

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.

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Find an Existing Value	Add a New Value	AWS	
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*Business Uni	t polum Q	# } ·	
Vereber	NEVT		
voucherit	NEAT		
Voucher Style	Regular Voucher	~	
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PO Numbe	r Q		
Estimated No. of Invoice Lines	5 1		
A1A/C		A\A/C	
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Add			
* PIOL			

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

# Columbia University Finance Training

Creating a Regular Voucher with a Purchase Order (PO Voucher)



# **Completing the Voucher Form**

ARC < Buying and Paying		Voucher	ରି ୯ : ≡
Voucher			New Window
Voucher		100	New Window   Personalize Page 4
Invoice Information Pav	ments Voucher Attributes	100 m	New Window   Personalize Page
		3	
Business Unit Co	OLUM Invoice No 123456	Invoice Iotai	Non Merchandise Summary
Voucher ID N	EXT Accounting Date 07/12/2016	Line Total	0.00 Session Defaults
Voucher Style Re	egular Voucher *Pay Terms 00	🔍 🔎 Due Now Currency	USD Comments(U)
Invoice Date 07	/11/2016 Basis Date Type Inv Date	Total	Attachments (0)
Invoice Received 07	/12/2016 *Service Location US	Difference	0.00 Advanced Supplier Search
201	Voucher Type Invoice	4	Supplier Hierarchy
Another.	AutOW	ANCOLO.	Supplier 360
Cupplier ID	Control Crown	o out	Procurement EDM
ShortName		a construction	- Make
Location		el allon	# Bon
*Address			
		View Docu	ments
Save	Save For Later Action	Run Calculate	Print
Copy From Source D	ocument		
PO Unit	PO Number	Copy PO Copy From None	T Go
Invoice Lines (2)			Find View All First 1 of 1 1 last
00m		10 00 <sup>00</sup>	
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Quantity	Q = > Description		
UOM	Packing Slip		
Unit Price			
Line Amount	0.00		
iavascript:submitAction win0(doo	cument.win0.'VCHR PANELS WRK PB GO');		
, ,			

- 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.

PO Unit	2	PO Number		Copy PO	Copy From None *	Go	
Line 1 Copy D	wn	SpeedChart	a		Non PO Receipt None PO Receipt	All First 1 of 1 D Last	
*Distribute by Amount Item	·	Ship To 615W1315 Description	sts Q		Template Voucher		*Plog.
Quantity		Packing Slip					
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Calculate     Distribution Lines     GL Chart Exchange Rate Stat	tics Assets				Personalize   Find   View All   🖉   🔜	First (1) 1 of 1 (2) Last	
Calculate Calculate Distribution Lines GL Chart Exchange Rate Stat Copy Line Merchandi	e Amt Quantity	GL Unit Act	count Dept	PC Bus Project	Personalize   Find   View All   (3)	First (1) 1 of 1 (2) Last Segment Site	

- 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.

Copy Worksheet			
Business Unit COLUM Return	to Invoice Information	Voucher NEXT	
V PO Lookup Criteria			
PO Business Unit COLUM	Q	Reset View Matched /Cancelle	id Only
PO Number From	Q	PO Number To	
PO Line Number From		PO Line Number To	
*PO Date Option No Date	¥	PO Date	BOOM
Additional Search Criteria			
			# La
Max Rows Search		Copy Selected Lines	

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



ARC

- 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

		ez2248	Signed into FN92DEV
ARC < Buying and Paying	Voucher		ଇ ୯ : ≡
Voucher			New Window
	View Documents		Saved
Save	Action Run Calculate Print		
PO Unit COLUM Invoice Lines ②	Matching         Opping         Oppin	tion	
Line 1 Copy Down *Distribute by Quantity Item	SpeedChart Q Purchase Order One Asset		- 1
Quantity 1.0000 UOM EA Q Unit Price 2.718.00000	Packing Slip Contract Info 000000000000000000000000000000000000		
Line Amount 2,718.00 Calculate	Allocate by Percentage		
<ul> <li>Distribution Lines</li> </ul>	Personalize   Find   View All   🗷   🔢 First 🛞 1 of 1 🛞 Last	20.	
GL Chart Exchange Rate Statistics Assets	B mole mole mo	100m	

- 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.

Action	]	Run	Calculate	Print	Preview & Submit For Approval
Budget Checking					

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.

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#### The Preview Approval screen appears.

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Voucher		New Window
14	14 F	New Window   Personalize Page 🗠
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Business Unit COLUM	1,000.00	Prouv
Approval Status Pending		NODE
Submit For Approval	- Y-	#.Y.
Departmental Approval		
BUSINESS_UNIT=COLUM, VOUCHER_ID=02748	3405, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated	
Departmental Approval	Pam	
Not Routed		
Multiple Approvers     Department Approval		Anotion
Adhoc Approval		Produ
BUSINESS_UNIT=COLUM, VOUCHER_ID=02748	3405:Initiated  Start New Path	* Mor
Ad Hoc Approval		
Not Routed     Eric V. Zaretsky		
Self Approval Step (Ignore)		
Central AP Approval		
BUSINESS_UNIT=COLUM, VOUCHER_ID=02748	3405:Initiated	
Central AP Approval - Non PO		TOH
Not Routed Multiple Approvers		duco
ZCUVoucherApprovers(ROLE)		-Pro-
Return	# Par	* Plon
		•

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

