

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 vendor 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.

The advantages of using a PO receipt to create a voucher is an increase in accuracy and a decrease in 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 vendor by entering the Vendor ID or Short Vendor Name or Name from the Purchase Order.
For example, enter the Vendor ID, and the short vendor name and location fields populate automatically.

1 Accounts Payable > Vouchers > Add/Update > Regular Entry

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

Business Unit: 2 8860 

Voucher ID: 3 NEXT

Voucher Style: 4 Regular Voucher 

Short Vendor Name: CALTRONICS-001 

Vendor ID: 5 0000000296 

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

- 6** - Select Vendor 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 vendor'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

Accounts Payable > Vouchers > Add/Update > Regular Entry

Vendor Location:	6	MAIN <input type="text"/>	
Address Sequence Num	7	1 <input type="text"/>	
Invoice Number:	8	1984330	
Invoice Date:	9	04/04/2016 <input type="text"/>	
Gross Invoice Amount:		<input type="text"/>	0.00
Freight Amount:		<input type="text"/>	0.00
Sales Tax Amount:		<input type="text"/>	0.00
Misc Charge Amount:		<input type="text"/>	0.00
Tax Exempt Flag	10	<input checked="" type="checkbox"/>	
Estimated No. of Invoice Lines:		<input type="text"/>	1

11

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

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit:	8860	Invoice No:	1984330	
Voucher ID:	NEXT	Invoice Date:	04/04/2016	31
Voucher Style:	Regular Voucher	Accounting Date:	04/19/2016	31 <input type="checkbox"/> Tax Exempt

Vendor ID:	0000000296	SEARCH	CALTRONICS BUSINESS SYSTEMS	Audit Communications
ShortName:	CALTRONICS-001	SEARCH	10491 OLD PLACERVILLE RD STE 150	
Location:	MAIN	SEARCH	SACRAMENTO, CA 95827-2533	
*Address:	1	SEARCH		

Advanced Vendor Search

Control Group:		SEARCH	*Pay Terms:	2	SEARCH	NET45	SEARCH	Net 45
----------------	--	--------	-------------	---	--------	-------	--------	--------

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

Accounts Payable > Vouchers > Add/Update > Regular Entry

Payment Terms

4 **Back to Invoice**

Business Unit: 8860 **Invoice Number:** 1984330
Voucher ID: NEXT **Vendor:** 000000296 CAL TRONICS BUSINESS SYSTEMS

***Payment Terms ID:** 1 Net 45
***Due Date Control:** Terms

Basis Date Type: 2

Basis Date: 3

Discount Due Date:

Due Date:

***Discount Amount Control:** Terms

Account At: Gross

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

- 1 - Click the Attachments link

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit:	8860	Invoice No:	1984330	
Voucher ID:	NEXT	Invoice Date:	04/04/2016	
Voucher Style:	Regular Voucher	Accounting Date:	04/19/2016	<input type="checkbox"/> Tax Exempt

Vendor ID:	0000000296		CALTRONICS BUSINESS SYSTEMS	Audit Communications	Session Defaults
ShortName:	CALTRONICS-001		10491 OLD PLACERVILLE RD STE 150	1	Attachments (0)
Location:	MAIN		SACRAMENTO, CA 95827-2533		Comments(0)
*Address:	1				

[Advanced Vendor Search](#)

Control Group:	<input type="text"/>		*Pay Terms:		NET45		Net 45
----------------	----------------------	--	-------------	--	-------	--	--------

In the Voucher Header Attachment:

- 1 - Click the Add Attachment button to open the File Attachment window
- 2 - Click the Browse 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 4

File Name	Show to Approver?	Description
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**

File Attachment 2

Browse...

Upload **Cancel**

3

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

Invoice Information | Payments | Voucher Attributes

Business Unit: 8860 Invoice No: 1984330
 Voucher ID: NEXT Invoice Date: 04/04/2016
 Voucher Style: Regular Voucher Accounting Date: 04/19/2016 Tax Exempt

Vendor ID: 0000000296 CALTRONICS BUSINESS SYSTEMS Audit Communications
 ShortName: CALTRONICS-001 10491 OLD PLACERVILLE RD STE 150
 Location: MAIN SACRAMENTO, CA 95827-2533 Audit Communications Session Defaults
 *Address: 1 Attachments (2)
 Advanced Vendor Search Comments(0)

Control Group: *Pay Terms: NET45 Net 45

1 Copy From Source Document

PO Unit: PO Number: 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

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Copy From Source Document

PO Unit: **1** 🔍

PO Number:

Copy From: **2** ▼ **3**

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

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:	1 <input type="text" value="000000457"/>
*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: **2**

Select All Clear All

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 to create the voucher.
- 5 - Click Copy Selected Lines
- 6 - Click the Back to Invoice link

Copy Worksheet

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

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

Select All Clear All

Select Receiver Lines Find | View All

PO Business Unit: 8860 PO Number: 0000000457
 Receipt Unit: 8860 Receipt Number: 0000000737
 Ship To: 8860000001 Pro Number:
 Carrier ID: Packing Slip:
 Vendor ID: 0000000296 Bill of Lading:

CALTRONICS BUSINESS SYSTEMS

Select Receiver Lines Personalize | Find | **3** [View All](#) |  | 

4 [Select](#)

Receipt Line▲	Seq	Item ID	Description	Quantity	UOM	Unit Price
<input checked="" type="checkbox"/>	1	1	Copier maintenance for Konica	1.0000	EA	143.31

The selected information from the PO Receipt will be copied into the Distribution Lines. Verify the chartfield information matches the invoice. If necessary, discuss with Business Services and update the chartfield values to reflect changes that were not recorded on the PO.

- 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

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Invoice Lines Find | View All First 1 of 1 Last

Line: 1
 *Distribute by: 2 Amount
 Ship To: 8860000001
 SpeedChart:
 Item:
 Unit Price:
 Line Amount: 143.31
 Description: Copier maintenance for Konica
 UOM:
 Quantity:
 Calculate

Distribution Lines Personalize | Find | View All

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY
<input type="checkbox"/>	1	100.0000	100.0000	143.31	1.0000	8860	001	0001	2015

Save | Notify | Refresh

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.

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | **Payments** | Voucher Attributes

Business Unit:	8860	Invoice No:	1984330
Voucher ID:	NEXT	Invoice Date:	04/04/2016
Voucher Style:	Regular Voucher		
Total Amount:	143.31		
Vendor Name:	CALTRONICS BUSINESS	*Pay Terms:	NET45 Net 45
		*Cash Type	3 Warrant

Payment Information

Payment:	1		
*Remit to:	1	0000000296	Gross Amount: 2 143.31
Location:		MAIN	Discount: 0.00
*Address:		1	

CALTRONICS BUSINESS SYSTEMS
 10491 OLD PLACERVILLE RD STE 150
 SACRAMENTO, CA 95827-2533

Scheduled Due:	<input type="text"/>
Net Due:	<input type="text"/>
Discount Due:	<input type="text"/>
Accounting Date:	<input type="text"/>

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

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | **Payments** | Voucher Attributes

Payment Options

*Bank:	1	STATE	🔍	Pay Group:	<input type="text"/>	▼
*Account:	2	0000	🔍	*Handling:	RP	🔍
*Method:	3	CHK	🔍	Check	*Netting:	Not Applicable
L/C ID:		<input type="text"/>	📄	Hold Reason:	<input type="text"/>	▼

Click the Voucher Attributes tab:

- 1 - Scroll down to the Prepayment Section and **Uncheck the Automatically Apply Prepayment box**. By unchecking this 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.

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | **Voucher Attributes**

Business Unit:	8860	Invoice No:	1984330
Voucher ID:	NEXT	Invoice Date:	04/04/2016
Voucher Style:	Regular Voucher		
Total:	143.31		

Prepayment

Prepaid Ref:

1 Automatically Apply Prepayment

2

Next steps:

- 3** - Hand write the Voucher ID and Accounting Date 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 and Related Documents tab

Accounts Payable > Vouchers > Add/Update > Regular Entry

4

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

Business Unit:	8860	Invoice No:	1984330
Voucher ID:	00003602	Invoice Date:	04/04/2016
Voucher Style:	Regular Voucher	Accounting Date:	04/19/2016

3

The **AP Approver** will approve the Voucher. Refer to FI\$Cal Training Academy (FTA) course AP123 – Voucher Workflow W2.