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 Add.

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.

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:

   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.
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:

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

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](image)

   a. You may pull the information in by PO number - Balloon1
   b. Or by Receipt Number - Balloon 2. Enter the business unit in the appropriate field for each.
   c. Click Search.
d. If ‘View All’ appears anywhere, be sure to expand all lines.

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.