Copying a PO into a Regular Voucher

- A PO must be related to a voucher for the encumbrance to be reduced against the budget. The amount of the voucher will replace the exact amount of the PO encumbrance.

- To copy a PO into a regular voucher, the “Use Procurement Card” checkbox on the PO must be UNCHECKED. If this box has been checked, the PO can only be related to a P-Card transaction (see separate instructions). You must know before you submit your PO how it will be paid. This checkbox cannot be changed once the PO has been submitted.

Steps:

1. Enter the vendor that was on the PO
2. Go to the “PO Number” field and click the lookup icon.
3. Select the correct PO from the list. Only fully approved and dispatched PO’s appear.

Voucher Entry

<table>
<thead>
<tr>
<th>Voucher Entry</th>
<th>Voucher ID: NKX1</th>
<th>Voucher Style: Regular Voucher</th>
<th>Entered By: EBELLOV Below Edmon O.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name:</td>
<td>Middletown</td>
<td>Pay Terms: 30 Day Due in 30 Days</td>
<td>Approval Status: Post Status:</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>9000001475</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Middletown Adult Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Vendor

Select PO Number lookup

Look Up PO Number

<table>
<thead>
<tr>
<th>PO Business Unit:</th>
<th>PO Number: begins with WSYN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click link to select PO
Click the “Copy PO” button to copy all data from the PO.

Enter the Invoice Number and Invoice Date.

**Notes on the copy process:**

- If the full amount of your order has not been received, you can still copy the PO. When you receive the second part of your order you can copy the PO again, but only the remaining amount not paid will copy into the second voucher.
- The number of lines on a voucher cannot be more than the number of lines on the PO. However, you can add additional distribution lines to any lines on the voucher.
- You can change the SmartKey on the voucher and the encumbrance from the SmartKey on the PO will still be relieved.
- If freight or shipping charges have been added to your invoice, this amount can be entered on the “Freight” line at the bottom of the voucher. The freight charge will be added to the SmartKey(s) total on the voucher. If there are multiple SmartKeys on the voucher the freight will be added pro rata to each SmartKey.
- The amount on the voucher can exceed the amount from the PO, but the encumbrance will be relieved only up to the original PO amount.
- If the amount on the voucher is less than the PO amount, and the PO is being fully paid, the PO must be closed in order to fully relieve the encumbrance. Enter the words “Close PO” in the “Instruction for AP” box and the PO will be closed after the voucher is fully approved.
- If a PO is copied into a voucher after the voucher has been manually completed, the user will get an error and will not be able to submit the voucher. The PO must be copied into the voucher before all the line detail is entered.