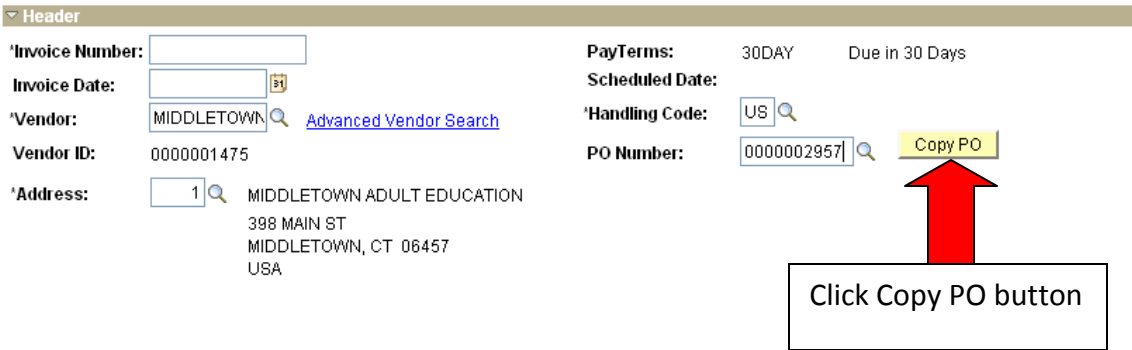
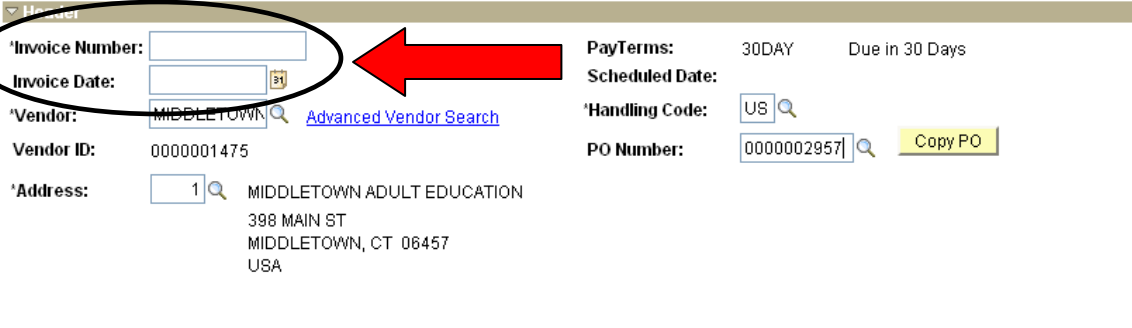


Copying a PO into a Regular Voucher

- A PO must be related to a voucher for the encumbrance to be reduced against the budget. The amount of the voucher will replace the exact amount of the PO encumbrance.
- To copy a PO into a regular voucher, the “Use Procurement Card” checkbox on the PO must be UNCHECKED. If this box has been checked, the PO can only be related to a P-Card transaction (see separate instructions). You must know before you submit your PO how it will be paid. This checkbox cannot be changed once the PO has been submitted.

Steps:

<p>Enter the vendor that was on the PO</p>	<p>Voucher Entry</p> <p>Voucher ID: NEXT Entered By: EBELOW Below,Edwin G. Voucher Style: Regular Voucher Approval Status: Post Status:</p> <p>▼ Header</p> <p>'Invoice Number: <input type="text"/> PayTerms: 30DAY Due in 30 Days Invoice Date: <input type="text"/> Select Vendor 'Vendor: MIDDLETOWN Advanced Copy PO Vendor ID: 0000001475 'Address: <input type="text"/> 1 MIDDLETOWN ADULT EDUCATION 388 MAIN ST MIDDLETOWN, CT 06457 USA</p>												
<p>Go to the “PO Number” field and click the lookup icon.</p>	<p>voucher ID: NEXI Entered By: Click PO Number lookup Voucher Style: Regular Voucher Approval Status: Post Status:</p> <p>▼ Header</p> <p>'Invoice Number: <input type="text"/> PayTerms: 30DAY Due in 30 Days Invoice Date: <input type="text"/> Click PO Number lookup 'Vendor: MIDDLETOWN Advanced Vendor Search Copy PO Vendor ID: 0000001475 'Address: <input type="text"/> 1 MIDDLETOWN ADULT EDUCATION 388 MAIN ST MIDDLETOWN, CT 06457 USA</p>												
<p>Select the correct PO from the list. Only fully approved and dispatched PO's appear.</p>	<p>Look Up PO Number</p> <p>PO Business Unit: WSLYN PO Number: <input type="text"/> begins with <input type="text"/> Click link to select PO</p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>PO Number</th> <th>Purchase Order Date</th> <th>Short Vendor Name</th> <th>Vendor ID</th> <th>Name</th> <th>Merchandise Amount</th> </tr> </thead> <tbody> <tr> <td>0000002957</td> <td>24-AUG-10</td> <td>MIDDLETOWN-001</td> <td>0000001475</td> <td>MIDDLETOWN ADULT EDUCATION</td> <td>100</td> </tr> </tbody> </table> <p>Click column heading to:</p>	PO Number	Purchase Order Date	Short Vendor Name	Vendor ID	Name	Merchandise Amount	0000002957	24-AUG-10	MIDDLETOWN-001	0000001475	MIDDLETOWN ADULT EDUCATION	100
PO Number	Purchase Order Date	Short Vendor Name	Vendor ID	Name	Merchandise Amount								
0000002957	24-AUG-10	MIDDLETOWN-001	0000001475	MIDDLETOWN ADULT EDUCATION	100								

<p>Click the “Copy PO” button to copy all data from the PO.</p>	 <p>The screenshot shows the PO header form with the following fields: Invoice Number, Invoice Date, Vendor (MIDDLETOWN), Vendor ID (0000001475), Address (MIDDLETOWN ADULT EDUCATION, 398 MAIN ST, MIDDLETOWN, CT 06457, USA), PayTerms (30DAY), Scheduled Date, Handling Code (US), and PO Number (0000002957). A yellow 'Copy PO' button is highlighted, with a red arrow pointing to it from a box below that says 'Click Copy PO button'.</p>
<p>Enter the Invoice Number and Invoice Date.</p>	 <p>The screenshot shows the same PO header form as above. A red oval highlights the 'Invoice Number' and 'Invoice Date' fields, with a red arrow pointing to them from the right.</p>

Notes on the copy process:

- If the full amount of your order has not been received, you can still copy the PO. When you receive the second part of your order you can copy the PO again, but only the remaining amount not paid will copy into the second voucher.
- The number of lines on a voucher cannot be more than the number of lines on the PO. However, you can add additional distribution lines to any lines on the voucher.
- You can change the SmartKey on the voucher and the encumbrance from the SmartKey on the PO will still be relieved.
- If freight or shipping charges have been added to your invoice, this amount can be entered on the “Freight” line at the bottom of the voucher. The freight charge will be added to the SmartKey(s) total on the voucher. If there are multiple SmartKeys on the voucher the freight will be added pro rata to each SmartKey.
- The amount on the voucher can exceed the amount from the PO, but the encumbrance will be relieved only up to the original PO amount.
- If the amount on the voucher is less than the PO amount, and the PO is being fully paid, the PO must be closed in order to fully relieve the encumbrance. Enter the words “Close PO” in the “Instruction for AP” box and the PO will be closed after the voucher is fully approved.
- If a PO is copied into a voucher after the voucher has been manually completed, the user will get an error and will not be able to submit the voucher. The PO must be copied into the voucher before all the line detail is entered.