Received	<input type="checkbox"/>	
<input type="checkbox"/>	2	1	76006-361638	Edge, Grader, 4 Ft, 8, Tungste	30.0000	EA	156.80000	4704.00	USD	30.0000	EA	156.80	0000008200	2	1	Received	<input type="checkbox"/>	
<input type="checkbox"/>	3	1	76006-365597	Edge, Snow Plow, 3 Ft, Tungste	180.0000	EA	106.77000	19218.60	USD	180.0000	EA	106.77	0000008200	3	1	Received	<input type="checkbox"/>	
<input type="checkbox"/>	4	1	76006-365662	Edge, Snow Plow, 4 Ft, Tungste	270.0000	EA	142.36000	38437.20	USD	270.0000	EA	142.36	0000008200	4	1	Received	<input type="checkbox"/>	
<input type="checkbox"/>	5	1	76006-366009	Edge, Scraper/Grader, 3 Ft, Tu	60.0000	EA	108.60000	6516.00	USD	60.0000	EA	108.60	0000008200	5	1	Received	<input type="checkbox"/>	
<input type="checkbox"/>	6	1	76006-366108	Edge, Scraper/Grader, 4ft, Tu	60.0000	EA	144.80000	8688.00	USD	60.0000	EA	144.80	0000008200	6	1	Received	<input type="checkbox"/>	
<input type="checkbox"/>	7	1	76006-366157	Edge, Scraper/Grader, 5 Ft, Tu	12.0000	EA	181.00000	2172.00	USD	12.0000	EA	181.00	0000008200	7	1	Received	<input type="checkbox"/>	

Select All Clear All

e. What is so nice about using the PO Receipt option is the voucher enterer can see at a glance which line items have been received or not. If the invoice is charging for an item that does not show up as being received here, Purchasing staff should be contacted. Select only those boxes that correspond with the invoice or use the "Select All" button.

f. Click "Copy Selected Lines." (Balloon 3)

g. The following steps are the same as those found on page 3 for the Purchase Order Only copy option:

- 1) Enter the invoice number and Invoice Date.
- 2) Change the Location to the proper one – this field will always populate with the vendor's default Location, not the one chosen in PO.
- 3) Click View All if available on any invoice or distribution line.
- 4) Verify that the "Ship To" field has filled in.
- 5) Verify the distribution information that fills in. The account number in particular may need to be corrected.
- 6) **The amount of the voucher needs to match the invoice, not the purchase order.** Minor price changes, shipping and handling costs, etc. may cause differences in the final cost. Just add distribution lines for additional charges or change the unit price to match the invoice.
- 7) As long as everything is correct, SAVE then BUDGET CHECK.