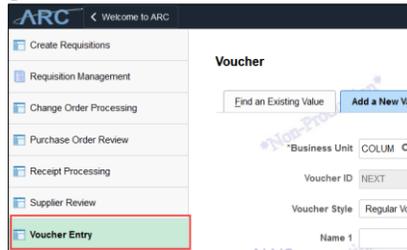


When an invoice needs to be processed against a PO, you will need to create a regular voucher referencing the respective PO. PO vouchers will need to go through the Matching process.

The Matching process completes two-way matching, matching the voucher to the purchase order. You 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.

Creating a PO Voucher

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.



The Add Voucher screen appears.

The Add Voucher screen contains the following fields and controls:

- Buttons: Find an Existing Value, Add a New Value
- *Business Unit: COLUM
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Name 1: [Text input]
- Short Supplier Name: [Text input]
- Supplier ID: [Text input]
- Supplier Location: [Text input]
- Address Sequence Number: 0
- Invoice Number: [Text input]
- Invoice Date: [Calendar icon]
- Gross Invoice Amount: 0.00
- PO Business Unit: [Text input]
- PO Number: [Text input]
- Estimated No. of Invoice Lines: 1
- Button: Add

2. Click the **Voucher Style** dropdown and select **Regular Voucher**.
3. Click the **Add** button. The Voucher form appears on the Invoice Information tab.

Completing the Voucher Form

1. Enter the **Invoice Date**.
2. enter the **Invoice Received** date.
3. Enter the **Invoice Number**.
4. Click the **Voucher Type** dropdown and select **Invoice**.

Copying the Purchase Order Information

To associate a voucher with a Purchase Order, you will need to copy information from the Purchase Order.

1. Click the **Copy From** drop down
2. Select copy from **Purchase Order Only**.
3. Click **Go**. PO Lookup appears on the Copy Worksheet screen.

4. Enter "COLUM" into the **PO Business Unit** field.

5. Enter or Search for the **PO Number**.
6. Click the **Search** button. The search results appear.

7. Select the desired Purchase Order line and click the **Copy Selected Lines** button. The information from the matching Purchase Order appears on the Voucher Page.

Matching, Budget Checking and Submitting the Voucher

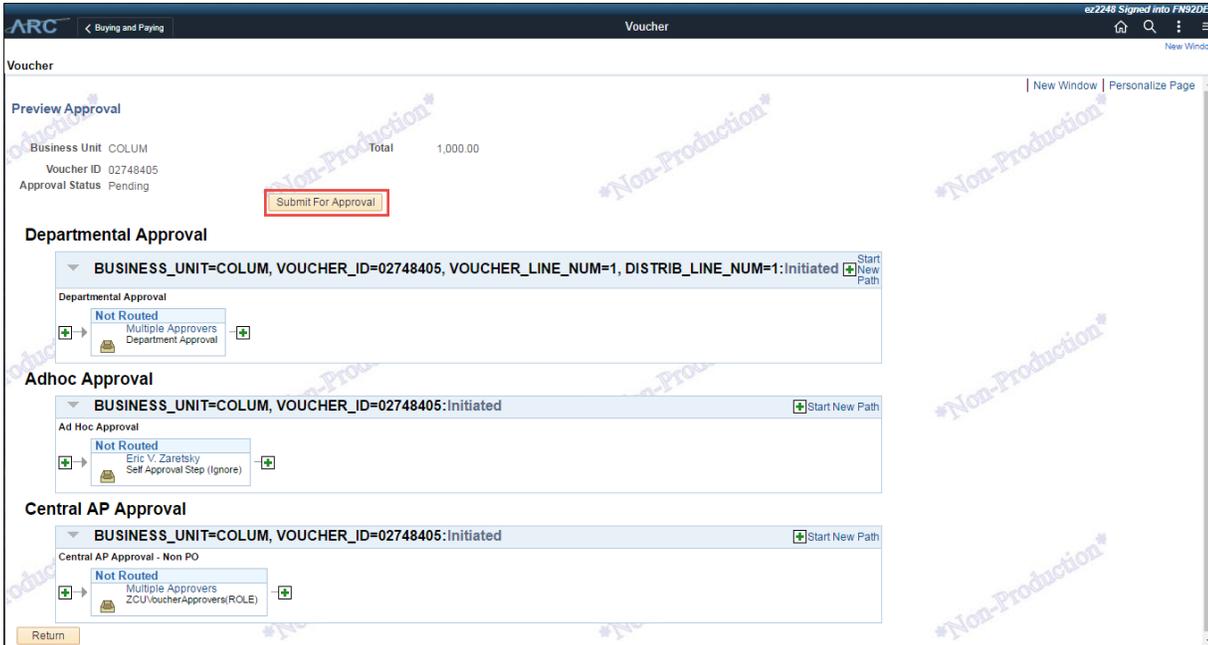
1. Click the **Action** dropdown and select **Matching**.
2. Click **Run**. If there are no matching errors, the **Preview and Submit for Approval** button appears.

3. Select **Budget Checking** from the **Action** dropdown and click **Run**.

4. Click the **Procurement EDM** to upload the Invoice and any related documentation.
5. Click **Preview & Submit for Approval**.

Business Unit COLUM Voucher ID 02748406 Voucher Style Regular Voucher Invoice Date 06/23/2017 Invoice Received 06/26/2017 APPLE INC Supplier ID 0000010007 ShortName APPLE INC-001 Location ACH-01 *Address 1	Invoice No 123456 Accounting Date 06/27/2017 *Pay Terms 00 Due Now Basis Date Type Inv Date *Service Location US Voucher Type Invoice	Invoice Total Line Total 2,718.00 Currency USD Total 2,718.00 Difference 0.00	Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 Procurement EDM
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The Preview Approval screen appears.



6. Click **Submit for Approval**.

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>