

## **AP4 – CREATE REGULAR VOUCHER WITH PO RECEIPT**

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Source Document:      Approved Vendor Invoice  
Purchase Order (PO) and Receipt

Module:                      Accounts Payable(AP)

Roles:                         AP Processor  
AP Approver

Vouchers are electronic transactions for processing supplier invoices in FI\$Cal. One voucher is used to process one invoice payment. The **Source Documents** for recording a Regular Voucher with a Purchase Order (PO) receipt is an approved invoice and the corresponding PO that has been receipted.

In this training, the AP Processor will create a voucher using a Regular Voucher style by copying information from a receipted PO. The system will perform matching to compare the voucher with the PO and receipt to ensure payments are made for goods and services received by the department.

Using a PO receipt to create a voucher will increase accuracy and reduce data entry. In addition, the working relationship between a department's Business Services unit and the accounting office will be enhanced to the benefit of the entire organization through reliable financial reporting.

The **AP Processor** will create a new Regular Voucher. Steps are:

- 1 - Navigate to AP > Vouchers > Add/Update > Regular Entry
- 2 - In the **Add a New Value** tab, enter your Business Unit
- 3 - Voucher ID: NEXT
- 4 - Voucher Style must be Regular Voucher
- 5 - Choose the Supplier by entering the Supplier ID or Short Supplier Name or Supplier Name from the Purchase Order. For example, enter the Supplier ID, and the short vendor name and location fields populate automatically

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

**Voucher**

Find an Existing Value **Add a New Value**

2 Business Unit 8860 🔍

3 Voucher ID NEXT

4 Voucher Style Regular Voucher ▾

Supplier Name ACTLORINSCB SUNISE SYSTMES 🔍

Short Supplier Name CALTRONICS-001 🔍

5 Supplier ID 0000000296 🔍

The **AP Processor** continues to enter information under the Add New Value tab:

- 6** - Select Supplier Location
- 7** - Select Address Sequence Number for the correct address which is the remit to address specified by the vendor on the original invoice
- 8** - Enter Invoice Number to exactly match the supplier's invoice number
- 9** - Enter Invoice Date
- 10** - Check the Tax Exempt Flag if the voucher is exempt from sales/use tax
- 11** - Click Add

The screenshot shows a web-based form for creating a regular voucher. The fields are as follows:

- 6** Supplier Location:  (with a search icon)
- 7** Address Sequence Number:  (with a search icon)
- 8** Invoice Number:
- 9** Invoice Date:  (with a calendar icon)
- Gross Invoice Amount:
- Freight Amount:
- Sales Tax Amount:
- Misc Charge Amount:
- PO Business Unit:  (with a search icon)
- PO Number:  (with a search icon)
- 10** Tax Exempt Flag:
- Estimated No. of Invoice Lines:

**11**

## AP4 - Create Regular Voucher With PO Receipt (cont'd)

The **AP Processor** will update the Pay Terms. After clicking Add on the previous page, the AP Processor will see the Invoice Information tab which contains voucher header information. Steps are:

- 1 - Verify the Address Sequence Number is the same as the Add Page
- 2 - Scroll down to Pay Terms and click the **"Pay Terms"** icon. The Payment Terms page will open.

Note: Do not use 45N as this will create multiple payments or split payments

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

Invoice Information | Payments | Voucher Attributes | **Additional Voucher Information**

Business Unit 8860  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Invoice Date 03/04/2019  
Invoice Received  
Supplier ID 000000296  
ShortName CALTRONICS-001  
**1** Location MAIN  
\*Address 1

ACTLORINSCB SUNISE  
SYSTEMES

Invoice No 1984330A  
Accounting Date 03/18/2019  
\*Pay Terms NET45 **2** Net 45  
Basis Date Type Inv Date  
 Tax Exempt  PHI  
 CMIA  NSF Buyback

Control Group  
 Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	0.00
Difference	0.00

Sales/Use Tax Summary  
Non Merchandise Summary  
Audit Communications  
Session Defaults  
Comments(0)  
Attachments (0)  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Save Save For Later Action Run Calculate Print

On this page, the **AP Processor** will update the Payment Terms

- 1 - The Payment Terms ID will default to NET45
- 2 - Change Basis Date Type: User Date
- 3 - Change Basis Date: (Use the date invoice received in the department for Prompt Payment Calculation)
- 4 - Click **Back to Invoice** link

4 [Back to Invoice](#)

Business Unit 8860 Invoice Number 1984330A VAT Entity  
 Voucher ID NEXT Supplier 0000000296 ACTLORINSCB SUNISE SYSTMES Invoice Date 03/04/2019

1 #Payment Terms ID  Net 45

\*Due Date Control

2 Basis Date Type

3 Basis Date

Discount Due Date

Due Date

\*Discount Amount Control

Account At

Discount Amount

Basis Amt 0.00

**Voucher Line Discount Details** Personalize | Find | View All | First 1 of 1 Last

Line	Description	Merchandise Amount	Apply Discount
1		0.00	<input checked="" type="checkbox"/>

In the Invoice Information tab, the AP Processor must **attach** the invoice and Purchase Order Receipt to the voucher

**1** - Click the Attachments link

The screenshot displays the 'Invoice Information' tab in the AP4 software. The interface includes a breadcrumb trail at the top: 'Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. Below this, there are four tabs: 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Additional Voucher Information'. The 'Invoice Information' tab is active, showing various fields for invoice details. A red box highlights the 'Attachments (0)' link in the right-hand sidebar, with a red number '1' next to it. The sidebar also contains links for 'Sales/Use Tax Summary', 'Non Merchandise Summary', 'Audit Communications', 'Session Defaults', 'Comments(0)', 'Template List', 'Advanced Supplier Search', 'Supplier Hierarchy', and 'Supplier 360'. The main form area contains fields for Business Unit (8860), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (03/04/2019), Invoice No (1984330A), Accounting Date (03/18/2019), \*Pay Terms (NET45), Basis Date Type (User Date), Tax Exempt (checked), CMIA (unchecked), PHI (unchecked), NSF Buyback (unchecked), Supplier ID (000000296), ShortName (CALTRONICS-001), Location (MAIN), \*Address (1), and Control Group. An 'Invoice Total' summary box shows Line Total (0.00), \*Currency (USD), Miscellaneous, Freight, Sales Tax, Use Tax (0.00), Total (0.00), and Difference (0.00). At the bottom, there are buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print', along with an 'Action' dropdown menu.

In the Voucher Header Attachment:

- 1 - Click the **Add Attachment** button to open the File Attachment window
- 2 - Click the **Choose File** button to locate the original invoice and PO receipt (which should have been scanned and saved as PDFs)
- 3 - Click **Upload** to add both scanned documents
- 4 - Enter a brief description of each attachment in the "Description" field
- 5 - Click **OK**

Note: When the files have been successfully uploaded, you will see Attachments (2)

Voucher Header Attachment

Business Unit 8860 Voucher ID NEXT

Details Personalize | Find | View All | First 1-2 of 2 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
CALTRONICS4330.pdf	<input checked="" type="checkbox"/>	Invoice			
PO_457.pdf	<input checked="" type="checkbox"/>	PO# 457			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

1 Add Attachment

5 OK Cancel Refresh

2 Choose File No file chosen

3 Upload Cancel



The **AP Processor** will copy information from a Purchase Order (PO) that has been receipted . The **Copy From Source Document** section is used to copy information from a PO receipt. When an existing PO receipt is copied, the amounts, item description and chartfields will automatically populate in the voucher.

**1** - Scroll down to the **Copy from Source Document** section.

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

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Invoice Information | Payments | Voucher Attributes | **Additional Voucher Information**

Business Unit 8860 Invoice No 1984330A  
 Voucher ID NEXT Accounting Date 03/18/2019  
 Voucher Style Regular Voucher \*Pay Terms NET45 Net 45  
 Invoice Date 03/04/2019 Basis Date Type User Date  
 Invoice Received 03/10/2019  Tax Exempt  PHI  
 ACTLORINSCB SUNISE  CMIA  NSF Buyback  
 SYSTMES  
 Supplier ID 0000000296  
 ShortName CALTRONICS-001 Control Group  
 Location MAIN  
 \*Address 1

Incomplete Voucher

Save Save For Later Action Run Calculate Print

**Invoice Total**

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
<b>Total</b>	<b>0.00</b>
Difference	0.00

Sales/Use Tax Summary  
 Non Merchandise Summary  
 Audit Communications  
 Session Defaults  
 Comments(0)  
 Attachments (2)  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

**Copy From Source Document**

**1** PO Unit PO Number LPA Contract ID Copy PO Copy From None Go

The steps required to complete the Copy from Source Document section are:

- 1 - Choose the appropriate **PO Unit** from the lookup icon
- 2 - Choose "PO Receipt" from the Copy From list options
- 3 - Click Go

The screenshot displays the 'Additional Voucher Information' tab in the AP4 system. The interface includes various input fields for invoice details, a summary table, and a 'Copy From Source Document' section at the bottom. Red annotations highlight specific steps: '1' points to the 'PO Unit' lookup field, '2' points to the 'PO Number' lookup field, and '3' points to the 'Go' button.

**Invoice Information:**  
 Business Unit: 8860  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 03/04/2019  
 Invoice Received: 03/10/2019  
 Supplier: ACTLORINSCB SUNISE SYSTEMES  
 Supplier ID: 000000296  
 ShortName: CALTRONICS-001  
 Location: MAIN  
 \*Address: 1

**Invoice Details:**  
 Invoice No: 1984330A  
 Accounting Date: 03/18/2019  
 \*Pay Terms: NET45 (Net 45)  
 Basis Date Type: User Date  
 Tax Exempt  
 PHI  
 CMIA  
 NSF Buyback  
 Control Group: [ ]

**Invoice Total:**

Line Total	0.00
*Currency	USD
Miscellaneous	[ ]
Freight	[ ]
Sales Tax	[ ]
Use Tax	0.00
<b>Total</b>	<b>0.00</b>
Difference	0.00

**Copy From Source Document:**  
 PO Unit: 8860 (1)  
 PO Number: 0000001868 (2)  
 LPA Contract ID: [ ]  
 Copy From: None (3)  
 Go

The **Copy Worksheet** page will display

- 1 - Choose your PO Number from the lookup icon (or leave this field blank to see additional POs)
- 2 - Click **Search**

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

### Copy Worksheet

Business Unit 8860 Voucher ID NEXT [Back to Invoice](#)

**Receiver Lookup Criteria**

PO Business Unit <input type="text" value="8860"/>	PO Number <input type="text" value="0000001868"/> <span style="color: red; font-weight: bold;">1</span>
*PO Date Option <input type="text" value="No Date"/>	PO Date <input type="text"/>
Ship To <input type="text"/>	Receipt Number To <input type="text"/>
Receipt Unit <input type="text"/>	Receipt Date <input type="text"/>
Receipt Number From <input type="text"/>	Receiver Line To <input type="text"/>
*Recv Dt Opt <input type="text" value="No Date"/>	Packing Slip <input type="text"/>
Receiver Line From <input type="text"/>	Bill of Lading <input type="text"/>
Pro Number <input type="text"/>	<input type="button" value="Reset"/>
Carrier ID <input type="text"/>	

**Additional Search Criteria**

Max Rows to Return  2

The **Copy Worksheet** page (cont'd)

- 3 - Click the **View All** button to see more lines if necessary
- 4 - Check the box(s) under the "Select" column for the PO lines that you want to copy into the PO Voucher  
Note: the PO lines should match the lines on the invoice that is being processed
- 5 - Click **Copy Selected Lines**
- 6 - Click the **Back to Invoice** link

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

### Copy Worksheet

Business Unit 8860 Voucher ID NEXT 6 [Back to Invoice](#)

▶ Receiver Lookup Criteria

Max Rows to Return  Search 5 [Copy Selected Lines](#)

Select Receiver Lines Find | View All First 1 of 1 Last

PO Business Unit 8860 PO Number 0000001868 PO Date 07/24/2018  
 Receipt Unit 8860 Receipt Number 0000000737 Receipt Date 03/22/2019  
 Ship To 8860000001 Pro Number  
 Carrier ID Packing Slip  
 Supplier ID 0000000296 Bill of Lading

CALTRONICS BUSINESS SYSTEMS

Select Receiver Lines Personalize | Find | View All 3  Select All  Deselect All

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (M)
4 <input checked="" type="checkbox"/>		1	1	Services to include, but not I	1.0000	EA	580.00000	<input type="text" value="580.00"/>	USD		

Select All  Deselect All

The selected information from the PO Receipt will be copied into the Distribution Lines. Verify the chartfield information matches the invoice.

**1** - Click the View All button to review all the invoice lines

**2** - Review values for: **Merchandise Amount; Appropriation Ref; Fund; ENY; Account; Program; Reporting Structure; Budget Date**

**Note:** If sales tax is applicable, the following will need to be updated:

- Click in the Sales Tax field and enter the desired amount in the Sales Tax field.
- The Total field must be updated to include the sales tax amount. Click in the Total fields and enter the correct total amount of the invoice to be paid

The screenshot shows the 'Regular Entry' window with the following sections:

- Invoice Lines:** Includes fields for Line 1, Copy Down, Distribute by (Amount), Item, Quantity (1.0000), UOM (EA), Unit Price (580.00000), and Line Amount (580.00). It also has fields for SpeedChart, Ship To (8860000001), Description (Services to include, but not I), and Packing Slip.
- Purchase Order:** Shows PO number 8860|0000001884|1|1, Associate Receiver(s), and checkboxes for Amount Only, One Asset, and Sales/Use Tax. Buttons for Adjust PO Percentage and Allocate by Percentage are present.
- Distribution Lines:** A table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, \*GL Unit, Approp Ref, Fund, ENY, Account, Alt Acct, and Program. A red '2' is placed over the 'Percent' column header. A red '1' is placed over the 'View All' button above the table.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>	1	100.0000	100.0000	580.00	1.0000	8860	001	0001	2018	5301800	0000000000	9999

The **Payments tab** provides the remit to vendor information and payment information

- 1** - The Remit to Address in the Payments tab must match the address in the Invoice Information tab
- 2** - The Gross Amount must match the total in the Invoice Information tab
- 3** - Cash Type: Defaults to Warrant and should not be changed. The choice of Warrant will trigger workflow to the SCO for approval and issuance of warrant.

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

Invoice Information | **Payments** | Voucher Attributes | Additional Voucher Information

Business Unit: 8860  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Total Amount: 580.00  
 Supplier Name: ACTLORINSCB SUNISE SYSTEMS

Invoice No: 1984330A  
 Invoice Date: 03/04/2019  
 Action: [Dropdown]  
 Incomplete Voucher:   
 \*Pay Terms: NET45 (Net 45)  
 \*Cash Type: **Warrant**

Additional Payment Message: [Text Area]  
 Additional Payment Message will print on the remittance advice after the default message.

**Payment Information** Find | View All First 1 of 1 Last

**Payment 1**

\*Remit to: 0000000296  
 Location: MAIN  
 \*Address: 1  
 ACTLORINSCB SUNISE SYSTEMS  
 111 First Street  
 Suite 100A  
 SACRAMENTO, CA 95827-2533

**Gross Amount:** 580.00 USD  
 Discount: 0.00 USD

Scheduled Due: [Dropdown]  
 Net Due: [Dropdown]  
 Discount Due: [Dropdown]  
 Accounting Date: [Dropdown]

Payment Inquiry  
 Discount Denied  
 Late Charge  
 Express Payment  
 Payment Comments(0)  
 Holiday/Currency

**Payment Options**

\*Bank: STATE  
 \*Account: 0000  
 \*Method: CHK (Check)  
 Message: [Text Area]

Pay Group: [Dropdown]  
 \*Handling: Regular Payments  
 Hold Reason: [Dropdown]

\*Netting: Not Applicable  
 L/C ID: [Dropdown]

Supplier Bank Messages  
 Hold Payment  
 Separate Payment

Message will appear on remittance advice.

**Schedule Payment**

\*Action: Schedule Payment  
 Pay: [Dropdown]

Payment Date: [Dropdown]  
 Reference: [Dropdown]

Buttons: Save, Save For Later

## AP4 - Create Regular Voucher With PO Receipt (cont'd)

Scroll down to the Payment Options section and review the information. The following Payment Options (possibly set as defaults) must be used because it indicates the way the vendor will receive the payment:

- 1 - Bank: STATE – State Bank
- 2 - Account: 0000 – SCO Warrant Account
- 3 - Method: CHK – System Check

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

Invoice Information | **Payments** | Voucher Attributes | Additional Voucher Information

Business Unit 8860 Invoice No 1984330A  
 Voucher ID NEXT Invoice Date 03/04/2019 Action [v]  
 Voucher Style Regular Voucher  
 Total Amount 580.00 \*Pay Terms NET45 Net 45  
 Supplier Name ACTLORINSCB SUNISE SYSTSMES \*Cash Type Warrant

Additional Payment Message  
 Additional Payment Message will print on the remittance advice after the default message.

**Payment Information** Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0000000296  
 Location MAIN  
 \*Address 1  
 ACTLORINSCB SUNISE SYSTSMES  
 111 First Street  
 Suite 100A  
 SACRAMENTO, CA 95827-2533

Gross Amount 580.00 USD  
 Discount 0.00 USD  
 Scheduled Due [v]  
 Net Due  
 Discount Due  
 Accounting Date

Payment Inquiry  
 Discount Denied  
 Late Charge  
 Express Payment  
 Payment Comments(0)  
 Holiday/Currency

**Payment Options**

1 \*Bank STATE  
 2 \*Account 0000  
 3 \*Method CHK Check  
 Message

Pay Group  
 \*Handling Regular Payments  
 Hold Reason

\*Netting Not Applicable  
 L/C ID  
 Actions

Supplier Bank Messages  
 Hold Payment  
 Separate Payment

Message will appear on remittance advice.

**Schedule Payment**

\*Action Pay Schedule Payment  
 Payment Date  
 Reference

Save Save For Later

Click the Voucher Attributes tab:

- 1 - Scroll down to the Prepayment Section and make sure **Automatically Apply Prepayment** box is unchecked. By unchecking the box, the voucher will not be applied to offset any prepaid vouchers already associated with the item
- 2 - Click Save. The system will assign a unique Voucher ID as shown on the next page

The screenshot shows the 'Regular Entry' form with the following sections and fields:

- Navigation:** Favorites, Main Menu, Accounts Payable, Vouchers, Add/Update, Regular Entry
- Tabs:** Invoice Information, Payments, **Voucher Attributes**, Additional Voucher Information
- Business Unit:** 8860
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Total:** 580.00
- Invoice No:** 1984330A
- Invoice Date:** 03/04/2019
- Action:** [Dropdown]
- Run:** [Button]
- Checkboxes:**  Incomplete Voucher
- Voucher Processing:**
  - Post Voucher
  - Revalue Voucher
  - Close Voucher
  - Delete Voucher
- Accounting Instructions:**
  - Account At: Gross
  - \*Template: STANDARD
- Match Action:**
  - Match Due Date: [Field]
  - \*Status: Not Applicable
  - Match Action Comments: [Field]
  - Match Action History: [Link]
  - Pay UnMatched
- Workflow Approval:**
  - \*Approval Rules: Approval Framework
  - \*Voucher Priority: Medium
- Prepayment:**
  - Prepaid Ref: [Field]
  - Automatically Apply Prepayment** (highlighted with red box '1')
  - Postpone withholding
- Buttons:** **Save** (highlighted with red box '2'), Save For Later
- Tax Group:** Tax Group, Tax Pymnt Type
- Transaction Currency:** \*Source: Tables, \*Currency: USD, Rate Type: CRRNT, Exchange Rate
- Letter of Credit:** L/C ID, Actions
- Self Billing Invoice:** \*SBI: Individual Voucher (Auto-Num), SBI Number



## AP4 - Create Regular Voucher With PO Receipt (cont'd)

Next steps:

- 3 - Hand write the Voucher ID on the Invoice. The voucher will be Budget Checked, Approved, and Posted
- 4 - The AP Processor can view additional Voucher related information in the Payments tab and Related Documents tab

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

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

**3** Business Unit 8860 Invoice No 1984330A  
**4** Voucher ID 00009738 Invoice Date 03/04/2019 Action [ ] Run

Voucher Style Regular Voucher  
Total 580.00

**Voucher Processing**

Post Voucher  Close Voucher  
 Revalue Voucher  Delete Voucher

**Accounting Instructions**

Account At: Gross \*Template: STANDARD

**Match Action**

Match Due Date: [ ] \*Status: Not Applicable  
Match Action Comments: [ ]  
Match Action History  Pay UnMatched

**Workflow Approval**

\*Approval Rules: Approval Framework  
\*Voucher Priority: Medium

**Prepayment**

Prepaid Ref: [ ]  Automatically Apply Prepayment  
 Postpone Withholding

**Tax Group**

Tax Group: [ ]  
Tax Pymnt Type: [ ]

**Transaction Currency**

\*Source: Tables  
\*Currency: USD  
Rate Type: CRRNT  
Exchange Rate: 1.00000000

**Letter of Credit**

L/C ID: [ ] Actions

**Self Billing Invoice**

\*SBI: Individual Voucher (Auto-Num)  
SBI Number: [ ]

Save

The **AP Approver** will approve the Voucher. Refer to University of FI\$Cal (UF) course AP123 – Voucher Workflow W2.