When an invoice needs to be processed against a PO, you will need to create a regular voucher referencing the respective PO. PO vouchers are most commonly entered for invoices. Unlike non-PO vouchers, PO vouchers will need to go through the Matching process.

The Matching process completes two-way matching (matching the voucher to the purchase order) or three-way matching (matching the voucher to the purchase order and the receipt) depending on whether there is a receipt associated with the voucher. When creating a PO Voucher, users will have the ability to process the full PO quantity/amount or process a partial quantity/amount leaving the remaining balance to be vouchered at another time. After the voucher is created, ARC will automatically process PO vouchers through Matching.

Throughout the following topic, consider a time when you have faced a similar scenario: A scanner was ordered for Mark's department on a PO. He needs to create a PO voucher so that a payment can be generated.

Welcome to the Creating a Regular Voucher with a Purchase Order topic. In this scenario, you will create a regular voucher with a purchase order.

1. We will navigate back to the Add a New Voucher Page. Click on Main Menu button.
2. Click the Accounts Payable menu.
3. Click the Vouchers menu.

4. Click the Add/Update menu.

5. Click the Regular Entry menu.

6. Click the Voucher Style list.
7. For both PO and Non-PO vouchers, the style is “Regular Voucher”. Click the Regular Voucher list item.

8. Click in the Supplier ID field.

9. Enter the desired information in the Supplier ID field. Enter “0000132848”.

10. Click in the Invoice Number field.

11. Enter the desired information into the Invoice Number field. Enter “INV345”.
12. Click in the **Invoice Date** field.
13. Enter the desired information into the **Invoice Date** field. Enter “3/14/2017”.

14. Click the **Add** button.
15. Click in the **Invoice Received** field.
16. Enter the desired information into the **Invoice Received** field. Enter “3/14/2017”.
17. Click the **Voucher Type** list.

18. Click the **Invoice** list item.

19. To associate a voucher with a Purchase Order, you will need to copy information from the Purchase Order. In order to do this, click the **Copy From** drop down menu and select **Purchase Order Only**.
20. Click the **Go** link.
21. This is where you will enter search criteria to identify the appropriate PO. Enter the desired information into the **PO Business Unit** field. Enter “COLUM”.

22. Click in the **PO Number From** field.
23. Enter the desired information into the **PO Number From** field. Enter “0000088291”. Please note that all converted POs should be entered with a prefix or “CONV” followed by the PO number.
24. Click the **Search** button.
25. If the invoice you are processing is only part of the PO amount, you can manually edit the merchandise amount in the merchandise amount field. You can then select the lines from the PO you would like to copy onto the voucher. Click the check box to select the line(s).
26. Click the **Copy Selected Lines** button.
27. Click the scrollbar and scroll to the bottom of the page to see the copied distribution lines.

28. Click the **Purchase Order & Receiver Info** link to see additional details on the Purchase Order.

29. Click the **OK** button once you have reviewed the Purchase Order information.

30. See the distribution information that was copied from the Purchase Order.
31. Click the **Save** button.
32. You have successfully created a PO Voucher. You can then match the voucher using the actions drop down menu in the upper right hand corner of the screen. Select “Matching” from the drop-down menu and click “Run”. You will then be able to see the Preview and Submit for Approval button to submit the voucher into workflow.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122