AP4 – CREATE REGULAR VOUCHER WITH PO RECEIPT

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.

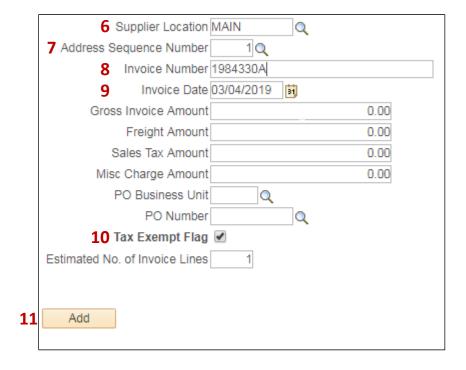
The **AP Processor** will create a new Regular Voucher. Steps are:

- 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



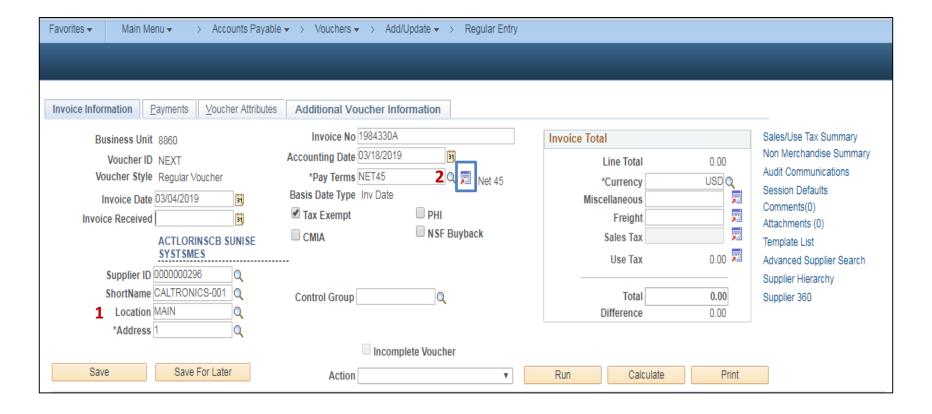
The AP Processor continues to enter information under the Add New Value tab:

- **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



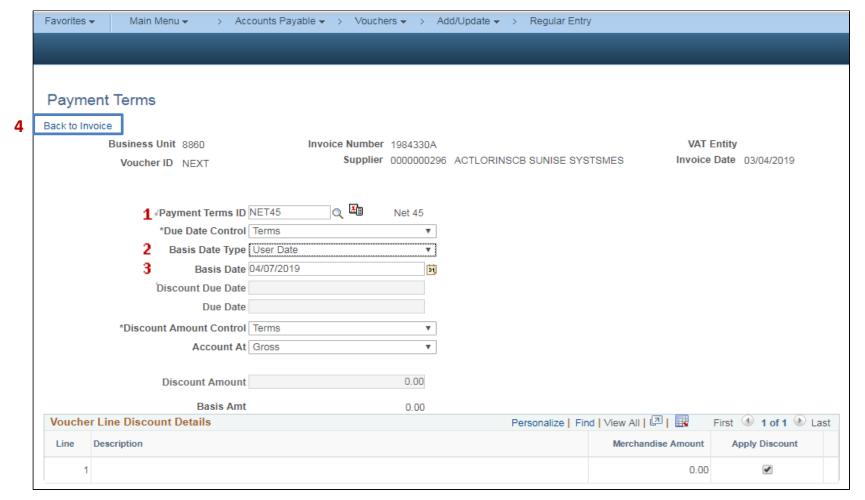
The **AP Processor** will update the Pay Terms. After clicking Add on the previous page, the AP Processor will see the Invoice Information tab which contains voucher header information. Steps are:

- 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



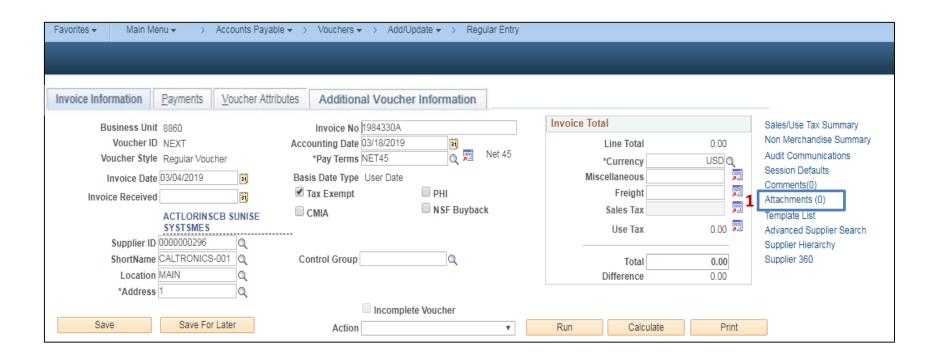
On this page, the AP Processor will update the Payment Terms

- 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



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

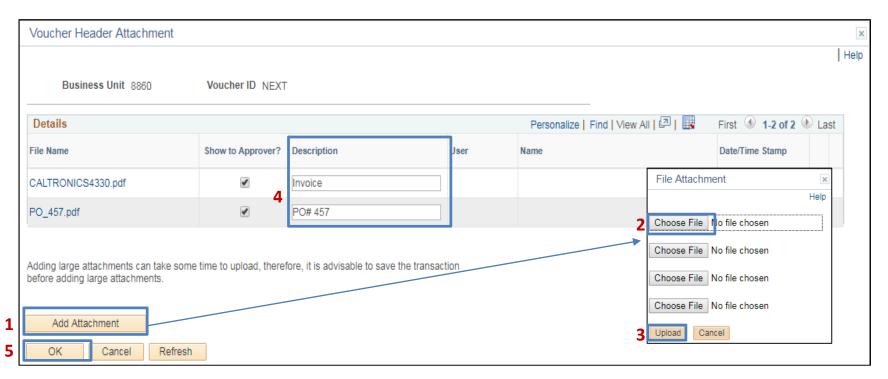
1 - Click the Attachments link



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)



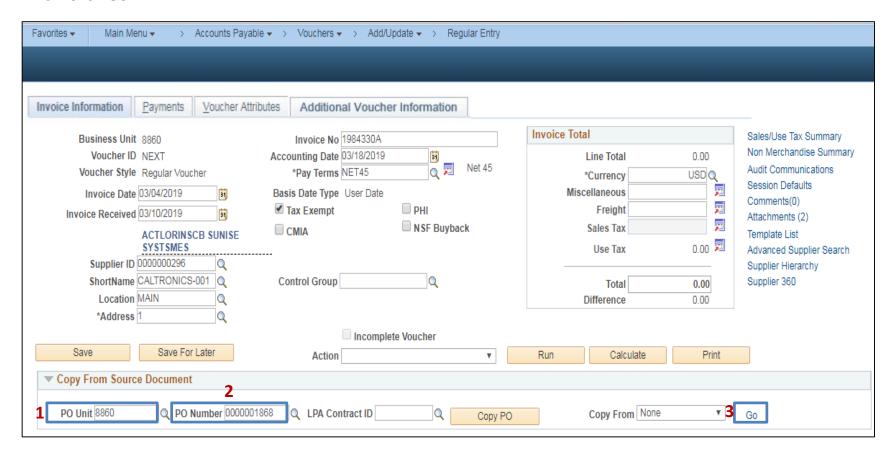
The **AP Processor** will copy information from a Purchase Order (PO) that has been receipted. The **Copy From Source Document** section is used to copy information from a PO receipt. When an existing PO receipt is copied, the amounts, item description and chartfields will automatically populate in the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

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

> Accounts Payable → > Vouchers → > Add/Update → > Regular Entry Favorites -Main Menu -Invoice Information Payments Voucher Attributes Additional Voucher Information Invoice Total Sales/Use Tax Summary Invoice No 1984330A Business Unit 8860 Non Merchandise Summary Voucher ID NEXT Accounting Date 03/18/2019 0.00 Line Total Q 🗖 Net 45 Audit Communications Voucher Style Regular Voucher *Pay Terms NET45 USD Q *Currency Session Defaults Basis Date Type User Date Invoice Date 03/04/2019 Miscellaneous Comments(0) PHI Tax Exempt Freight Invoice Received 03/10/2019 Attachments (2) NSF Buyback Sales Tax CMIA Template List **ACTLORINSCB SUNISE** 0.00 👨 SYSTSMES Use Tax Advanced Supplier Search Supplier ID 0000000296 Supplier Hierarchy ShortName CALTRONICS-001 Control Group Supplier 360 0.00 Total Location MAIN Difference 0.00 *Address 1 Incomplete Voucher Save Save For Later Run Calculate Print Action ₹. Copy From Source Document 1 PO Unit Copy From None Q LPA Contract ID ۳ PO Number Copy PO Go

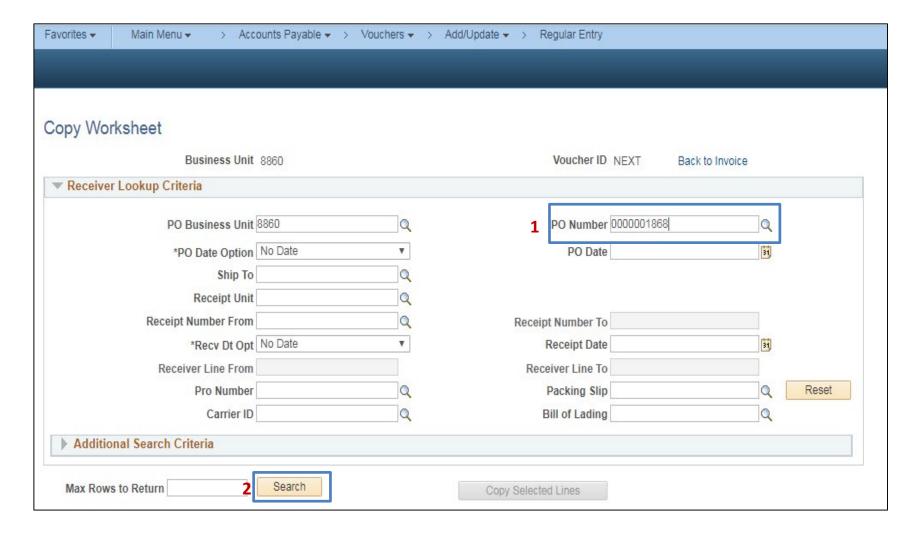
The steps required to complete the Copy from Source Document section are:

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



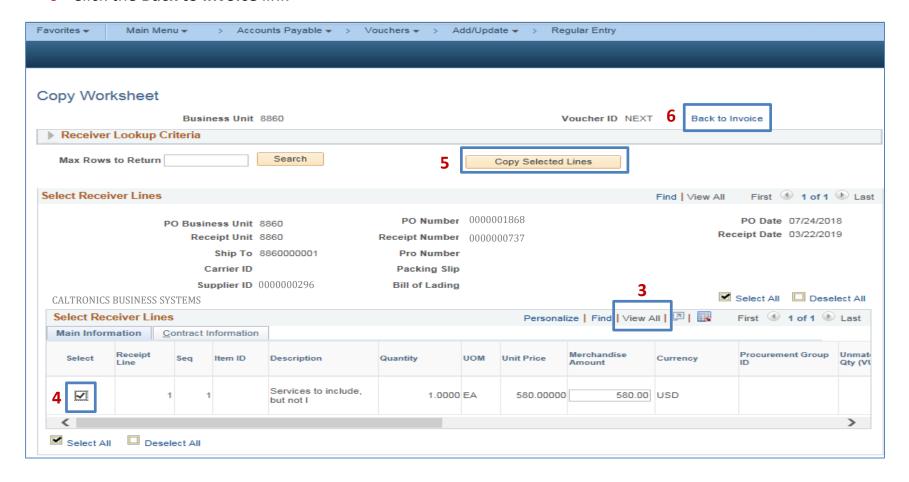
The **Copy Worksheet** page will display

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



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

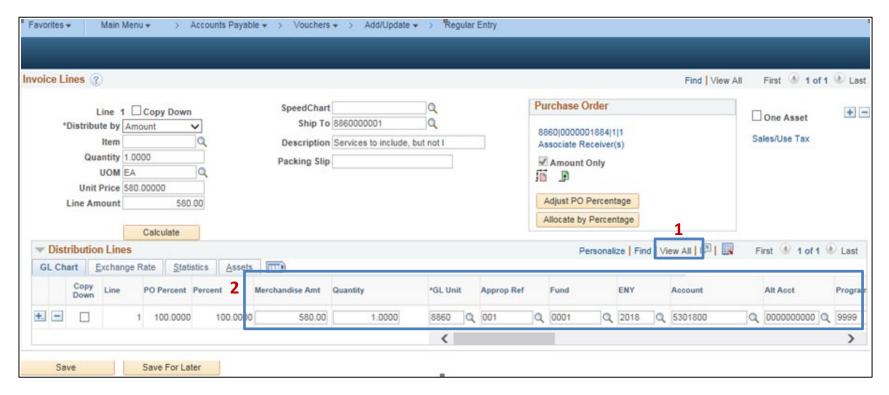


The selected information from the PO Receipt will be copied into the Distribution Lines. Verify the chartfield information matches the invoice.

- 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

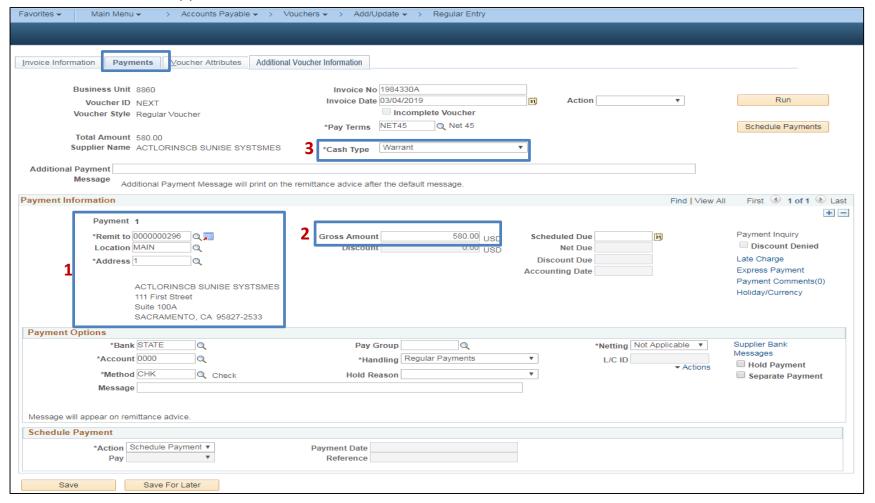
Note: If sales tax is applicable, the following will need to be updated:

- 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



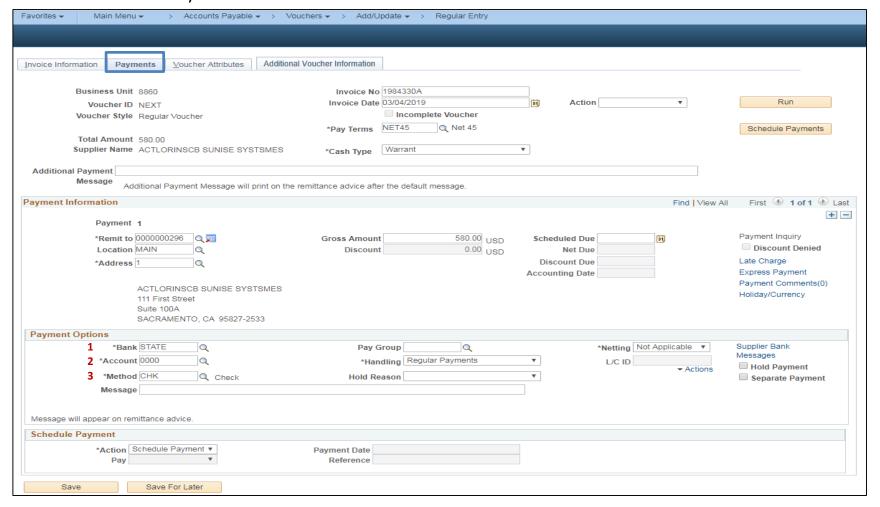
The **Payments tab** provides the remit to vendor information and payment information

- 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.



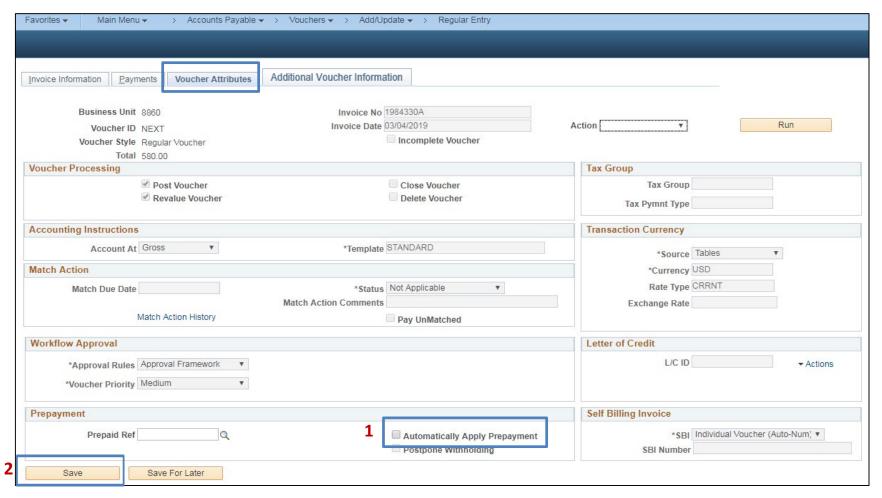
Scroll down to the Payment Options section and review the information. The following Payment Options (possibly set as defaults) must be used because it indicates the way the vendor will receive the payment:

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



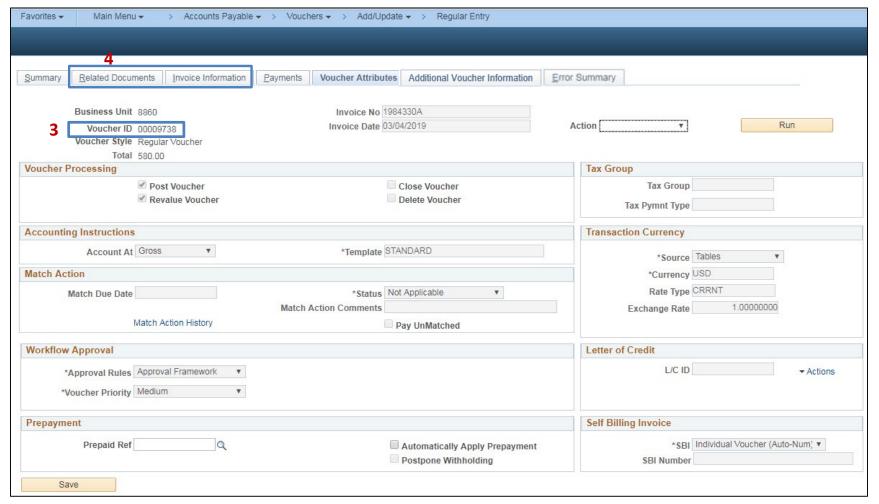
Click the Voucher Attributes tab:

- 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



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



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