



Accounts Payable Job Aid

Entering a Purchase Order Voucher

About Purchase Order (PO) Vouchers

In Cardinal, PO vouchers associate vouchers to a contract through the PO. PO vouchers are created by copying from a Receipt or a PO. In Cardinal, most online vouchers are copied from the Receipt, except for professional services and SiteManager PO vouchers, which are copied from the PO.

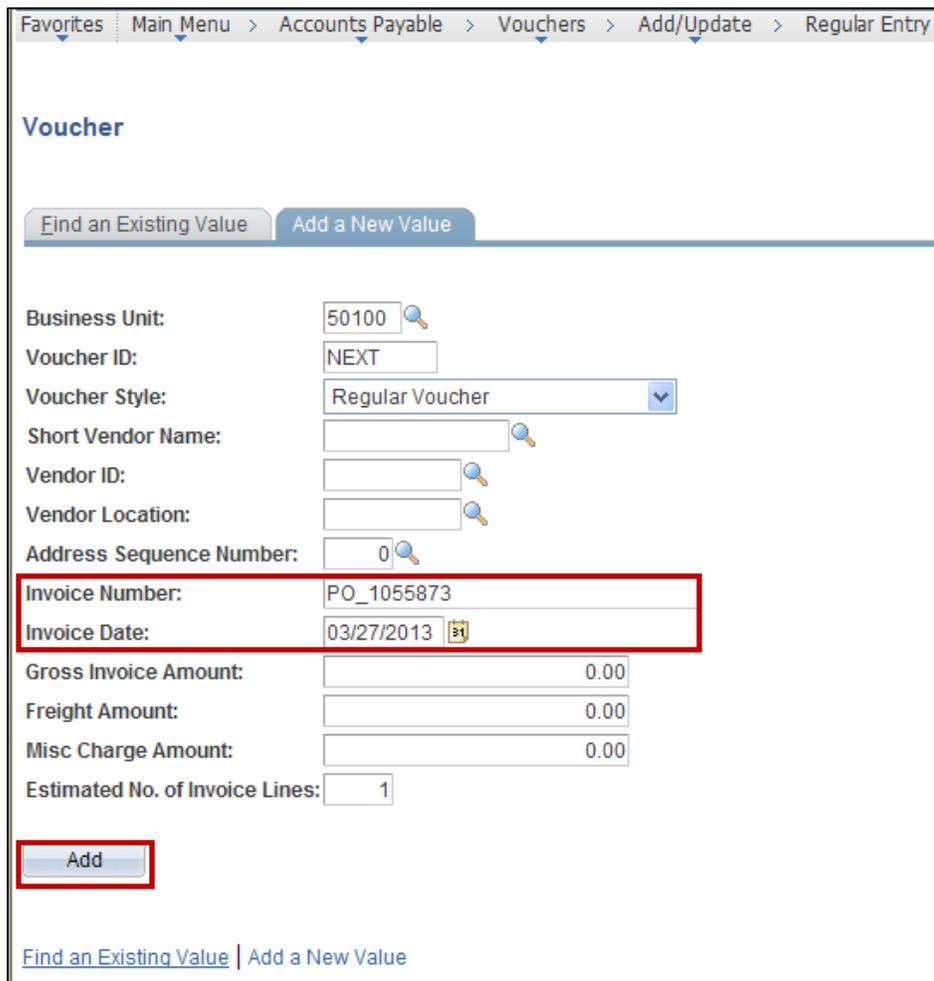
The benefits to creating vouchers from Receivers and PO's are:

- A reduction in both time and effort by not having to re-key data to the voucher
- Automated tracking of amount and quantity remaining on the PO
- Automated cross-reference between PO's and vouchers
- Vouchers can be created either from purchase orders or receiving documents

To Create a PO Voucher:

- 1 For PO vouchers, you need the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt in order to select the correct record. This may appear on the vendor's invoice. Most online vouchers are copied from the Receipt, except for professional services and SiteManager PO vouchers, which are copied from the PO.
- 2 Navigate to the Voucher page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



The screenshot shows a web-based form for entering a voucher. The breadcrumb trail at the top reads: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The form title is 'Voucher'. Below the title are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains several input fields with search icons: Business Unit (50100), Voucher ID (NEXT), Voucher Style (Regular Voucher), Short Vendor Name, Vendor ID, Vendor Location, and Address Sequence Number (0). The 'Invoice Number' field (PO_1055873) and 'Invoice Date' field (03/27/2013) are highlighted with a red border. Below these are three rows for amounts: Gross Invoice Amount (0.00), Freight Amount (0.00), and Misc Charge Amount (0.00). The 'Estimated No. of Invoice Lines' field is set to 1. At the bottom left, the 'Add' button is highlighted with a red box. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Note: **Business Unit** defaults for your agency (i.e., **50100** for VDOT). **Voucher ID** defaults to **NEXT**, **Voucher Style** defaults to **Regular Voucher**. *These values should not be changed.*

- 3 Enter the invoice number in the **Invoice Number** field.
- 4 Enter the invoice date in the **Invoice Date** field.
- 5 Click the **Add** button.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 50100 Invoice No: PO_1055873 Action: [Dropdown]
Voucher ID: NEXT Invoice Date: 03/27/2013 [BT] [Dropdown]
Voucher Style: Regular Voucher Accounting Date: 03/27/2013 [BT] [Dropdown]

Final Voucher [Run]
 Do Not Send to CARS

Vendor ID: [Field] Invoice Receipt Date: [Field] [BT] [Session Defaults](#)
ShortName: [Field] Goods & Services Receipt Date: [Field] [BT] [Attachments \(0\)](#)
Location: [Field] [Comments\(0\)](#)
*Address: [Field]

[Advanced Vendor Search](#)

Control Group: [Field] *Pay Terms: 30 Net 30 [Calc Basis Date](#)
Invoice Lines: 0.00 Basis Date Type: Prompt Payment
*Currency: USD Responsible Org: 10015 [Non Merchandise Summary](#) [Print Invoice]
Miscellaneous: [Field] Customer Account #: [Field]
Freight: [Field] ROW Acquisition ID: [Field]
Total: 0.00

Difference: 0.00 [Calculate]

Copy From Source Document

PO Unit: [Field] [BT]
PO Number: [Field] [BT] [Copy PO]
Copy From: None [Dropdown] [Go]

Invoice Lines

Line: 1 Item: [Field] UOM: [Field]
*Distribute by: Amount Unit Price: [Field] Quantity: [Field]
Ship To: CNTRL OF1 Line Amount: 0.00
SpeedChart: [Field] Description: [Field] One Asset

[Multi-SpeedCharts](#) [Calculate]

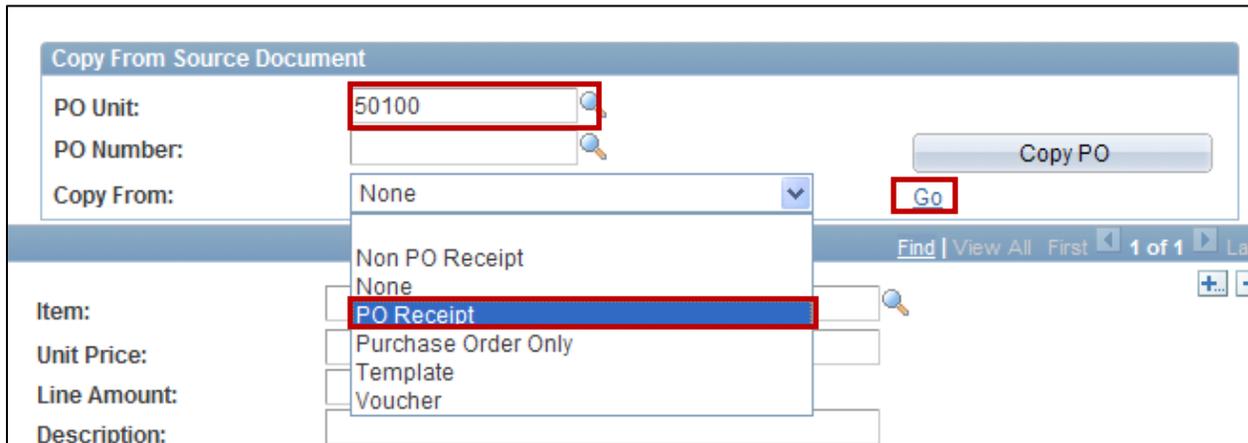
Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
				<input type="checkbox"/>	1	0.00		50100					

[Save] [Notify] [Refresh] [Add] [Update/Display]

6 The Invoice Information page displays.

Note: The Invoice No and Invoice Date pre-fill with the information entered on the Add a New Value tab.



The screenshot shows a web-based interface for entering a purchase order voucher. The 'Copy From Source Document' section is highlighted. The 'PO Unit' field is set to '50100'. The 'Copy From' dropdown menu is open, showing options: 'None', 'Non PO Receipt', 'PO Receipt', 'Purchase Order Only', 'Template', and 'Voucher'. The 'PO Receipt' option is highlighted. A 'Go' button is visible next to the dropdown, and a 'Copy PO' button is also present.

- 7 Click the **PO Unit** look up button in the **Copy From Source Document** section of the page.
- 8 Select your Business Unit (**50100** for VDOT).
- 9 Click the **Copy From** dropdown button.
- 10 Select **PO Receipt**. Select **Purchase Order Only** if the invoice is for professional services or SiteManager.
- 11 Click the **Go** hyperlink

Note: **DO NOT** click the **Copy PO** button.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

[Related Information](#) [New V](#)

Copy Worksheet

Business Unit: 50100 Voucher ID: NEXT [Back to Invoice](#)

▼ Receiver Lookup Criteria

PO Business Unit:	<input type="text" value="50100"/>	PO Number:	<input type="text" value="0001055873"/>
*PO Date Option:	<input type="text" value="No Date"/>	PO Date:	<input type="text"/>
Ship To:	<input type="text"/>		
Receipt Unit:	<input type="text"/>		
Receipt Number From:	<input type="text"/>	Receipt Number To:	<input type="text"/>
*Recv Dt Opt:	<input type="text" value="No Date"/>	Receipt Date:	<input type="text"/>
Receiver Line From:	<input type="text"/>	Receiver Line To:	<input type="text"/>
Pro Number:	<input type="text"/>	Packing Slip:	<input type="text"/>
Carrier ID:	<input type="text"/>	Bill of Lading:	<input type="text"/>

▶ Additional Search Criteria

Max Rows to Return:

[Select All](#) [Clear All](#)

- 12 The **Receiver Lookup Criteria** (or **PO Lookup Criteria** if copying from Purchase Order Only) search fields are displayed.
- 13 Enter the **PO Number** (related to the receipt) in the **PO Number** field.
- 14 If you do not know the **PO number**, but have the Receipt number(s):
 - A. Click the **Receipt Unit** field and enter the Receipt Unit (your business unit)
 - B. Click the **Receipt Number From** field enter the Receipt Number. Cardinal allows you to enter a range of Receipt Numbers if needed.
- 15 Click the **Search** button.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Copy Worksheet

Business Unit: 50100 Voucher ID: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: 50100 PO Number: 0001055873
*PO Date Option: No Date PO Date:
Ship To:
Receipt Unit:
Receipt Number From: Receipt Number To:
*Recv Dt Opt: No Date Receipt Date:
Receiver Line From: Receiver Line To:
Pro Number: Packing Slip:
Carrier ID: Bill of Lading:

[Reset](#)

Additional Search Criteria

Max Rows to Return: [Search](#) [Copy Selected Lines](#)

[Select All](#) [Clear All](#)

Select Receiver Lines [Find | View All](#) 1 of 2 [Last](#)

PO Business Unit: 50100 PO Number: 0001055873 PO Date: 01/08/2013
Receipt Unit: 50100 Receipt Number: 0001586404 Receipt Date: 03/27/2013
Ship To: SOHILL RES Pro Number:
Carrier ID:
Vendor ID: 0000031586 Bill of Lading:
Abacus Corporation

Select Receiver Lines [Customize](#) [Find | View All](#) [First](#) 1 of 2 [Last](#)

Main Information Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	P
<input type="checkbox"/>		1	1 9613056000	TEMPORARY SERVICES FOR THE EMP	3900.0000	HUR	15.31	59709.00	USD	3900.0000	HUR	15.31	C

[Select All](#) [Clear All](#)

16 The **Select Receiver Lines** (or **Select PO Lines** if copying from Purchase Order only) section displays at the bottom of the page.

17 In the upper right corner of that section, the number of Receiver Lines (or PO Lines) displays (1 of X). Click the **View All** link and use the scroll bar to view all receivers returned.

Note: For Purchase Orders with numerous Receipts it is quicker to select **Find** and enter the Receipt number.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Select Receiver Lines Find | View 1 First 1-2 of 2 Last

PO Business Unit: 50100 PO Number: 0001055873 PO Date: 01/08/2013
Receipt Unit: 50100 Receipt Number: 0001586404 Receipt Date: 03/27/2013
Ship To: SOHILL RES Pro Number:
Carrier ID: Packing Slip:
Vendor ID: 0000031586 Bill of Lading:
Abacus Corporation

Select Receiver Lines Customize | Find | View All | 1 of 2 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input type="checkbox"/>	1	1	9613056000	TEMPORARY SERVICES FOR THE EMP	3900.0000	HUR	15.31	59709.00	USD	3900.0000	HUR	15.31

[Select All](#) [Clear All](#)

PO Business Unit: 50100 PO Number: 0001055873 PO Date: 01/08/2013
Receipt Unit: 50100 Receipt Number: 0001586404 Receipt Date: 03/27/2013
Ship To: SOHILL RES Pro Number:
Carrier ID: Packing Slip:
Vendor ID: 0000031586 Bill of Lading:
Abacus Corporation

Select Receiver Lines Customize | Find | View All | 1 of 2 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input type="checkbox"/>	1	1	9903201000	DRIVER'S LICENSE SERVICES DRIV	5.0000	HUR	8.00	40.00	USD	5.0000	HUR	8.00

[Select All](#) [Clear All](#)

18 Note that the page now shows two receipts for the same PO in this example.

19 In the upper right corner of each receiver, the number of Receipt Lines (or PO Lines) displays (1 of X). Click the **View All** link and use the scroll bar to view all receivers returned.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Select All | Clear All

Select Receiver Lines Find | View 1 | First 1-2 of 2 Last

PO Business Unit: 50100 PO Number: 0001055873 PO Date: 01/08/2013
 Receipt Unit: 50100 Receipt Number: 0001586404 Receipt Date: 03/27/2013
 Ship To: SOHILL RES Pro Number:
 Carrier ID: Packing Slip:
 Vendor ID: 0000031586 Bill of Lading:
 Abacus Corporation

Select Receiver Lines Customize | Find | View 1 | First 1-2 of 2 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input type="checkbox"/>	1	1	9613056000	TEMPORARY SERVICES FOR THE EMP	3900.0000	HUR	15.31	59709.00	USD	3900.0000	HUR	15.31
<input type="checkbox"/>	2	1	9613056000	TEMPORARY SERVICES FOR THE EMP	200.0000	HUR	20.90	4180.00	USD	200.0000	HUR	20.90

Select All Clear All

PO Business Unit: 50100 PO Number: 0001055873 PO Date: 01/08/2013
 Receipt Unit: 50100 Receipt Number: 0001586405 Receipt Date: 03/27/2013
 Ship To: SOHILL RES Pro Number:
 Carrier ID: Packing Slip:
 Vendor ID: 0000031586 Bill of Lading:
 Abacus Corporation

Select Receiver Lines Customize | Find | View 1 | First 1-2 of 2 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input type="checkbox"/>	1	1	9903201000	DRIVER'S LICENSE SERVICES DRIV	5.0000	HUR	8.00	40.00	USD	5.0000	HUR	8.00
<input type="checkbox"/>	2	1	9903301000	DRUG DETECTION SERVICES (INCL.	3.0000	HUR	7.50	22.50	USD	3.0000	HUR	7.50

Select All Clear All

- 20 Note that the page now shows two receipt lines for each receiver in this example.
- 21 If the PO is for Professional Services, the PO will be set to **Amount Only** and the **Merchandise Amount** field will be open for updates on the **Copy Worksheet** page. Otherwise, the PO will be set to **Quantity**, and the **Quantity** field will be open for updates on the **Copy Worksheet** page as shown.
- 22 **VERY IMPORTANT:** If the invoice received is to pay for a partial PO Quantity or Merchandise Amount, you must adjust the **Quantity** or **Merchandise Amount** fields to match the invoiced amounts on the **Copy Worksheet** page before copying the **Receiver** or **PO** to the voucher.

If the invoice is charging for an item that does not show up as being received here, contact the Purchasing staff.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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Select Receiver Lines Customize | Find | View 1 | First 1-2 of 2 Last

Main Information | Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input checked="" type="checkbox"/>	1	1	9613056000	TEMPORARY SERVICES FOR THE EMP	100.0000	HUR	15.31	59709.00	USD	3900.0000	HUR	15.31
<input type="checkbox"/>	2	1	9613056000	TEMPORARY SERVICES FOR THE EMP	200.0000	HUR	20.90	4180.00	USD	200.0000	HUR	20.90

[Select All](#) [Clear All](#)

PO Business Unit: 50100 PO Number: 0001055873 PO Date: 01/08/2013
Receipt Unit: 50100 Receipt Number: 0001586405 Receipt Date: 03/27/2013
Ship To: SOHILL RES Pro Number:
Carrier ID: Packing Slip:
Vendor ID: 0000031586 Bill of Lading:

Abacus Corporation

Select Receiver Lines Customize | Find | View 1 | First 1-2 of 2 Last

Main Information | Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input type="checkbox"/>	1	1	9903201000	DRIVER'S LICENSE SERVICES DRIV	5.0000	HUR	8.00	40.00	USD	5.0000	HUR	8.00
<input checked="" type="checkbox"/>	2	1	9903301000	DRUG DETECTION SERVICES (INCL	2.0000	HUR	7.50	22.50	USD	3.0000	HUR	7.50

[Select All](#) [Clear All](#)

- 23 Adjust the **Quantity** or Merchandise Amounts as necessary.
- 24 Click the **Select** checkbox to the left of the **Receipt Line** (or PO Line) to be copied to the voucher.
- 25 Repeat this step for each receipt (PO) to be copied.

Note: If all receipt/PO lines should be copied, click the **Select All** hyperlink for each receipt/PO. To uncheck all rows, click the **Clear All** hyperlink for each receipt/PO. To uncheck a checked row, click the check box again.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Copy Worksheet

Business Unit: 50100 Voucher ID: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit:	<input type="text" value="50100"/>	PO Number:	<input type="text" value="0001055873"/>
*PO Date Option:	<input type="text" value="No Date"/>	PO Date:	<input type="text"/>
Ship To:	<input type="text"/>		
Receipt Unit:	<input type="text"/>		
Receipt Number From:	<input type="text"/>	Receipt Number To:	<input type="text"/>
*Recv Dt Opt:	<input type="text" value="No Date"/>	Receipt Date:	<input type="text"/>
Receiver Line From:	<input type="text"/>	Receiver Line To:	<input type="text"/>
Pro Number:	<input type="text"/>	Packing Slip:	<input type="text"/>
Carrier ID:	<input type="text"/>	Bill of Lading:	<input type="text"/>

Additional Search Criteria

Max Rows to Return:

[Select All](#) [Clear All](#)

Select Receiver Lines Find | View 1 First 1-2 of 2 Last

PO Business Unit:	50100	PO Number:	0001055873	PO Date:	01/08/2013
Receipt Unit:	50100	Receipt Number:	0001586404	Receipt Date:	03/27/2013
Ship To:	SOHILL RES	Pro Number:			
Carrier ID:		Packing Slip:			
Vendor ID:	0000031586	Bill of Lading:			

Abacus Corporation

Select Receiver Lines Customize | Find | View 1 First 1-2 of 2 Last

Main Information Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input checked="" type="checkbox"/>		1	1 9613056000	TEMPORARY SERVICES FOR THE EMP	100.0000	HUR	15.31	59709.00	USD	3900.0000	HUR	15.31 0
<input type="checkbox"/>		2	1 9613056000	TEMPORARY SERVICES FOR	200.0000	HUR	20.00	4000.00	USD	200.0000	HUR	20.00 0

- 26** Once you have made adjustments and selected the appropriate lines, click the **Copy Selected Lines** button above the **Select Receiver Lines** (or **Select PO Lines**) section to copy the selected receiver information to the Invoice Lines group fields.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 50100 Invoice No: PO_1055873 Action: [v]
Voucher ID: NEXT Invoice Date: 03/27/2013 [st]
Voucher Style: Regular Voucher Accounting Date: 04/01/2013 [st]

Final Voucher
 Do Not Send to CARS

Vendor ID: 0000031586 Abacus Corporation Invoice Receipt Date: [st]
ShortName: ABACUS CORPORA 3114-A W. MARSHALL STREET Goods & Services Receipt Date: 03/27/2013 [st]
Location: MAIN VA10001451
Address: 2 RICHMOND, VA 23230

Advanced Vendor Search

Control Group: [] *Pay Terms: 30 Net 30
Invoice Lines: 0.00 Basis Date Type: Prompt Payment
*Currency: USD Responsible Org: 10015
Miscellaneous: [] Customer Account #: []
Freight: [] ROW Acquisition ID: []

Total: 1,546.00

Difference: 0.00

Copy From Source Document
PO Unit: []
PO Number: []
Copy From: None

Find | View All | First | 1 of 2 | Last

Line: 1 Item: 9613056000 UOM: HUR
*Distribute by: Quantity Unit Price: 15.31000 Quantity: 100.0000
Ship To: SOHILL RES Line Amount: 1,531.00
SpeedChart: [] Description: TEMPORARY SERVICES FOR THE EMP

Multi-SpeedCharts
Calculate

Purchase Order & Receiver Info
Associate Receiver(s)

Override PO Pct.
Allocate by Pct.

Distribution Lines
Customize | Find | View All | First | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
					1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes

- 27 The **Invoice Information** page displays. The Vendor information, **Goods & Services Receipt Date** and the **Invoice Lines** sections are populated with the receiver data (or PO data if Purchase Order is copied).
- 28 The **Address** value can be changed, but the **Vendor ID** and **Location** should not be changed since they match the PO and Receiver.
- 29 On the invoice lines section to the right, the number of invoice lines displays (1 of x). Click the **View All** link.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: 9613056000 UOM: HUR
*Distribute by: Quantity Unit Price: 15.31000 Quantity: 100.0000
Ship To: SOHILL RES Line Amount: 1,531.00 Force Price
SpeedChart: Description: TEMPORARY SERVICES FOR THE EMP One Asset

[Multi-SpeedCharts](#) [Purchase Order & Receiver Info](#)
 [Associate Receiver\(s\)](#)

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047

Line: 2 Item: 9903301000 UOM: HUR
*Distribute by: Quantity Unit Price: 7.50000 Quantity: 2.0000
Ship To: SOHILL RES Line Amount: 15.00 Force Price
SpeedChart: Description: DRUG DETECTION SERVICES (INCL. One Asset
WO Unit: Work Order ID: One Asset
Task Number: Resource Type: Line: One Asset

[Multi-SpeedCharts](#) [Purchase Order & Receiver Info](#)
 [Associate Receiver\(s\)](#)

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				1	100.0000	100.0000	15.00	2.0000	50100	5012660	04100	604005	14024

30 Use the scrollbar on the side of the page to view all invoice lines populated.

VERY IMPORTANT: If you copied in PO/Receiver lines that you did not intend to copy to the voucher, you must cancel the voucher and re-enter it, making sure to only select the needed PO/Receiver lines on the Copy Worksheet page. Once an invoice line is copied into the voucher from the PO/Receipt, you cannot delete that invoice line in the voucher.

31 Click the **Purchase Order & Receiver Info** hyperlink to verify PO and Receipt numbers for each invoice line copied.

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

View Source PO/Receiver Information

Unit: 50100 Voucher: NEXT Line: 1 *Line Match Option: Full Match

PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
50100	0001055873	1	1	50100	0001586404	1	1

PO/Receipt Comments

OK Cancel Refresh

- 32** The **View Source PO/Receiver Information** page displays. It is important to ensure the **PO No./Receipt Number** is attached to the vouchers to ensure the PO activity summary is correctly represented.
- 33** Click **OK** to return to the **Voucher Information** page.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Lines Find | View: 1 First 1-2 of 2 Last

Line: 1 Item: 9613056000 UOM: HUR
 *Distribute by: Quantity Unit Price: 15.31000 Quantity: 100.0000
 Ship To: SOHILL RES Line Amount: 1,531.00 Force Price
 SpeedChart: Description: TEMPORARY SERVICES FOR THE EMP One Asset

Multi-SpeedCharts Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct. Allocate by Pct.

Distribution Lines Customize | Find **View All** First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047

Line: 2 Item: 9903301000 UOM: HUR
 *Distribute by: Quantity Unit Price: 7.50000 Quantity: 2.0000
 Ship To: SOHILL RES Line Amount: 15.00 Force Price
 SpeedChart: Description: DRUG DETECTION SERVICES (INCL.
 WO Unit: Work Order ID: One Asset
 Task Number: Resource Type: Line:

Multi-SpeedCharts Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct. Allocate by Pct.

Distribution Lines Customize | Find **View All** First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				1	100.0000	100.0000	15.00	2.0000	50100	5012660	04100	604005	14024

Save Notify Refresh Add Update/Display

- 34 One invoice line on a voucher may have one or more **Distribution Lines** as copied from the PO. On the **Distribution Lines** section to the right, the number of lines displays (1 of x).
- 35 Click the **View All** link and use the scroll bar to view all **Distribution Lines** populated. In this example, only one distribution line exists for each invoice line.
- 36 **Distribution Lines** ChartField values can be changed as needed. The PO/Receiver will remain attached to the invoice line and each distribution line.
- 37 If you do not need to make any changes to the distribution lines, go to step 38 (page 24).
- 38 If changes are needed to the distribution lines, see the sections below for instructions:
 - A. SpeedChart vs. Multi-SpeedCharts
 - B. Append (Add)
 - C. Overwrite
 - D. Insert
 - E. Delete
 - F. Change

A. SpeedChart vs. Multi-SpeedCharts

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 Total: 1,531.00
 Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number: Copy PO
 Copy From: None Go

Invoice Lines End | View 1 First 1-2 of 2 Last
 Line: 1 Item: 9613056000 UOM: HUR
 *Distribute by: Quantity Unit Price: 15.31000 Quantity: 100.0000
 Ship To: SOHILL RES Line Amount: 1,531.00 Force Price
 SpeedChart: 11163450 Description: TEMPORARY SERVICES FOR THE EMP One Asset

Multi-SpeedCharts Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct. Allocate by Pct.

Distribution Lines Customize | Find | View All First 1 of 1 Last
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047

- Use single **SpeedChart** to change the distribution line for single line voucher entry.



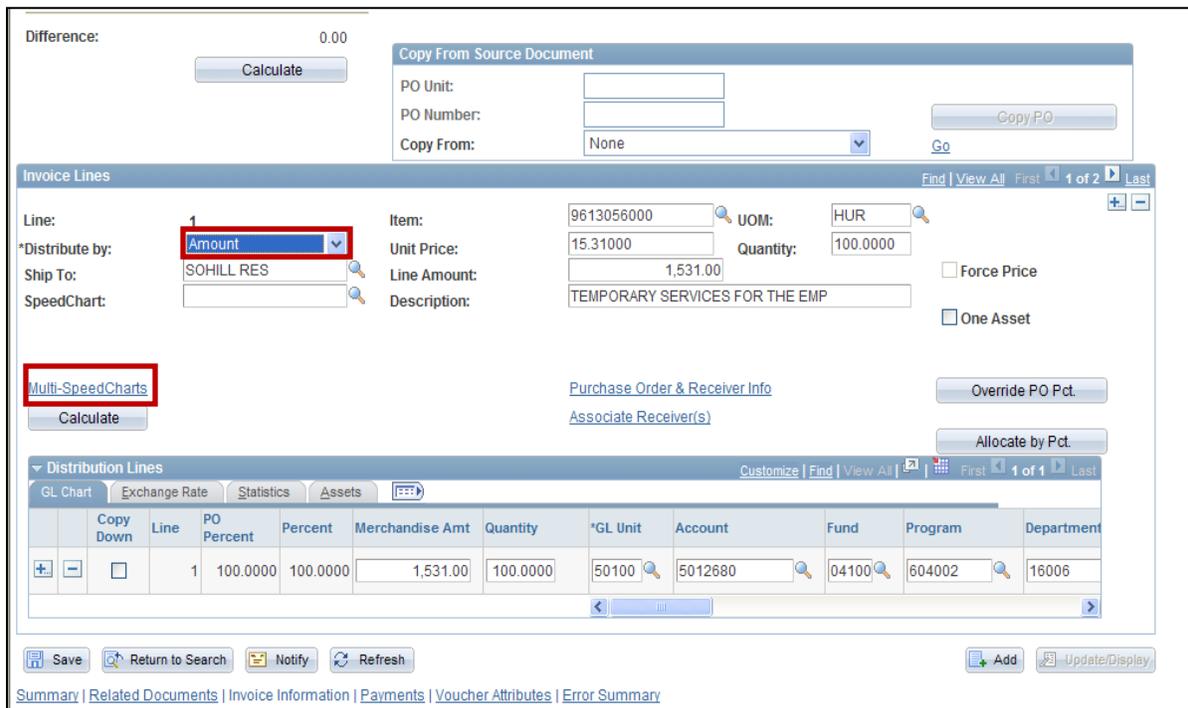
Accounts Payable Job Aid

Entering a Purchase Order Voucher

The screenshot displays the 'Calculate' window in the Accounts Payable software. The window is titled 'Calculate' and has a sub-header 'Associate Receiver(s)'. It features a 'Distribution Lines' table with columns for 'Copy Down', 'Line', 'PO Percent', 'Percent', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Account', 'Fund', 'Program', and 'Department'. The table shows one line with a quantity of 100.0000 and a merchandise amount of 1,531.00. Below the table, there are fields for 'Line:' (2), 'Distribute by:' (Quantity), 'Ship To:' (SOHILL RES), 'SpeedChart:', 'WO Unit:', 'Task Number:', 'Item:' (9903301000), 'Unit Price:' (7.50000), 'Line Amount:' (15.00), 'Description:' (DRUG DETECTION SERVICES (INCL.)), 'Work Order ID:', 'Resource Type:', 'UOM:' (HUR), and 'Quantity:' (2.0000). There are also checkboxes for 'Force Price' and 'One Asset', and buttons for 'Override PO Pct.' and 'Allocate by Pct.'. A red box highlights the 'Multi-SpeedCharts' link and the 'Calculate' button. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The footer shows 'Invoice Information | Payments | Voucher Attributes'.

- Use the **Multi-SpeedCharts** link to append additional line(s) or overwrite the distribution line with multiple distribution lines on the voucher line. The Multi-SpeedChart functionality is useful when keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts. **Fund/Program** and **Department/FIPS** (if SpeedChart is a project) ChartFields populate after the SpeedChart is entered, and you do not have to rekey these ChartFields when entering multiple distribution lines.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

B. Append (Add) Distribution Line(s) using Multi-SpeedCharts Functionality



Difference: 0.00
Calculate

Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: **Amount**
Ship To: SOHILL RES
SpeedChart:
Item: 9613056000 UOM: HUR
Unit Price: 15.31000 Quantity: 100.0000
Line Amount: 1,531.00
Description: TEMPORARY SERVICES FOR THE EMP
 Force Price
 One Asset
Multi-SpeedCharts
Calculate
[Purchase Order & Receiver Info](#)
[Associate Receiver\(s\)](#)

Distribution Lines
GL Chart Exchange Rate Statistics Assets
Copy Down Line PO Percent Percent Merchandise Amt Quantity *GL Unit Account Fund Program Department
+ - 1 100.0000 100.0000 1,531.00 100.0000 50100 5012680 04100 604002 16006

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

- Change the ***Distribute by:** field to **Amount** in order to open the **Merchandise Amt** field on the distribution line for keying. AP Transmittal forms with multiple accounting lines distribute by **Amount**, rather than **Quantity**.
- Click the **Multi-SpeedCharts** hyperlink.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Multiple SpeedCharts

Business Unit: 50100
Voucher ID: 00146185
Line Number: 1
Distribute By:
Invoice Line Amount: 1,531.000 USD
Remaining Amount: 0.000 USD

SpeedCharts Process Option
 Append Overwrite

SpeedChart Selections Customize | Find | View All | First 1-2 of 2 Last

	*SpeedChart Key	Amount to Distribute		
1	<input type="text" value="11190010"/> 	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="11150140"/> 	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- The **Distribute By** field is **Amount**.
- In the **SpeedCharts Process Option** section, the indicator defaults as **Append**. Do not change it.
- In the **SpeedChart Key** field, enter the SpeedChart value desired for the additional distribution line. The magnifying glass icon can be used to search through a prompt for existing SpeedCharts. The **Amount to Distribute** field can be left blank, and the amounts can be adjusted on the Invoice Information page.
- If needed, click the **Add a Row +** button to add additional distribution lines.
- Click the **OK** button.

Entering a Purchase Order Voucher

The screenshot shows the 'Invoice Lines' interface. The 'Calculate' button under the 'Multi-SpeedCharts' section is highlighted with a red box. The 'Distribution Lines' table below shows three lines with zero values for Merchandise Amt and Quantity.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	100.0000	1,531.00	100.0000	50100	5012680	04100	604002	16006
<input type="checkbox"/>	2	100.0000		0.00		50100		04100	604005	
<input type="checkbox"/>	3	100.0000		0.00		50100		04100	604002	

- The **Invoice Information** page displays. Click the **View All** hyperlink to see all the distribution lines. The **Distribution Lines Amount** (or **Quantity** if open) is changed here only if you are adding distribution lines and need to distribute the amount for additional distribution lines.

The screenshot shows the 'Invoice Lines' interface after distribution. The 'Allocate by Pct.' button is highlighted with a red box. The 'Distribution Lines' table now shows three lines with distributed amounts and quantities.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	34.6832	531.00	100.0000	50100	5012660	04100	604002	16006
<input type="checkbox"/>	2	100.0000	32.6584	500.00		50100	5012680	04100	604005	19074
<input type="checkbox"/>	3	100.0000	32.6584	500.00		50100	5012680	04100	604002	16006

- After distributing the invoice line amount to the multiple distribution lines and populating the remaining Chartfields, click the **Allocate by Pct.** button to allow the system to distribute the **Quantity** to each distribution line.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Invoice Lines

Line: 1 Item: 9613056000 UOM: HUR
*Distribute by: Amount Unit Price: 15.31000 Quantity: 100.0000
Ship To: SOHILL RES Line Amount: 1,531.00 Force Price
SpeedChart: Description: TEMPORARY SERVICES FOR THE EMP One Asset

Multi-SpeedCharts Purchase Order & Receiver Info Override PO Pct.
Calculate Associate Receiver(s) Allocate by Pct.

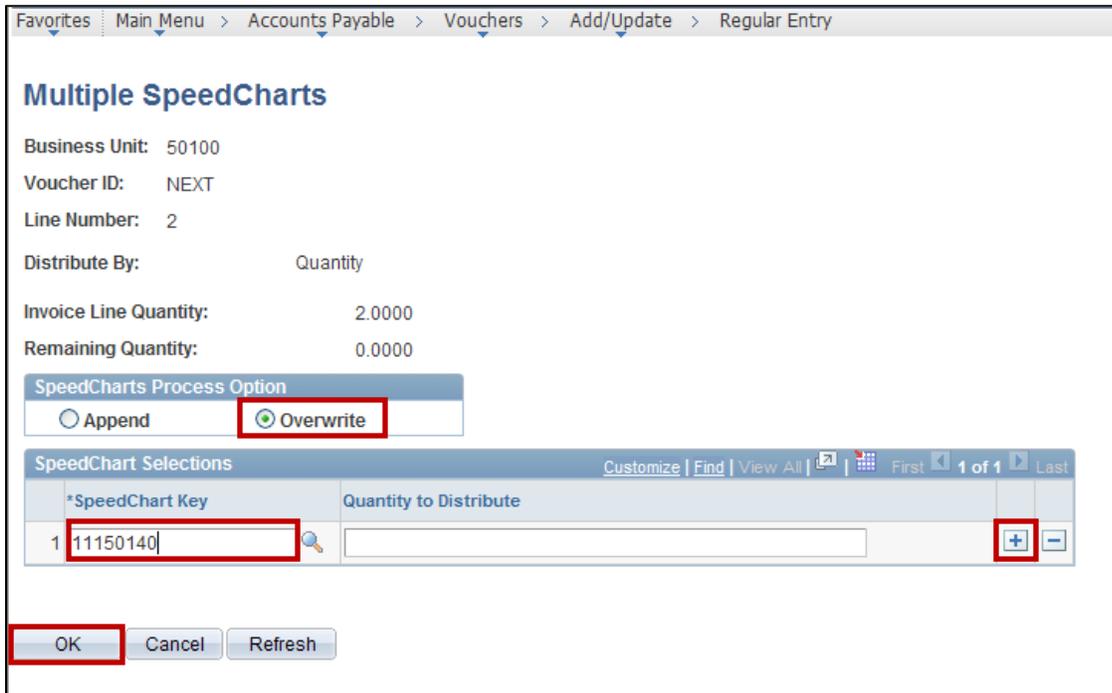
Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	34.6832	531.00	34.6832	50100	5012660	04100	604002	16006
<input type="checkbox"/>	2	100.0000	32.6584	500.00	32.6584	50100	5012680	04100	604005	19074
<input type="checkbox"/>	3	100.0000	32.6584	500.00	32.6584	50100	5012680	04100	604002	16006

Save Return to Search Notify Refresh Add Update/Display

- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

C. Overwrite



Navigation: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Multiple SpeedCharts

Business Unit: 50100
Voucher ID: NEXT
Line Number: 2

Distribute By: Quantity

Invoice Line Quantity: 2.0000
Remaining Quantity: 0.0000

SpeedCharts Process Option

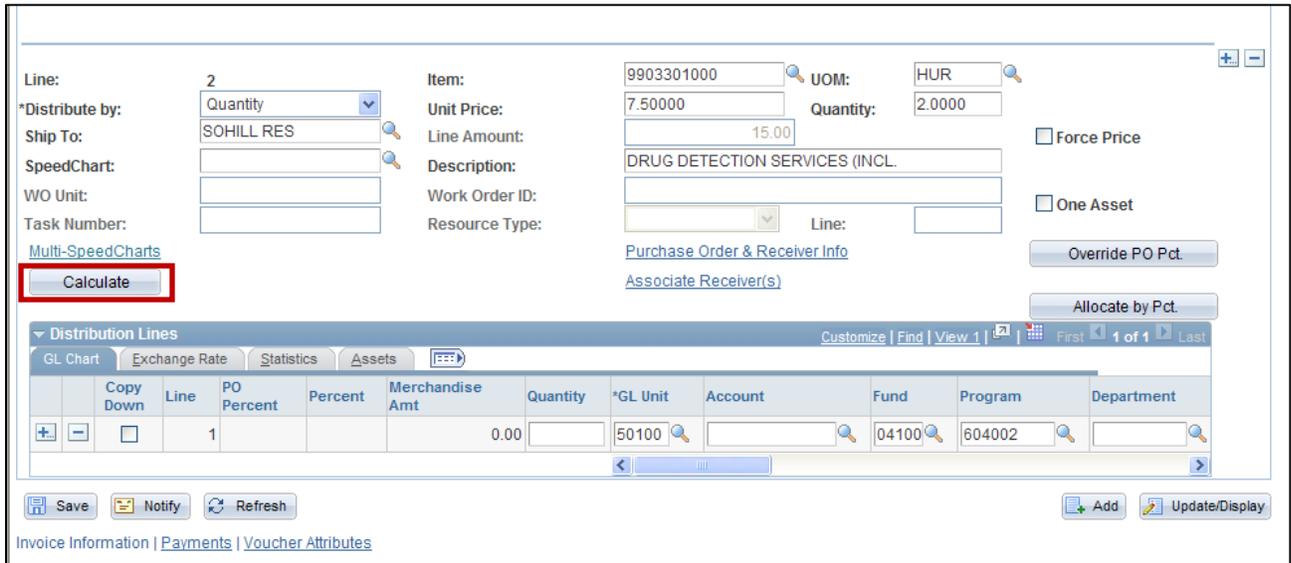
Append Overwrite

SpeedChart Selections

*SpeedChart Key	Quantity to Distribute
1 11150140	

Buttons: OK, Cancel, Refresh

- From the **Invoice Information** page, click the **Multiple SpeedCharts** link.
- Click the **Overwrite** indicator under the **SpeedCharts Process Option** section.
- Enter the **SpeedChart Key** desired for the new distribution line. The magnifying glass can be used to search through a prompt for existing SpeedCharts.
- If needed, click the **Add a New Row +** button to add additional distribution lines.
- Click the **OK** button.



The screenshot shows the 'Distribution Lines' section of the software. The 'Calculate' button is highlighted with a red box. The interface includes various input fields for line details, a table for distribution lines, and navigation buttons.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1			0.00		50100		04100	604002	

- The Invoice Information page displays. Update or add any other required fields in the **Distribution Lines**. The **Distribution Lines Quantity** (and/or **Amount** if the voucher line is distributed by **Amount**) is changed here to distribute the invoice line account as needed.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

D. Insert Distribution Lines

The screenshot shows the 'Accounts Payable' software interface. The 'Invoice Lines' section displays details for Line 1, including Item 9613056000, Unit Price 15.31000, and Description 'TEMPORARY SERVICES FOR THE EMP'. The 'Distribution Lines' section contains a table with the following data:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047

- Click the **Add a Row +** button in the **Invoice Lines** section, next to the **Distribution Lines** where you want to insert a line.

The screenshot shows an 'Explorer User Prompt' dialog box. The text inside the dialog reads: 'Script Prompt: Enter number of rows to add:'. The input field contains the number '1'. There are 'OK' and 'Cancel' buttons.

- The line defaults to 1. Change this number if you need to add more than one line.
- Click the **OK** button.

Entering a Purchase Order Voucher

Multi-SpeedCharts Purchase Order & Receiver Info

Calculate Associate Receiver(s)

Override PO Pct.

Allocate by Pct.

GL Chart	Exchange Rate	Statistics	Assets											
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				<input type="checkbox"/>	1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047
				<input type="checkbox"/>	2	100.0000		0.00		50100				

- A second line displays which allows you to make adjustments as appropriate.

Multi-SpeedCharts Purchase Order & Receiver Info

Calculate Associate Receiver(s)

Override PO Pct.

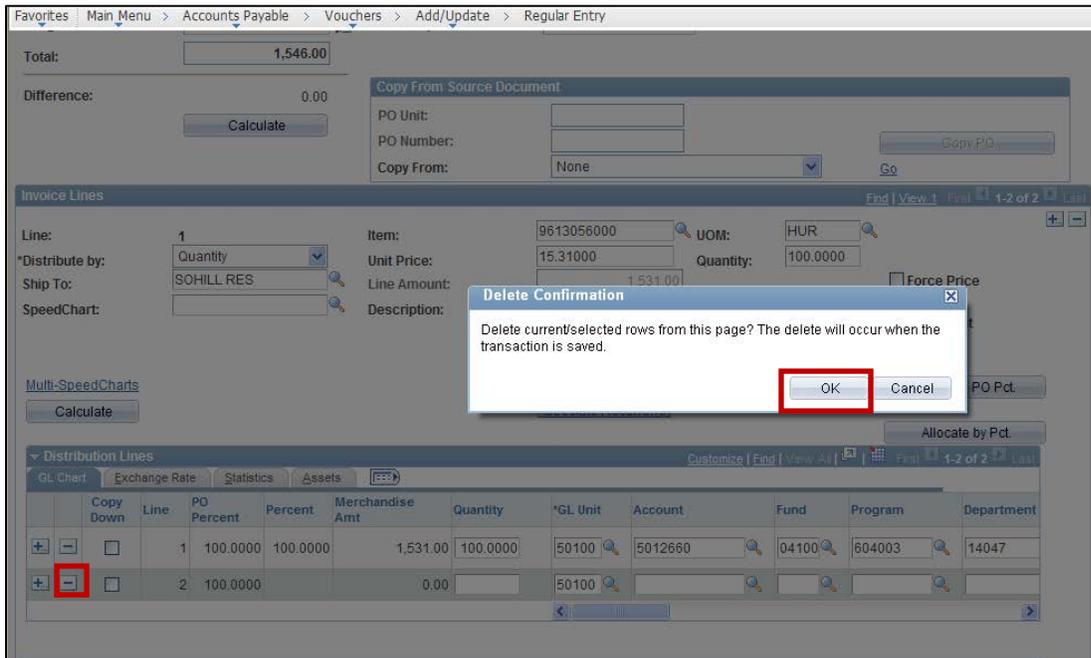
Allocate by Pct.

GL Chart	Exchange Rate	Statistics	Assets											
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				<input checked="" type="checkbox"/>	1	100.0000	100.0000	1,531.00	34.6832	50100	5012660	04100	604002	16006
				<input type="checkbox"/>	5	100.0000		0.00	65.3168	50100	5012660	04100	604002	16006

Save Return to Search Notify Refresh Add Update/Display

- Check the **Copy Down** box if you want to copy that line's ChartField values to the new distribution line(s). The Copy Down function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart but different secondary charges (Agency Use 1, FIPS, Activity, Department). All fields from the first line are copied to the following lines. The Copy Down function should not be used if you are changing the SpeedChart, or the Fund or Program ChartFields.
- The **Distribution Lines Quantity** (or **Amount** if open) is changed here only if you are adding distribution lines and need to distribute the amount for the additional distribution lines.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

E. Delete Distribution lines



Total: 1,546.00
 Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None
 Copy PO:
 Go

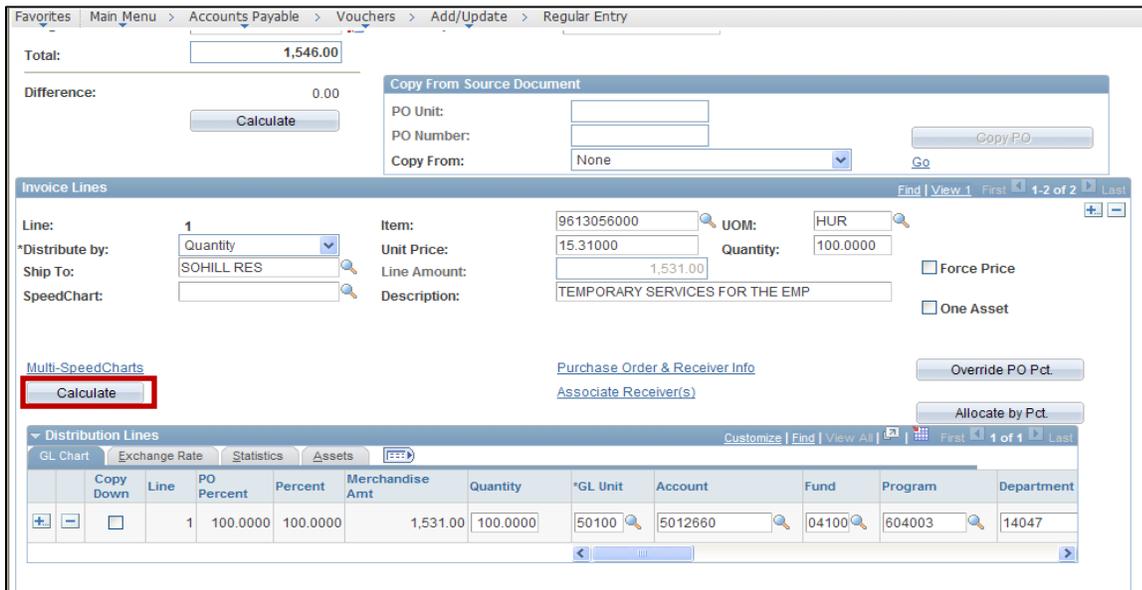
Invoice Lines
 Line: 1
 Item: 9613056000 UOM: HUR
 Unit Price: 15.31000 Quantity: 100.0000
 Line Amount: 1,531.00
 Description:
 Force Price

Delete Confirmation
 Delete current/selected rows from this page? The delete will occur when the transaction is saved.
 OK Cancel

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047
<input type="checkbox"/>	2	100.0000		0.00		50100				

- Select the **Delete a row** - button in front of the line you want to delete.
- A **Delete Confirmation** message displays.
- Click the **OK** button.



Total: 1,546.00
 Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None
 Copy PO:
 Go

Invoice Lines
 Line: 1
 Item: 9613056000 UOM: HUR
 Unit Price: 15.31000 Quantity: 100.0000
 Line Amount: 1,531.00
 Description: TEMPORARY SERVICES FOR THE EMP
 Force Price
 One Asset

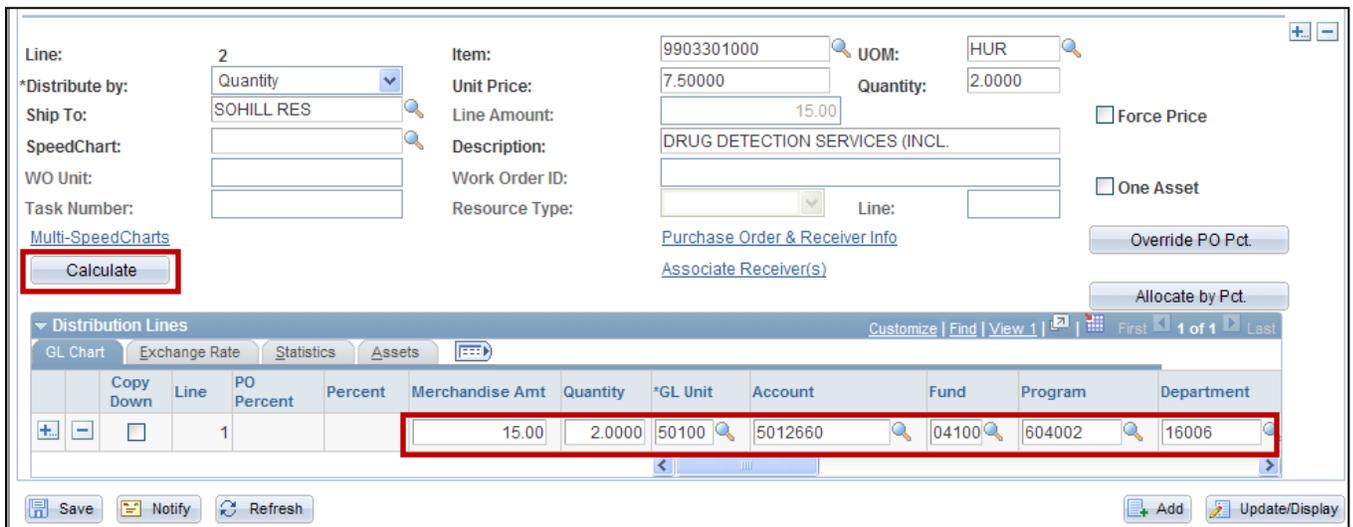
Multi-SpeedCharts
 Calculate
 Purchase Order & Receiver Info
 Associate Receiver(s)
 Override PO Pct.
 Allocate by Pct.

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
<input type="checkbox"/>	1	100.0000	100.0000	1,531.00	100.0000	50100	5012660	04100	604003	14047

- The selected line is removed.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

F. Change Distribution Lines



Line: 2 Item: 9903301000 UOM: HUR

*Distribute by: Quantity Unit Price: 7.50000 Quantity: 2.0000

Ship To: SOHILL RES Line Amount: 15.00 Force Price

SpeedChart: Description: DRUG DETECTION SERVICES (INCL. One Asset

WO Unit: Work Order ID: Override PO Pct

Task Number: Resource Type: Line: Allocate by Pct

[Multi-SpeedCharts](#) [Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
				1			15.00	2.0000	50100	5012660	04100	604002	16006

Save Notify Refresh Add Update/Display

- If you need to make a change to a distribution line, click the field that you need to change.
- Make the necessary adjustments.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 50100 Invoice No: PO_1055873 Action: [v]
Voucher ID: NEXT Invoice Date: 03/27/2013 [B]
Voucher Style: Regular Voucher Accounting Date: 03/27/2013 [B] Final Voucher Do Not Send to CARS Run

Vendor ID: 0000031586 Abacus Corporation Invoice Receipt Date: [B] Session Defaults
ShortName: ABACUS CORPORA 3114-A W. MARSHALL STREET Goods & Services Receipt Date: 03/27/2013 [B] Attachments (0)
Location: MAIN VA10001451 Comments(0)
*Address: 2 RICHMOND, VA 23230

Advanced Vendor Search

Control Group: [B] *Pay Terms: 30 Net 30 Calc Basis Date
Invoice Lines: 0.00 Basis Date Type: Prompt Payment
*Currency: USD Responsible Org: 10015 Non Merchandise Summary Print Invoice
Miscellaneous: [B] Customer Account #: [B]
Freight: [B] ROW Acquisition ID: [B]
Total: 1,546.00
Difference: 0.00 Calculate

Copy From Source Document

PO Unit: [B]
PO Number: [B] Copy PO
Copy From: None Go

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: 9613056000 UOM: HUR
*Distribute by: Quantity Unit Price: 15.31000 Quantity: 100.0000
Ship To: SOHILL RES Line Amount: 1,531.00 Force Price
SpeedChart: [B] Description: TEMPORARY SERVICES FOR THE EMP One Asset

Multi-SpeedCharts Purchase Order & Receiver Info Override PO Pct.
Calculate Associate Receiver(s) Allocate by Pct.

39 You can pay more than one PO on a single voucher, as long as they are all for the same vendor. If you need to copy receipts for additional POs, go to the **Copy From Source Document** section as many times as needed.

Note: The **PO Unit** field under the **Copy from Source Document** field is not open for entry when copying additional receipts or PO's into the voucher. You need to populate the **Copy From** field and click the **Go** hyperlink to open the **Copy Worksheet** page. The **PO Unit** is then entered on the **Copy Worksheet** page.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 50100 Invoice No: PO_1055873 Action: [v]
Voucher ID: NEXT Invoice Date: 03/27/2013 [B]
Voucher Style: Regular Voucher Accounting Date: 03/27/2013 [B] Final Voucher Do Not Send to CARS

Vendor ID: 0000031586 Abacus Corporation Invoice Receipt Date: 03/27/2013 [B] Session Defaults
ShortName: ABACUS CORPORA 3114-A W. MARSHALL STREET Goods & Services Receipt Date: 03/27/2013 [B] Attachments (0)
Location: MAIN VA10001451 Comments (0)
*Address: 2 RICHMOND, VA 23230

Advanced Vendor Search

Control Group: [] *Pay Terms: 30 Net 30 Calc Basis Date
Invoice Lines: 0.00 Basis Date Type: Prompt Payment
*Currency: USD Responsible Org: 10015 Non Merchandise Summary Print Invoice
Miscellaneous: [] Customer Account #: []
Freight: [] Row Acquisition ID: []

Total: 1,546.00

Difference: 0.00 Calculate

Copy From Source Document
PO Unit: []
PO Number: [] Copy PO
Copy From: None Go

Invoice Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: 9613056000 UOM: HUR
*Distribute by: Quantity Unit Price: 15.31000 Quantity: 100.0000
Ship To: SOHILL RES Line Amount: 1,531.00 Force Price
SpeedChart: [] Description: TEMPORARY SERVICES FOR THE EMP One Asset

Multi-SpeedCharts Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct. Allocate by Pct.

40 After copying in all Receipts or PO's related to the vendor's invoice, and adjusting **Distribution Lines** as necessary, complete the following fields:

- **Invoice Receipt Date:** The date the invoice was received.
- **Responsible Org:** This value defaults, however, can be changed if needed.
- **Customer Account #:** This number can be added if referenced on the invoice.
- **Total:** The value only requires an update when the **Copy Selected Lines** functionality is used multiple times. If that is the case, enter the invoice total.

Entering a Purchase Order Voucher



Multi-SpeedCharts Purchase Order & Receiver Info Associate Receiver(s)

Calculate Allocate by Pct.

▼ Distribution Lines Customize Find View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department
					<input type="checkbox"/>	1	100.0000	100.0000	15.00	2.0000	50100	5012660	04100	604005	14024

Invoice Information | [Payments](#) | [Voucher Attributes](#)

- 41 Scroll to the bottom of the page.
- 42 Click the **Save** button.
- 43 Record the **Voucher Number** assigned by Cardinal.
- 44 The voucher should be in balance and the **Difference** equal to 0.0, but there may be instances when the invoice is not balanced.

A difference of 1 or 2 cents usually indicates a rounding difference between the invoice amount and PO/receipt amount. The difference field is displayed on the **Invoice Information** page.

Rounding differences are easily corrected by selecting the **Invoice Information** page. On the **Invoice Lines** section, select the **Distribute by** dropdown and change to **Amount**.



Accounts Payable Job Aid

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 50100 Invoice No: PO_1055873
 Voucher ID: 00146185 Invoice Date: 03/27/2013
 Voucher Style: Regular Voucher
 Vendor ID: 0000031586

Payment Details Customize | Find | View All | First | 1 of 1 | Last

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Not Selected for Payment	04/26/2013		STATE	0000031586		3 ACH	1546.00		USD

Voucher Line - PO Information Customize | Find | View All | First | 1-2 of 2 | Last

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	50100	0001055873	1		1 9613056000	100.0000	HUR	
2	Full Match	50100	0001055873	4		1 9903301000	2.0000	HUR	

Voucher Line - Receiver Information Customize | Find | View All | First | 1-2 of 2 | Last

Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise A Received
1	50100	0001586404	1		100.0000	HUR	1531.000	
2	50100	0001586405	2		2.0000	HUR	15.000	

- 45 Review the **Related Documents** page for accuracy and completeness.
- 46 Click the **Related Documents** tab. The **Related Documents** tab appears after the voucher is saved.
- 47 Verify that all POs and Receivers related to the Vendor Invoice are listed.

Entering a Purchase Order Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:	50100	Invoice Date:	03/27/2013
Voucher ID:	00146185	Invoice No:	PO_1055873
Voucher Style:	Regular	Invoice Total:	1,546.00 USD
Contract ID:		Pay Terms:	Net 30
Vendor Name:	Abacus Corporation 610 Gusryan St Baltimore, MD 21224-2930	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Ready	Created:	03/27/2013
Approval Status:	Pending	Created By:	V_AP_VOUCHER_PROCESSOR
Post Status:	Unposted	Modified:	03/27/2013
		Modified By:	V_AP_VOUCHER_PROCESSOR
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	valid		

*View Related: Purchase Order Inquiry [Go]

Save | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

48 The Cardinal batch processes run periodically during the daily batch processing:

- **Matching** - compares the voucher/invoice to the purchase order and receipt
- **Budget Checking** - verifies that funds are available for the voucher and deducts the voucher amount from the budget
- **Submit for Approval** - sends voucher to approvers' worklists

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:	50100	Invoice Date:	03/27/2013
Voucher ID:	00146185	Invoice No:	PO_1055873
Voucher Style:	Regular	Invoice Total:	1,546.00 USD
Contract ID:		Pay Terms:	Net 30
Vendor Name:	Abacus Corporation 610 Gusryan St Baltimore, MD 21224-2930	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	03/27/2013
Approval Status:	Pending	Created By:	V_AP_VOUCHER_PROCESSOR
Post Status:	Unposted	Modified:	03/27/2013
		Modified By:	V_AP_VOUCHER_PROCESSOR
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related: Payment Inquiry [Go]

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

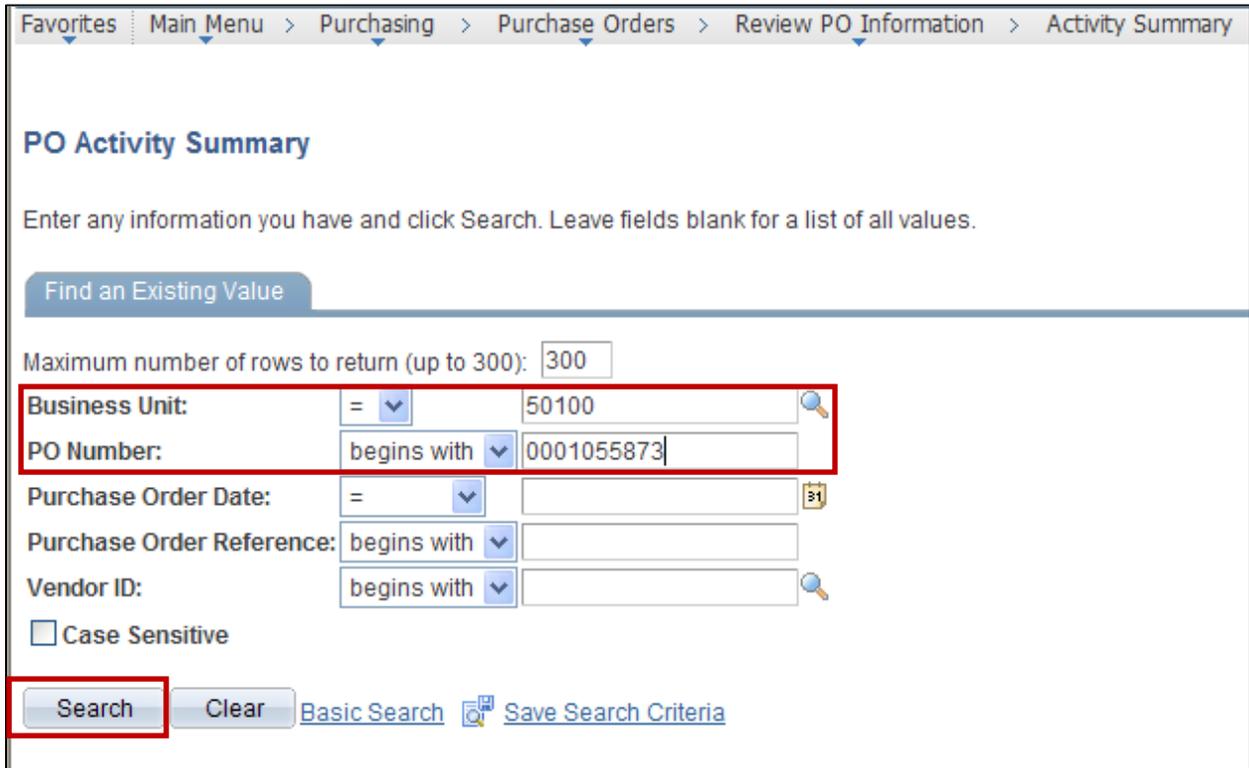
49 The statuses on the voucher update if the voucher does not have any errors.

PO Activity Summary Page:

The PO Activity Summary page gives a visual representation of activity that has occurred against a purchase order. The activity that can occur against a purchase order includes receiving, invoicing (creating the voucher), and matching (comparing vouchers with the purchase order and receivers).

- 1 To see the **PO Activity Summary** navigate using the following path:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary



The screenshot shows the 'PO Activity Summary' page in a web browser. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary'. The page title is 'PO Activity Summary'. Below the title, there is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is visible. Below this, there is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300'. The search criteria section includes: 'Business Unit:' with a dropdown set to '=' and a text input containing '50100'; 'PO Number:' with a dropdown set to 'begins with' and a text input containing '0001055873'; 'Purchase Order Date:' with a dropdown set to '=' and a date picker; 'Purchase Order Reference:' with a dropdown set to 'begins with' and an empty text input; and 'Vendor ID:' with a dropdown set to 'begins with' and an empty text input. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 2 Enter the **Business Unit**.
- 3 Enter the **PO Number**.
- 4 Click the **Search** button.

Entering a Purchase Order Voucher

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Activity Summary](#)

Activity Summary

Business Unit: 50100 **PO Status:** Dispatched
Purchase Order: 0001055873 **Vendor:** Abacus Corporation

Merchandise Amount:	65,497.50 USD
Merchandise Receipt:	65,497.50 USD
Merchandise Returned:	0.00 USD
Merchandise Invoice:	1,546.00 USD
Merchandise Matched:	1,546.00 USD

Lines Customize | Find | View All | First 1-4 of 4 Last

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	4000.0000	61,240.000	USD	<input type="checkbox"/>
2	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	200.0000	4,180.000	USD	<input type="checkbox"/>
3	9903201000	DRIVER'S LICENSE SERVICES DRIV	HUR	5.0000	40.000	USD	<input type="checkbox"/>
4	9903301000	DRUG DETECTION SERVICES (INCL	HUR	5.0000	37.500	USD	<input type="checkbox"/>

- 5 The **Activity Summary** page displays. The following key summary items show at the top of the page:
 - **Merchandise Amount** – the amount of the purchase order
 - **Merchandise Receipt** - the amount of the purchase order that has been received
 - **Merchandise Invoice** – the amount of the purchase order that has been vouchered.
 - **Merchandise Matched** – the amount of the purchase order that has been matched against a voucher
- 6 The **Details Tab** under the **Lines** section displays the Purchase Order details.
- 7 Click the **Receipt** tab in the **Lines** section to view the Receipt details.

Entering a Purchase Order Voucher

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Activity Summary

Business Unit: 50100 PO Status: Dispatched
 Purchase Order: 0001055873 Vendor: Abacus Corporation

Merchandise Amount: 65,497.50 USD
 Merchandise Receipt: 65,497.50 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 1,546.00 USD
 Merchandise Matched: 1,546.00 USD

Lines Customize | Find | View All | First 1-4 of 4 Last

Details Receipt **Invoice** Matched RTV

Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency	
1	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	4000.0000	4000.0000	0.0000	0.000	USD	
2	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	200.0000	200.0000	0.0000	0.000	USD	
3	9903201000	DRIVER'S LICENSE SERVICES DRIV	HUR	5.0000	5.0000	0.0000	0.000	USD	
4	9903301000	DRUG DETECTION SERVICES (INCL	HUR	5.0000	5.0000	0.0000	0.000	USD	

8 This purchase order has been fully received.

9 Click the **Invoice** tab in the **Lines** section to view the Voucher details.

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Activity Summary

Business Unit: 50100 PO Status: Dispatched
 Purchase Order: 0001055873 Vendor: Abacus Corporation

Merchandise Amount: 65,497.50 USD
 Merchandise Receipt: 65,497.50 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 1,546.00 USD
 Merchandise Matched: 1,546.00 USD

Lines Customize | Find | View All | First 1-4 of 4 Last

Details Receipt **Invoice** Matched RTV

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount	Currency	
1	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	100.00	<input type="checkbox"/>	1,531.000	USD	3900.0000	59,709.000	USD	
2	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	0.00	<input type="checkbox"/>	0.000	USD	200.0000	4,180.000	USD	
3	9903201000	DRIVER'S LICENSE SERVICES DRIV	HUR	0.00	<input type="checkbox"/>	0.000	USD	5.0000	40.000	USD	
4	9903301000	DRUG DETECTION SERVICES (INCL	HUR	2.00	<input type="checkbox"/>	15.000	USD	3.0000	22.500	USD	

10 Only one voucher has been created against this purchase order in this example.

11 Click the  icon to see the **Voucher ID**.

Entering a Purchase Order Voucher

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Unit: 50100 PO No.:0001055873 Line 1 Item ID 9613056000

Invoice Customize | Find | View All | First 1 of 1 Last

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced
1	50100	00146185	1	100.00	1531.000 + -

[Activity Summary](#)

Return to Search Notify

12 Click the **Activity Summary** link to go back.

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Activity Summary

Business Unit: 50100 PO Status: Dispatched
 Purchase Order: 0001055873 Vendor: [Abacus Corporation](#)
 Merchandise Amount: 65,497.50 USD
 Merchandise Receipt: 65,497.50 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 1,546.00 USD
 Merchandise Matched: 1,546.00 USD

Lines Customize | Find | View All | First 1-4 of 4 Last

Details Receipt Invoice **Matched** RTV

Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	100.0000	1,531.000	USD
2	9613056000	TEMPORARY SERVICES FOR THE EMP	HUR	0.0000	0.000	USD
3	9903201000	DRIVER'S LICENSE SERVICES DRIV	HUR	0.0000	0.000	USD
4	9903301000	DRUG DETECTION SERVICES (INCL	HUR	2.0000	15.000	USD

13 Click the **Matched** tab in the **Lines** section to view the Matching details. The voucher created has been matched against the purchase order.