

## AP.020.011 – ENTERING REGULAR VOUCHERS FROM A PURCHASE ORDER

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To create a voucher from a Purchase Order (PO) for a Supplier or Employee.</li> <li>To copy an entire PO into a voucher</li> <li>To copy PO lines into a voucher</li> </ul>
<b>Description</b>	<p>PO Vouchers are now a part of regular vouchers and PeopleSoft gives users the option to copy an entire PO or select lines into the voucher's Invoice Information page. Using the PO Copy feature saves time by populating descriptive fields and ChartFields. Users can copy an entire PO or select lines of a PO into a voucher.</p>
<b>Security Role</b>	<p><b>BOR_AP_VOUCHER_ENTRY</b></p> <p>User preferences are required to define the user's authority for entry of each voucher style.</p> <p><i><b>Note:</b> AP Users must have the following roles to take the listed actions:</i></p> <ul style="list-style-type: none"> <li><i>KK Security Rule <b>BUDG_DT_AP</b> to update the Voucher Budget Date.</i></li> <li><i>Security Rule <b>OVRD_AP</b> to allow Budget Override for AP budget check errors.</i></li> </ul> <p><i>For more information, see <a href="#">KK.010.013 – Defining Budget Security – Associating Rules to User</a>.</i></p>

<p><b>Dependencies/ Constraints</b></p>	<p>All PeopleSoft delivered voucher styles appear in the list but GeorgiaFIRST Financials supports only the following delivered Voucher Styles:</p> <ol style="list-style-type: none"> <li>1. Regular Voucher</li> <li>2. Adjustment Voucher</li> <li>3. Single Payment Voucher</li> <li>4. Template Voucher</li> </ol>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• Many of the fields on a voucher are pre-populated based on established defaults.</li> <li>• Most default fields can be overridden with the proper user preferences.</li> </ul>

## Procedure

Below are step by step instructions on how to enter a voucher from a purchase order.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Vouchers</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click the <b>Regular Entry</b> link. The system navigates to the voucher search page.
7.	Click on the <b>Add a New Value</b> tab.  <i>Note: Users can populate Supplier ID, Invoice Number, Invoice Date, Gross Amount, Freight/Misc. Amounts, and the number of lines on the Add a New Value page or can enter the information after creating the voucher.</i>
8.	Enter the <b>Business Unit</b> .  <i>Note: If users need to enter a voucher for a Supplier or Employee in the "B" SetID, select the Business Unit that ends with a "B" from the Business Unit look up field, for instance, "XXXXB" where "XXXX" is the first four digits of the Business Unit.</i>  <i>The "B" Business unit is used to enter vouchers for employees of institutions not using the Travel and Expenses Module and payments that are ineligible to be included in payroll. Student reimbursements can also be made using the "B" Business Unit if they do not qualify as payments eligible through Banner.</i>  <i>To access the "B" SetID the user will need the BOR_BU_xx00B security role. Contact the institution's local Security Administrator if "B" SetID access is needed.</i>
9.	Verify the <b>Voucher ID</b> is set to <b>"NEXT"</b> so that the system generates the Voucher ID number.
10.	Select <b>"Regular Voucher"</b> as the <b>Voucher Style</b> .
11.	Click the <b>Add</b> button.
12.	Enter the <b>Invoice Number</b> .
13.	Enter the <b>Invoice Date</b> .

Step	Action
14.	<p>At this point, users can either copy an entire purchase order or copy specific purchase order lines.</p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Copy Entire PO. Proceed to Step 15.</li> <li>• <b>Option 2:</b> Copy Specific Purchase Order Lines. Proceed to Step 19.</li> </ul>
15.	Navigate to the Copy From Source Document section and click the expand triangle.
16.	Enter the institution's business unit in the <b>PO Unit</b> field.
17.	<p>Enter or search for the purchase order number in the <b>PO Number</b> field.</p> <p><i>Note: There are several ways to search for PO information while on the Identifying Information page of the voucher.</i></p>
18.	<p>Click the <b>Copy PO</b> button.</p> <p>End of Procedure. Proceed to Step 27.</p>
19.	Click the <b>Copy From</b> drop down.
20.	Select " <b>Purchase Order Only</b> ."
21.	Click the <b>GO</b> link. The system navigates to the Copy Worksheet page.
22.	Enter the <b>PO Business Unit</b> .
23.	Enter or select the <b>PO Number</b> .
24.	Click the <b>Search</b> button.
25.	Click the <b>Select checkbox</b> next to the PO Lines you wish to voucher.
26.	Click the <b>Copy Selected Lines</b> button. The system navigates back to the Regular Entry page.
27.	Verify the voucher totals match the <b>Invoice Details</b> .
28.	<p>If needed, <b>Freight Amounts and/or Misc. Charge Amounts</b> may be entered and prorated for each voucher line/distribution.</p> <p><b>Warning:</b> Prorating of freight may not be the appropriate option for prior year PO's.</p> <p><i>Note: If users do not wish for these amounts to be prorated and want them charged to a specific account, enter voucher lines for these amounts using the appropriate account number.</i></p>
29.	Click the <b>Save</b> button.

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Step	Action
30.	Return to the top of the Voucher page to confirm that the Voucher was successfully saved and a Voucher ID was assigned.
31.	Now that the voucher has been saved, users need to run Matching for the voucher before payment. For more information, <a href="#">AP.030.010 – Running Matching</a> .
32.	After Matching runs, users run Doc Tolerance and Budget Checking in order for the voucher to be available for posting and payment. For more information, see <a href="#">AP. 030.070 – Running Document Tolerance</a> and <a href="#">AP.030.020 – Budget Checking Payables</a> .