

Last Revised Date: 05/25/2016

General Information

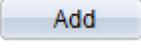
Task	Process Information
Creating a PO (Purchase Order) Voucher	A voucher that is entered from an Express Purchase Order or Purchase Order <u>without</u> having a receipt.

GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	
2.	Click the  button.	

<p>3.</p>	<p style="text-align: center;">Invoice Information</p> <p>On the tab - enter the following information:</p> <ul style="list-style-type: none"> • Invoice Number – Enter this just as it appears on the vendor invoice. • Invoice Date – Enter this just as it appears on the vendor invoice. • Accounting Date – Using the format of <u>mmddyyyy</u> enter the current date (today). 	<p>Invoice No: <input type="text"/></p> <p>Invoice Date: <input type="text" value="05/06/2016"/></p> <p>Accounting Date: <input type="text" value="05/06/2016"/></p>
<p>4.</p>	<p style="text-align: center;">Invoice Information</p> <p>On the tab – Copy From Source Document.</p>	<p>Copy From: <input type="text" value="Purchase Order Only"/> Go</p> <hr/> <ul style="list-style-type: none"> • Select “Purchase Order Only” from the drop down and select the “Go” hyperlink. <hr/> <h3>Copy Worksheet</h3> <p>Business Unit: MDJUD Return to Invoic</p> <p>PO Lookup Criteria</p> <p>PO Business Unit: <input type="text"/> </p> <p>PO Number From: <input type="text"/> </p> <hr/> <p> You can search for the purchase order business unit and number by selecting the magnifying glass.</p> <ul style="list-style-type: none"> • Click the <input type="button" value="Search"/> button. • Under the Select PO Lines section, enter a check mark only in the check box next to the PO line which is being vouchered against.
<p>5.</p>	<p>Click the <input type="button" value="Copy Selected Lines"/> button.</p>	

6.

On the **Invoice Information** tab – enter the following information.

- **Note:** the Vendor, Invoice and Distribution line information have carried over from the PO. **DO NOT change the chartfields on the line (Account, Batch Agency, Fund, Program, Approp Number, Approp Yr, PCA).** If the chartfields are incorrect, then the PO needs to be modified by DPCGA before it can be used.
- **Note:** If the Vendor ID to be used for payment is different than the Vendor ID carried over from the PO, use the “Remit to” field on the Payments tab to provide the other Vendor ID.
- **Attachments** – Be sure to attach a copy of your invoice.

Vendor ID: VNDR-0023
 ShortName: 655784689-004
 Location: 004
 *Address: 1

LOGO COMPANY
 589 NORTH MAIN STREET
 SUITE 500
 PHOENIX, AZ 20089

Session Defaults
Attachments (0)
 Comments(0)

Invoice Lines: 1700.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 1,700.00

*Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Non Merchandise Summary
 Print Invoice

Difference: 0.00
 Calculate

Invoice & Distribution info copied from PO

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

Invoice Lines
 Line: 982-27SHRED01 UOM: EA
 *Distribute by: Quantity Unit Price: 1,700.00000 Quantity: 1.0000
 Ship To: ACC-COPS Line Amount: 1,700.00
 SpeedChart: Description: Document Shredding Services
 Force Price
 One Asset
 Calculate
 Purchase Order & Receiver Info
 Associate Receiver(s)
 Override PO Pct.
 Allocate by Pct.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept
	1	100.0000	100.0000	1,700.00	1.0000	MDJUT	0908		C25	303	

Save Return to Search Notify Refresh Add Update/Display

7.

For Amount Only POs:

On the **Invoice Information** tab – adjust the total and amounts, if needed.

For Amount Only POs:

1. If needed, adjust the Total (header) and Amounts (line), to match your invoice.
2. Click on the “Calculate” buttons on the header and line to confirm that the header and lines all agree.

Vendor ID: VNDR-0023 LOGO COMPANY
 ShortName: 666784669-004 889 NORTH MAIN STREET
 Location: 004 SUITE 500
 *Address: 1 PHOENIX, AZ 20069

Invoice Lines: 1700.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 1,700.00
 Difference: 0.00

*Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Non Merchandise Summary
 Print Invoice

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

Invoice Lines
 Line: 1 Item: 982-27SHRED01 UOM: EA
 *Distribute by: Quantity Unit Price: 1,700.00000 Quantity: 1.0000
 Ship To: AOC-COPS Line Amount: 1,700.00
 SpeedChart: Description: Document Shredding Services
 Calculate

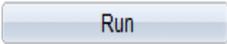
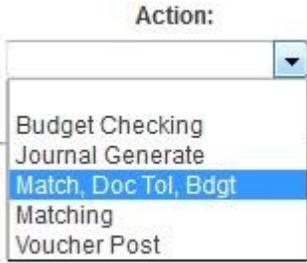
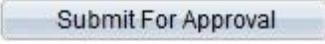
Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept
	1	100.0000	100.0000	1,700.00	1.0000	MDJUC	0908		C25	303	

 Calculate

8.

Save the voucher by clicking the Save button.

<p>9.</p>	 <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box. 
<p>10.</p>	<p>Select the "Match, DocTol, Bdgt" action, and then click</p> 	 <p>NOTE: If you have already run the "Match, Doc Tol, Bdgt" Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</p> <p>For example, you run the "Match, Doc Tol, Bdgt" action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the "Budget Checking" action.</p>
<p>11.</p>	<p>Click  to submit voucher for approval.</p>	

 Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.