

Entering a Purchase Order Voucher Overview

In Cardinal, Purchase Order (PO) Vouchers associate Vouchers to a contract through the PO. PO Vouchers are created by copying from a Receipt or a PO. In Cardinal, most online Vouchers are copied from the Receipt, except for professional services and SiteManager PO Vouchers, which are copied from the PO.

The benefits to creating Vouchers from Receipts and POs include:

- A reduction in both time and effort by not having to re-key data to the Voucher
- Automated tracking of the amount and quantity remaining on the PO
- Automated cross-reference between POs and Vouchers

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Creating a PO Voucher

To create a PO Voucher, the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt in order to select the correct record, must be known. This may appear on the supplier's invoice.

Step	Action
1.	Navigate to the Regular Entry page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
The Vo	oucher Add a New Value page displays.
Favorites	Main Menu Accounts Payable Vouchers Add/Update Regular Entry
Voucher	
Add a	Q Find an Existing Value
Α	*Business Unit 50100 *Voucher ID NEXT *Voucher Style Regular Voucher Supplier Name Short Supplier ID Supplier ID Supplier Location Address Sequence Number Invoice Number Invoice Date Gross Invoice Amount O000 Freight Amount O000 Sales Tax Amount O000 Entered VAT Amount O000
	Tax Exempt Flag
Esti	Add
2.	The Business Unit field defaults for the Agency. The Voucher ID field defaults to "NEXT". The Voucher Style field defaults to "Regular Voucher". Do not change these values.
3.	Click the Add button.
	Add
	1



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ie in	voice Information tab	displays by default.		
Favo	orites Main Menu Accounts Payab	e ▼ → Vouchers ▼ → Add/Update ▼ → Regular Entry		
	Business Unit 50100 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date Science Receipt Date	Invoice No Accounting Date 06/16/2025 Pay Terms 30 Basis Date Type Prompt Payment Final Voucher	Invoice Total Line Total O.00 Currency USD Miscellaneous Freight Total O.00 Difference 0.00	Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360
	Supplier ID Q ShortName Q Location Address Responsible Org 10015 Q Customer Account #	Control Group		
	Save Save For Later Copy From Source Document Voice Lines ? Line 1 Copy Down "Distribute by Amount tem Quantity UOM Quantity	Action	Run Calculate Print Find View A	NI First (1 of 1) Last One Asset Calculate
4.	Click the Expand ico	n for the Copy From Source I Source Document	Document section.	
ne se	Lection expands.			
Copy F	rom Source Document	PO Number Q. Copy PO	Copy From None V	Go
5.	Enter or select the Bu	Isiness Unit in the PO Unit fiel	d.	
5.	Enter or select the Bu	Isiness Unit in the PO Unit field	d.	



Step	Action
7.	Click the PO Receipt list item.
	Non PO Receipt None PO Receipt Purchase Order Only Template Voucher
i	Select "Purchase Order Only" if the Invoice is for professional services or SiteManager.
8.	Click the Go link.
	Copy PO Copy From PO Receipt V Go
i	Do not click the Copy PO button.
The C	opy Worksheet page displays.
	Favorites ▼ Main Menu ▼ >> Accounts Payable ▼ >> Vouchers ▼ >> Add/Update ▼ >> Regular Entry
	Copy Worksheet
	Business Unit 50100 Voucher ID NEXT Back to Invoice Receiver Lookup Criteria Image: Control of the second sec
	PO Business Unit PO Number Q PO Date Option No Date PO Date III
	Receipt Unit Q Receipt Number From Q rRecv Dt Opt No Date rRecvipt Line From Receiver Line To Pro Number Q Pro Number Q
	Carrier ID Q Bill of Lading Q
	Additional Search Criteria
	Max Rows to Return Search Copy Selected Lines



Step	Action
9.	In the Receiver Lookup Criteria section, enter the PO Business Unit number.
	PO Business Unit
i	If copying from a Purchase Order only, this section displays as PO Lookup Criteria .
10.	Enter the PO Number (related to the Receipt) in the PO Number field .
	PO Number
G	If you do not know the PO Number, but have the Receipt Number(s):
J	 a. Enter the Business Unit in the Receipt Unit field b. Enter the applicable Receipt Number in the Receipt Number From field. Cardinal allows the entry of a range of Receipt Numbers if needed
	Do not click the Copy Entire Document button.
11.	Click the Search button.
	Max Rows to Return Search



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Step | Action

The **Select Receiver Lines** (or **Select PO Lines** if copying from Purchase Order only) section displays at the bottom of the page.

Business Unit 50100	Voucher ID NEXT Back to Invoice
Receiver Lookup Criteria	
PO Business Unit 50100	DO Number 0001272944
*PO Date Option No Date	PO Number 1000122000
Ship To	Q
Receipt Unit	Q
Receipt Number From	Q Receipt Number To
Receiver Line From	Receipt Late
Pro Number	Q Packing Slip Q Reset
Carrier ID	Q Bill of Lading Q
Additional Search Criteria	
Max Rows to Return Search	Copy Selected ines
lect Receiver Lines	Find View All First 🕢 1 of 9 🕢 Last
PO Business Unit 50100	PO Number 0001272844 PO Date 08/09/2023
Receipt Unit 50100	Receipt Number 0002576504 Receipt Date 02/18/2025
Ship To CNTRL OF2	Pro Number
Carrier ID	Packing Slip
Wetland Studies & Solutions Inc	Select All
Select Receiver Lines	Personalize Find View All 🔄 🔢 First 🕢 1 of 1 🕟 Last
Main Information Contract Information UPN Information	ion
Select Receipt Seq Item ID Description	Quantity UOM Unit Price Merchandise Currency Procurement Group Un
1 1 Contract Base	Pricing 6108.0000 HUR 1.00000 6108.00 USD
Select All Deselect All	
In the upper right corner of	that section, the number of Receipt Lines (or PO Lines) displa
of X). Click the View All line	nk and use the scroll bar to view all of the Receipts returned.
Find View All	First 🜒 1 of 9 🕦 Last
PC	D Date 08/09/2023
	t Date 02/18/2025
Receip	
Receip	
Receip	



Ste	p Acti	on											
All ro	ws disp	lay.											
	Select Recei	elect Receiver Lines Find View 1 First 🕢 1-9 of 9 🕟 Last											
	PO Business Unit 50100 Receipt Unit 50100 Ship To CNTRL OF2 Carrier ID Supplier ID 0000028758					PO Number 0001272844 PO Date 08/09/2023 Receipt Number 0002576504 Receipt Date 02/18/2025 Pro Number Packing Slip Bill of Lading						3 5	
	Wetland Stu Select Rec	idies & So ceiver Lir	lutions Inc 1es					Personalize	Find View All	21 🔜	First (1) 1 of 1 (1)	Last	
	Main Inform	nation	<u>C</u> ontract	Information	UPN Information								
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Gro ID	up Un Qt	
			1	1	Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD			
	Select All	De De	select All										
	PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023 Receipt Unit 50100 Receipt Number 0002576656 Receipt Date 02/18/2025 Ship To CNTRL OF2 Pro Number O V V V Carrier ID Packing Slip Bill of Lading V V V V												
	Select Rec	eiver Lir	nes					Personalize	Find View All	2 📑	First 🕢 1 of 1 🕟	Last	
	Main Inform	nation	<u>C</u> ontract	Information	UPN Information								
	Select	Receipt Line	Seq	Item ID	Description	Quantity	иом	Unit Price	Merchandise Amount	Currency	Procurement Gro ID	yup U Q	
			1	1	Contract Base Pricing	8090.0300	HUR	1.00000	8090.03	USD			
	Select All	De	eselect All										
1	The exar displ	page nple. lays (now s In the 1 of X	shows upper ().	two of the Re right corner	eceipts (scr of each Re	oll d ceip	own to s t, the nu	ee additio mber of R	nal R eceip	eceipts) in thi o t Lines (or P	s O Lines)	
13.	Click	the '	View	All link	and use the	scrollbar to	o vie	w all the	Receipts	returr	ned.		



Step	Action	I										
For this	scenari	io, the	re is	one R	eceipt Line f	or each R	ecei	pt.				
ſ	Select Receiver Lines Find View 1 First ④ 1-9 of 9 ④ Last								.ast			
	PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023 Receipt Unit 50100 Receipt Number 0002576504 Receipt Date 02/18/2025 Ship To CNTRL OF2 Pro Number Po Number 002576504 Receipt Date 02/18/2025 Ship To CNTRL OF2 Pro Number Packing Slip Vetland Studies & Solutions Inc Select All Deselect All											
										t I		
	Main Inform	nation	<u>C</u> ontract Ir	formation	UPN Information			1 ersonalize	I I IIId Viciti al			
	Select	Receipt Line	Seq	Item ID	Description	Quantity	иом	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Un Qt
			1	1	Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD		Þ
	Select All	I 🗖 Des	elect All									
	PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023 Receipt Unit 50100 Receipt Number 0002576656 Receipt Date 02/18/2025 Ship To CNTRL OF2 Pro Number 002576656 Pro Number 02/18/2025 Ship To CNTRL OF2 Pro Number Pro Number Pro Number Pro Number Carrier ID Po00028758 Bill of Lading Pro Number Pro Number											
	Select Rec	eiver Line	s					Personalize	Find View All	🖉 🔜 🛛 Fi	rst 🕢 1 of 1 🕟 Las	t
	Main Inform	mation	Contract Ir	formation	UPN Information							
	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	UQ
			1		Contract Base Pricing	8090.0300	HUR	1.0000	0 8090.0	3 USD		Þ
	Select All	I 🗖 Des	elect All									
i	If the PO is for Professional Services, the PO will be set to Amount Only and the Merchandise Amount field will be open for update on the Copy Worksheet page. Otherwise, the PO will be set to Quantity and the Quantity field will be open for updates on the Copy Worksheet page as shown.								handise O will be t page as			
	Amoun	nt, the its on i	Quai the C	ntity o opy V	r Merchand Vorksheet p	ise Amou age befor	unt f e co	ield mu pying th	st be adju ne Receip	usted to r ot or PO i	natch the In into the Vou	voiced cher.
	If the Ir Purcha	nvoice asing S	is ch Staff.	narging	g for an item	that does	not	show u	p as beir	ig receive	ed here, cor	ntact the



Adjust the Quantity or Merchandise amounts if necessary. Select Receiver Lines Personalize Find View All] [] Main Information Contract Information UPN Information Select Receipt Seq Item ID Description Quantity UOM Unit Price Merchandise Currency 1 1 Contract Base Pricing 6108.0000 HUR 1.00000 6108.00 USD										
Select Receiver Lines Personalize Find View All Image: Contract Information Main Information Contract Information UPN Information Quantity UOM Unit Price Merchandise Amount Currency Image: Select All 1 1 Contract Base Pricing 6108.0000 HUR 1.00000 6108.00 USD Image: Select All Image: Deselect All Image: Deselect All PO Number 0001272844										
Select Receipt Line Seq Item ID Description Quantity UOM Unit Price Merchandise Amount Currency Image:	Select Receiver Lines Personalize Find View All Image: Find First Main Information Contract Information UPN Information First First									
□ 1 1 Contract Base Pricing 6108.0000 HUR 1.00000 6108.00 USD Select All Deselect All PO Business Unit 50100 PO Number 0001272844 Poge in the base of the	Select Receipt Line Seq Item ID Description Quantity UOM Unit Price Merchandise Amount Currency									
Select All Deselect All PO Business Unit 50100 PO Number 0001272844 Deseits Nuclear 0001272844										
PO Business Unit 50100 PO Number 0001272844										
PO Business Unit 50100 PO Number 0001272844 Pi Receipt Unit 50100 Receipt Number 0002576656 Receipt Ship To CNTRL OF2 Pro Number Carrier ID Packing Slip Supplier ID 0000028758 Bill of Lading										
Select Receiver Lines Personalize Find View All 🖉 🧱	First									
Main Information Contract Information UPN Information										
Select Receipt Line Seq Item ID Description Quantity UOM Unit Price Merchandise Amount Currency										
1 1 Contract Base Pricing 8090.0300 HUR 1.00000 8090.03 USD										
Click the Select checkbox to the left of the Receipt Line (or PO Line) to be convolution of the select select	bied									
epeat this step for each Receipt or PO to be copied to the Voucher.										
all Receipt/PO Lines should be copied, click the Select All link for each Receipt/PO. To uncheck all rows, click the Deselect All link for each Receipt/PO. To uncheck a checked row, click the applicable checkbox again.	eipt									



Step	Action	
16.	Once all adjustments have been made and the Selected Lines button above the Select Recei the selected information to the Invoice Lines gro	appropriate Lines selected, click the Copy ver Lines (or Select PO Lines) section to copy oup fields.
	Max Rows to Return Search	Copy Selected Lines
	Select Receiver Lines	Find View All First

The Invoice Information page redisplays with the selected information copied.

Invoice Information Payments Voucher Attribut	tes		
		Invoice Total	Non Merchandise Summary
Voucher ID NEXT	Accounting Date 06/16/2025	Line Total 14,198.03	Session Defaults
Voucher Style Regular Voucher	*Pay Terms 30 🔍 🎽 Net 30	*Currency USD	Comments(0)
Invoice Date	Basis Date Type Prompt Payment	Miscellaneous 73	Template List
Invoice Receipt Date			Advanced Supplier Search
Goods & Services 02/18/2025	Final Voucher	Total 14,198.03	Supplier Hierarchy
Westend Caudian & Calution		Difference 0.00	Supplier 360
Supplier ID 0000028758	Control Group		
ShortName WETLAND ST-001			
Location MAIN			
*Address 2 Q	Incomplete Voucher		
Responsible Org 12011			
Customer Account #			
ROW Acquisition ID			
Save Save For Later	Action V	Run Calculate Print	
Copy From Source Document			
PO Unit	PO Number Copy	PO Copy From None V	Go
Invoice Lines 👔		Find View	All First 🕢 1 of 2 🕑 Last
Line 1 Copy Down	SpeedChart	Purchase Order	
*Distribute Quantity	Specialit	50100 0001272844 1 1	
by Q SI	hip To CNTRL OF2	Associate Receiver(s)	UPN
ltem Descr	iption Contract Base Pricing	Force Price Adjust PO Percentage	Carculate
UOM HUR Contra	g Sip ct Info 00000000000000000005111	Allocate by Percentage	
Unit Price 1.00000	1 1 1 0 1		
Line 6,108.00			
Amount Multi-SpeedCharts			
Pay Torms are conied	over from the $PO/Paccoint$	t and will be overwritten	if optored by the u
r ay renns are copied			In critered by the u
prior to copying the PC	J/Receipt. Be sure to che	ck the Pay Terms prior	to saving the vouc
The Supplier Informa	ation, Goods & Services	Receipt Date, and the	Invoice Lines sect
are populated with the	Receipt data (or PO data	if the PO is copied).	
	I X	1 /	
The Address field value	ue can be changed, but th	e Supplier ID field show	uld not be changed
it matches the PO or F	Peceint 5 /		5
	leceipt.		
	· · · · · ·		
Enter the applicable In	voice number in the Invo i	i ce No field.	



Step	Action
18.	In the Invoice Lines section to the right, the number of Invoice Lines display as 1 of x (in this scenario 1 of 2 since two Lines were selected to be copied). Click the View All link. Find View All First 1 of 2 Last

The Invoice Lines display.

vorites -	Main Menu Accounts Payable Vouchers Add/Update Regular Entry
 Distrib 	ibution Lines Personalize Find View All 🖉 🔡 First 🕢 1 of 1 🕟 Last
GL Chart	t Exchange Rate Statistics Assets IIII
0	Copy Down Line PO Percent Merchandise Amt Quantity "GL Unit Account Fund Program Department Cost Center
+	1 100.0000 100.0000 6,108.00 6108.0000 50100 5012680 Q 04720 Q 514008 Q 10011 Q 12110004
Line	e 2 Copy Down SpeedChart Q Purchase Order One Asset
Distribute	te Quantity Ship To CNTRL OF2 CNTRL OF2 CNTRL OF2 UPN
by Item	m Description Contract Base Pricing Calculate
Quantity	ty 8,090,0300 Packing Slip Adjust PO Percentage
UOM nit Price	M HUR Contract Into [000000000000000000000000000000000000
Line	ae 8,090.03
Amount Multi-S	nt i-SpeedCharts
Distrib	Duttor Lines Personalize Find View All [2]] First () 101 () Last + Evrhang Pate Statistics Assats [] Assats []
Contart	
	Down
	If PO/Receipt Lines were copied that should not be included, cancel the Voucher and reenter it
	making sure to only select the needed PO/Receipt Lines on the Copy Worksheet page. Once an Invoice line is copied into the Voucher from the PO/Receipt, it cannot be deleted.
-	Click the View/Edit Source link to verify the PO and Receipt Numbers for each Invoice Line copied.
	Purchase Order
	5010000012728441111
	30100100012120441111
	Associate Deceiver(s)
	Associate Receiver(s)
	Associate Receiver(s)
	Associate Receiver(s)
	Associate Receiver(s) Force Price Adjust PO Percentage
	Associate Receiver(s)
	Associate Receiver(s) Force Price Adjust PO Percentage Allocate by Percentage



Step	Action
The Vie	ew Source PO/Receiver Information page displays in a pop-up window.
V	iew Source PO/Receiver Information
	Help
P	Unit 50100 Voucher NEXT Line 1 *Line Match Option Full Match
PC 50	O Unit PO No. PO Line PO Schedule 100 0001272844 1 1
	PO/Receipt Comments OK Cancel Refresh
j	It is important to ensure that the PO Number./Receipt Number is attached to the Voucher to ensure the PO Activity Summary is correctly represented.
21.	Click the OK button to return to the Invoice Information page.
İ	One Invoice Line on a Voucher may have one or more Distribution Lines as copied from the PO. On the Distribution Lines section to the right, the number of Lines displays as 1 of X (1 of 2 in this scenario).
22.	Click the View All link and use the scrollbar to view all Distribution Lines populated. In this example, only one Distribution Line exists for each Invoice Line.
	Oistribution Lines Personalize Find View All P Finst (1 of 1) Last GL Chart Exchange Rale Statistics Assets Finst (1 of 1) Last Copy Down Line PO Percent Percent Merchandise Amt Quantity "GL Unit Account Fund Program Department Cost Center Line 1 100.0000 6,108.000 6108.0000 50100 5012680 0.4720 514008 10011 12110004 Line Line <thl< td=""></thl<>
i	The ChartField values on the Distribution Line(s) can be changed as needed. The PO/Receipt will remain attached to the Invoice Line for each Distribution Line.
23.	If you do not need to make any changes to Distributions Lines, proceed to Step 25.
24.	If changes are needed to the Distribution Lines, see the <u>Updating Distribution Lines</u> section of this Job Aid for instructions.



Step	Action
25.	Enter the Invoice Receipt Date in the Invoice Receipt Date field.
	Invoice Receipt Date
26.	Review the Responsible Org field and verify and/or update this field as applicable.
	Responsible Org 12011
27.	If the Customer Account number is listed on the Invoice, add it in the Customer Account # field. Otherwise, proceed to the next step.
	Customer Account #
28.	Review the Total field and ensure accuracy.
	Invoice Total
	*Currency USD
	Freight 🧊
	Total 14,198.03 Difference 0.00
i	The Total only requires an update when the Copy Selected Lines functionality is used multiple times.
	More than one PO can be paid on a single Voucher as long as they are all for the same supplier.
i	To copy receipts for additional PO's, go to the Copy From Source Document section as many times as needed.
	Note : The PO Unit field under the Copy From Source Document field is not open for entry when copying additional Receipts or POs into a Voucher. The Copy From field needs to be populated and then click the Go link to open the Copy Worksheet page. The PO Unit is then entered on the Copy Worksheet page.
29.	Click the Save button.
	Save Save For Later
30.	Record the Voucher Number assigned by Cardinal in the Voucher ID field.
	Voucher ID 01750291



Step	Action										
	The Voucher should be in balance, and the Difference field should display " 0.0 " in the Invoice Total section.										
There are some instances when the Invoice is not balanced. A difference of 1 or 2 indicates a rounding difference between the Invoice amount and PO/Receipt amound ifference is displayed on the Invoice Information page.											
	Rounding differences are easily corrected by selecting the Invoice Information tab. On the Invoice Lines section, select the Distribute by dropdown and update the Amount field.										
31.	Click the Related Documents tab.										
	Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary										

The **Related Documents** tab displays.

Summary Re	elated E	Ocuments Invoice Information	Payments 1	√oucher Attribute	s <u>E</u> rror S	ummary						
Bue	inces I	Init 50100		Invoice No P	0.00013003	79						
Du3	/ouche	r ID 01750291		Invoice Date 06	6/16/2025		31	Action		~	Run	
Vou	icher St	tyle Regular Voucher										
- Bayment D	Supplie	r ID 0000028758					Don	opaliza Find		Eirot (A)	Lof1 🔿 Last	
Actions	Jetans	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency	
	P	Not Selected for Payment	07/16/2025		STATE	0000028758		3 ACH	14,198.03	,	USD	
Voucher Lin Save	ne - Re earch d Docur	eceiver Information	ts Voucher Attrib	utes Error Sum	mary						dd 🛛 🖉 Update	/Display

Voucher Line - Receiver Information



Step	Action										
The pag	ge refreshe	es and the	selected I	ines exp	and.						
	Voucher Line	- PO Information					Personalize Find	d View All 🗷	First 🕢) 1-2 of 2 🕟 Last	7
	Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	item ID	Quantity Vouchered	Unit of Measure	Unit Price	
	1	Full Match	50100	0001272844	1	1		6108.00	000 HUR	1.00000	
	2	Full Match	50100	0001272844	1	1		8090.03	300 HUR	1.00000	
	Voucher Line - Receiver Information Personalize Find View All 🖉 🗮 First 🕢 1-2 of 2 🕟 L										
	Invoice line Receiving Business Unit		Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Enter	ed Unit of Measure	Applied Receiv	ver Merch Amt Rec	chandise Amount eived	
	1	50100	0002576504	1		1 6108.	0000 HUR		6108.000	6108.000	
	2	50100	0002576656	1		1 8090.	0300 HUR		8090.030	8090.030	
	Save										
	Deturn to Search	Notify Of Doff	ach							Add El Undata/D	in
	Summary Related Da	eumonte Linvoice Informati	ion Poymonto Vouc	har Attributas I Erra	r Summany				Ľ	Add 22 Update/D	.5
	Summary Related Do	cuments invoice informa	ion Payments vouc	ner Auributes End	a Summary						_
33.	Verify tha	t all POs a	nd Receip	ots relate	ed to the	Supplier	Invoice	are list	ed.		
	Cardinal	batch proce	esses run	periodic	ally duri	na the da	ailv batch	n proce	ssina. 1	The Summ	arv
	page disp	plays the sta	atuses.	ponodic		ig the de	any battor	i piece	comg.		u y
	Favorites -	Main Menu 🗸 >	Accounts Payable 🔻	> Vouchers -	> Add/Update	✓ > Regular Er	ntry				
						5					
	Summary Re	elated Documents	roice Information	Payments Vo	ucher Attributes	Error Summary					
	Business I	Jnit 50100		Ir	voice Date 06/16	/2025					
	Vouche	r ID 01750291			Invoice No PO_	0001300379					
	Voucher S	tyle Regular		I	Invoice Total 14,1	98.03 USD					
	Supplier Na	5300 Wellington Bi	Solutions Inc								
		Suite 100									
		VA10047264									
		EVAAD35495	155								
	Entry Sta	Gainesville, VA 20	155								
	Match Sta	itus Postable		Vou	Pay Terms Net	30					
	Approval Sta	itus Pending			Origin ONI						
	Post Sta	tus Unposted			Created On 06/1	6/2025 2:36PM					
					Created By 002	40785100					
	Budgot Sta	tue Not Chkid			Last Update 06/1	9/2025 2:18PM					
	Budget Sta	itus Not Chk d			Modified By 002	93170900 Applicable					
	Budget Misc Sta	itus Valid			Close Status Ope	n					
	*View Rela	ted Payment Inquiry		Ƴ Go							
	Roturn to So	arch 🔄 Notify 📿	Pofroch			Add.	E Undato/Di	ionlay			
	Neturn to Se		Keiresir			L+ Au		ispiay			
	Summary Related	Documents Invoice Int	ormation Payments	Voucher Attribut	ies Error Summar						
	F -		<i>c</i>								
	Below are	e some key	fields on	this tab							
	• M	atch Statu	e compo	rac tha	Vouchor	Invoico t	o tho Du	rchaso	Ordor a	and Pocoin	+
		aton Statu	5. compa	Not Mot	vouchei/				Oluela	ind Kecelp	ι
	(ר	eauy, Mai		NOL WAL	cheu)			., .			
	• B	udget Stat	us: verifie	es that fu	unds are	available	e for the	Vouche	er and d	educts the	
	Vo	oucher amo	ount from	the budg	get (Not	Chk'd, V	alid, or E	Error)			
	• A	pproval St	atus: tra	cks the V	Vouchers	approva	al status	(Pendi	ng, App	roved. or D	Denied)
									3, · • P	, 	
	These sta	atuses upda	ate on the	Vouche	er as it go	pes throu	igh proce	essing.			
					-						



AP312_Entering a Purchase Order Voucher (VDOT Only)

Updating Distribution Lines

This section of the Job Aid will focus specifically on the **Invoice Lines** and/or **Distribution Lines** section of the **Invoice Information** page and will walk through the steps to make updates in this section of the page only.

SpeedCharts vs. Multi-SpeedCharts

Single ChartField

For a single SpeedChart, use the **SpeedChart** field on the Line to change the Distribution Line for a single Line Voucher.

Invoice Li	nes ?)									Find View	v All 🛛 First 🕚	1 of 2 🕑 Last
Lin *Distribut E Iter Quanti	e 1 (te Quar by m ty 6.108	Copy D	own v Q	Ship To Description Packing Sli	CNTRL OF2	SpeedChart	t	٩	Purcha 50100 Associ	ase Order 0001272844 1 ate Receiver(s) ce Price t PO Percentag	1	UPN	set + -
UO Unit Pric Lin Amou Multi	M HUR ce 1.000 ne nt -Speed	000 6,10 Charts	8.00	Contract Info	> 000000000000000000000000000000000000	0000005111			Alloca	te by Percenta	Je		
🕶 Distri	bution	Lines							F	Personalize Fi	nd View All 🗇 📑	First 🕢 1	of 1 🕟 Last
GL Char	nt 🛛 🖻	change R	ate <u>S</u> tatist	tics <u>A</u> ssets									
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Program	Department	Cost Center
+ -		1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	 ۹	04720 🔍	514008 Q	10011	Q 12110004

Enter the applicable SpeedChart in the **SpeedChart** field and the applicable Distribution Lines fields will auto-populate.



AP312_Entering a Purchase Order Voucher (VDOT Only)

Multi-SpeedCharts

In	voic	e Li	ines 👔)									Find Vie	w All First 🕚 2	of 2 🕟 Last
3	Dist Qu Unit	Lin tribu Ite Janti UC t Pri Li Mult	te 2 te Quan by m ity 8,090 M HUR to 1,000 ne nt i-Speed	Copy D ntity 0.0300 000 8,09 Charts	own	Ship T Descriptio Packing Sli Contract Infe	o CNTRL OF2 n Contract Base Pr p 0 0000000000000000000000000000000000	SpeedChart		Q	Purcha 50100 Associ For Adjus Alloca	ase Order 0001272844[1] ate Receiver(s) ce Price t PO Percentag te by Percentag	e Ie	One Asse UPN Calculat	t
	- D	istr	ibution	Lines							I	Personalize Fi	nd View All 💷]	First 🕚 1 of	1 🕟 Last
	GL	Cha	rt E	kchange R	ate <u>S</u> tatist	ics <u>A</u> ssets	(****)								
			Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Program	Department	Cost Center
[ŧ.	-		1	100.0000	100.0000	8,090.03	8090.0300	50100	5012680		04720 🔍	514008	10011	12110004

Use the **Multi-SpeedCharts** link to append additional Line(s) or overwrite the Distribution Line with multiple Distribution Lines on the Voucher Line.

The Multi-SpeedChart functionality is useful for keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts (**Fund/Program** and **Department/FIPS** (if SpeedChart is a Project)).

ChartFields populate after the SpeedChart is entered, and ChartFields when entering multiple do not have to be rekeyed on the Distribution Lines.

The **Calculate** button on the Invoice Line may need to be clicked to balance the line after making updates to the Distribution Lines.



Appending (Add) Distribution Line(s) using Multi-SpeedCharts Functionality

Step	Action
The Invoic	e Lines section.
Invoice Lines @ Line 1 (*Distribute Quan by Item Quantity 6,108 UOM HUR Unit Price 1,000 Line Amount Multi-Speed(Copy Down	Find View All First () 1 of 2 () Last Copy Down Ship To CNTRL OF 2 Ship To CNTRL OF 2 Description Contract Base Pricing Packing Slip Contract Info 000000000000000000000000000000000000
1.	1 100.0000 6,108.00 6108.000 50100 5012680 Q 04720 G 514008 Q 10011 Q 1211004
i	This opens the Merchandise Amt field on the Distribution Line for data entry. AP Transmittal forms with multiple accounting lines distribute by Amount rather than Quantity.
2.	Click the Multi-SpeedCharts link. Multi-SpeedCharts



Step	Action								
The Multip	le SpeedCharts page displays in a pop-up window.								
	Multiple SpeedCharts Business Unit: 50100 Voucher ID: 01750291 Line Number: 1 Distribute By: Amount Invoice Line Amount: 6,108.00 USD Remaining Amount: 0.00 SpeedChart Selections Personalize Find View All [2] [2] First 1 of 1 to Last *SpeedChart Selections Personalize Find View All [2] [2] First 1 of 1 to Last OK Cancel								
3.	Verify that the Distribute By field displays "Amount".								
i	In the SpeedChart Process Options section, the Append radio button is selected by default. Do not change it.								
4.	In the SpeedChart Key field, enter or select the SpeedChart value applicable for the additional Distribution Line.								
1	The Amount to Distribute field can be left blank and the amounts can be adjusted on the Invoice Information page.								
5.	If needed, click the Add a New Row (+) icon to add additional Distribution Lines and repeat Step 4.								



Step	Actio	n														
6.	Click t	he Ok	button	to retur	n to the Ir	voice	e Inform	atior	n pa	ge.						
		OK	Ca	ancel	Refresh											
The Invoic	The Invoice Lines section redisplays.															
Invoice Lines	?)											Find	View All	First (🐠 1 of 2 🕟 La	st
Line 1		ı			SpeedChart		Q	Purcl	hase Or	der				One	Asset 🕂	-
*Distribute Amo	ount 🗸]	Ship To	CNTRL OF2	Q			5010 Asso	0 000127 ciate Rec	2844 eiver(1 1 s)			UPN		
ltem		Q	Description	Contract Base Pri	cing]		F	orce Pric	e	-,			Ca	lculate	
Quantity 6,10 UOM HUF	8.0000 R	Q	Packing Slip Contract Info	000000000000000000000000000000000000000	000005111			Allo	ust PO Pe cate by P	ercent	age tage					
Unit Price 1.00	6 108 0		l	1 1 1 0 1	li											
Amount	0,108.00	,														
Multi-Speed	dCharts															
								-			- 1125				0.000	
GL Chart	xchange Rate	Statistics	Assets)				ŀ	Personaliz	te Fi	nd View A	All [🔄 [E Firs	st 🐠 1	-2 of 2 🕑 Last	
Copy Down	Line PC	Percent Per	rcent M	erchandise Amt	Quantity	*GL Unit	Account		Fund		Progra	m	Depart	ment	Cost Cent	ei
+ - -	1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	(0472	0	Q 51400)8	Q 10011		Q 1211000	4
						-										
7	Click t	he Vie		ink to se	e all of the	- Disti	ribution I	lines	:							
							bation									
	Find	View	All 🛛		First ④	1 of	2 💽 La	st								
The page r	efreshe	es and	all Dist	ribution	Lines disp	olay.										
Invoice Lin	es 🕐										F	ind View	All First	④ 1 o	f 2 🕟 Last	
Line	1 🗌 Сору 🛙	own			SpeedChart		Q	Purchas	se Order				On	e Asset	+ -	
*Distribute	Amount	~	Ship Te	CNTRL OF2	Q			50100 0 Associat	00127284 te Receive	4 1 1 er(s)			UPN			
Item	C 400 0000		Description	Contract Base Pr	ricing			Force	e Price PO Perce	ntage			(Calculate		
UOM	HUR	Q	Contract Info		0000005111			Allocate	e by Perce	entage						
Unit Price Line	1.00000 6,10	8.00			//											
Amount Multi-S	: SpeedCharts															
▼ Distrib	ution Lines							Pe	rsonalize	Find	View 1	2 🔣	First 🕚	1-2 of 2	🕑 Last	
GL Chart	GL Chart Exchange Rate Statistics Assets															
OE Churc																
	Copy Down Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund		Program		Department		Cost Cente	
	Copy Cown Line	PO Percent	Percent 100.0000	Merchandise Amt 6,108.00	Quantity 6108.0000	*GL Unit 50100	Account 5012680	Q	Fund 04720	Q	Program 514008	Q	Department	٩	Cost Cente 12110004	



Step	Action	
8.	In the Distribution Lines section, update the N to distribute the amount for the additional Distribute the add	lerchandise Amt (or Quantity if open) field bution Line(s).
9.	Click the Allocate by Percentage button in the Lines section to allow the system to distribute to Purchase Order 50100 0001272844 1 1 Associate Receiver(s) Force Price Adjust PO Percentage Allocate by Percentage	e Purchase Order section of the Invoice the Quantity to each Distribution Line.
The Distril	oution Lines update.	
Invoice Lines (?		Find View All First 🚯 1 of 2 🕟 Last
Line 1	Copy Down SpeedChart	Q Purchase Order Conconcertation (unit) One Asset
*Distribute Amo	nt Ship To CNTRL OF2	50100/00012/2844 1 1 Associate Receiver(s) UPN

				Sinh is	0	~			Associa	te Receive	1(5)					
L Ito	by		Q	Description	n Contract Base Pri	cing	1		Force	e Price					Calculate	
Quanti	ity 6 108	3 0000		Packing Sli	n		-		Adjust	PO Percer	ntage					
Quanti	M HID			Contract Infe		0000005111			Allocat	e by Perce	ntano					
	1 000	00	~	conduction	1 1 1 0 1				Turocut	c by r croc	nage	·				
UnitPric	Ce 1.000	6 10	08.00		L											
Lir	ne	6,10	08.00													
Amou	int															
Multi	ti-Speed	Charts														
▼ Distri	ibution	Lines							Pe	rsonalize	Find	View 1] 📰	First 4	1-2 of 2	● Last
 Distri 	ibution	Lines							Pe	rsonalize	Find	View 1 🗗]	First 🕢) 1-2 of 2) Last
GL Cha	ibution	Lines <change r<="" th=""><th>tate <u>S</u>tatist</th><th>ics <u>A</u>ssets</th><th></th><th></th><th></th><th></th><th>Pe</th><th>rsonalize </th><th>Find</th><th> View 1 🗗</th><th>) 🔣</th><th>First 🕚</th><th>) 1-2 of 2</th><th>(k) Last</th></change>	tate <u>S</u> tatist	ics <u>A</u> ssets					Pe	rsonalize	Find	View 1 🗗) 🔣	First 🕚) 1-2 of 2	(k) Last
Distri GL Char	ibution Int Ex	Lines kchange R Line	tate <u>S</u> tatist PO Percent	ics <u>A</u> ssets Percent	(FTT) Merchandise Amt	Quantity	*GL Unit	Account	Pe	rsonalize Fund	Find	View 1 🗗 Program] 🔜	First ④) 1-2 of 2	 Last Cost Cen
GL Cha	ibution Int Ex Copy Down	Lines kchange R Line	tate <u>S</u> tatist PO Percent	ics <u>A</u> ssets Percent	Merchandise Amt	Quantity	*GL Unit	Account	Pe	rsonalize Fund	Find	View 1 🗗 Program] 🔜	First ④ Department) 1-2 of 2	 Last Cost Cent
GL Cha	ibution Int Ex Copy Down	Lines kchange R Line	tate <u>Statist</u> PO Percent 1 100.0000	ics <u>A</u> ssets Percent 49.1159	Merchandise Amt	Quantity 2999.9992	*GL Unit 50100	Account 5012680	Pe	Fund 04720	Find	View 1 2	۱ 	First ① Department 10011	0 1-2 of 2	 Last Cost Cen 1211000
Distr. GL Cha	ibution irt E× Copy Down	Lines cchange R Line	tate <u>Statist</u> PO Percent 1 100.0000	Percent 49.1159	(TTT) Merchandise Amt 3,000.00	Quantity 2999.9992	*GL Unit 50100	Account 5012680	Pe	Fund	Find	View 1 🔄 Program 514008		First ④ Department 10011 12000	1-2 of 2	 Last Cost Cen 1211000
 Distr GL Cha + + 	ibution irt Ex Copy Down	Lines change R Line	tate <u>Statist</u> PO Percent 1 100.0000 2 100.0000	ics <u>A</u> ssets Percent 49.1159 50.8841	(TTT) Merchandise Amt 3,000.00 3,108.00	Quantity 2999.9992 3108.0008	*GL Unit 50100 50100	Account 5012680 5012680	Pe	Fund 04720 04720	Find Q	View 1 2 Program 514008 603024	। 	First () Department 10011 12090	0 1-2 of 2	 Last Cost Cent 1211000 1211000
Distr GL Cha H -	ibution Int E× Copy Down	Lines change R Line	Statist PO Percent 1 100.0000 2 100.0000	ics <u>A</u> ssets Percent 49.1159 50.8841	Merchandise Amt 3,000.00 3,108.00	Quantity 2999.9992 3108.0008	*GL Unit 50100 50100	Account 5012680 5012680	Pe	Fund 04720 04720	Find Q Q	View 1 2 Program 514008 603024	 	First () Department 10011 12090	0 1-2 of 2	 Last Cost Cer 121100 121100



AP312_Entering a Purchase Order Voucher (VDOT Only)

Overwriting Distribution Lines

-	Action								
voice In	ormation p	age.							
voice Lines 🕜)						Find Vie	wAll First 🕢 1 o	of 2 🕟 Las
Line 1 *Distribute Qua by Item	Copy Down	Ship To CNTR Description Contra Packing Slip	SpeedChart]	Q Purch 50100 Assoc Adjust	ase Order 10001272844 1 1ate Receiver(s) rce Price st PO Percentag	1	One Asset UPN Calculate	+ (
UOM HUR Unit Price 1.00 Line Amount Multi-Speed	000 6,108.00 Charts	Contract Info 00000 1 1 1 0	0000000000000005111 0 1		Alloca	ate by Percenta	je		
UOM HUR UNI Price 1.00 Line Amount Multi-Speed	000 6,108.00 Charts Lines kchange Rate Statist	Contract Info 00000 111110 cs Assets (TTT)	000000000000005111 0 1		Alloca	ate by Percentaç Personalize Fi	nd View All 🛃 🚦	First ④ 1 of 1) Last

1.

In the Invoice Lines section, click the Multi-SpeedCharts link.

Multi-SpeedCharts

The Multiple SpeedCharts page displays.

Multiple SpeedCharts		×
Multiple Speed Charts		_
Business Unit: 50100		
Voucher ID: 01750291		- 11
Line Number: 1		- 11
Distribute By: Amou	nt	- 11
Invoice Line Amount: 6,10	08.00 USD	- 11
Remaining Amount:	0.00	- 11
SpeedCharts Process Option		- 11
Append Overwrite	•	- 11
SpeedChart Selections	Personalize Find View All 🖉 拱 First 🕢 1 of 1 🕟 Last	- 11
*SpeedChart Key	Amount to Distribute	- 11
1		- 11
OK Cancel Refresh		



Step	Action
2.	Click the Overwrite radio button. SpeedCharts Process Option Append Dverwrite
3.	Enter or select the SpeedChart Key for the Distribution Line.
4.	If needed, click the Add a New Row (+) icon to add a new Distribution Line.
5.	Click the OK button to return to the Invoice Information page.
The Invoic	e Information page displays.
	Invoice Lines ? Find View All First ① 1 of 2 ① Last Line 1 Copy Down SpeedChart One Asset Image: Copy Down *Distribute@uantity Ship To [NTRL OF2] Description [Contract Base Pricing] Description [Contract Base Pricing] Description [Contract Base Pricing] UNN Uomitry 6,188.000 Description [Contract Base Pricing] Packing Slip Contract Info Calculate Unit Price 1.00000 Contract Info 000000000000000000000000000000000000
	Copy Line PO Percent Percent Merchandise Amt Quantity 'GL Unit Account Fund Program Department Cost Center + - 1 - 0.00 50100 0.4720 603024 12016 - -
6.	Update any other required fields for the Distribution Lines as needed.
i	The Distribution Lines Quantity (and/or Amount if the Voucher Line is distributed by Amount) is changed here to distribute the Invoice Line account as needed.



Step	Action
7.	Click the Calculate button on the Invoice Line to balance the Line after making updates to the Distribution Lines.



AP312_Entering a Purchase Order Voucher (VDOT Only)

Inserting Distribution Lines

Step	Action						
The Invoice Lines section.							
Invoice Lines (2) Line 1 (1) *Distribute Quan by Item Quantity 6,108 UOM HUR Unit Price 1,000 Line Amount Multi-Speed(1)	Copy Down SpeedChart Purchase Order One Asset lity Ship To CNTRL OF2 One Asset UPN Description Contract Base Pricing Force Price Calculate 0000 Packing Slip Contract Info 000000000000000000000000000000000000						
 Distribution 	Lines Personalize Find View All 🖉 📑 First 🕢 1 of 1 🕟 Last						
GL Chart Ex Copy Down	Change Rate Statistics Assets Immediate Line PO Percent Percent Merchandise Amt Quantity GL Unit Account Fund Program Department Cost Center 1 100.000 6.008.000 6.0108.000 50100 5012680 04720 514008 10011 12110004						
1.	Click the Add a New Row (+) icon in the Distribution Lines section where the Line needs to be inserted.						
A pop-up v	vindow displays where the user will identify how many rows to add. cardinal.virginia.gov says Enter number of rows to add: Coc Cancel						
i	The number of row defaults to "1".						
2.	Change the number to the applicable number of Lines (rows) that need to be added.						



AP312_Entering a Purchase Order Voucher (VDOT Only)

Step	Action
3.	Click the OK button.
	ОК Cancel

The page refreshes with the added rows.

	Distribution Lines Personalize Find View All 🖉 📑 First 🚯 1-2 of 2 🕟 Last													
0	GL Ch	art <u>E</u> x	change Ra	te <u>S</u> tatist	ics <u>A</u> ssets	()								
		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account		Fund	Program	Department	Cost Cente
÷	-		1	100.0000	100.0000	6,108.00	6108.0000	50100	5012680	Q	04720 Q	514008	10011	1211000
÷	-		3	100.0000		0.00		50100		Q	Q	Q	Q	
								< ──)				1

A line can also be added by clicking the **Copy Down** checkbox to copy that line's ChartField values to a new Distribution Line(s).

The **Copy Down** function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart, but different secondary charges (**Agency Use 1**, **FIPS**, **Activity**, and **Department**). All fields from the first Line are copied to the Line added.

The **Copy Down** function <u>should not</u> be used if the **SpeedChart**, **Fund**, or **Program** ChartFields are changing.

The **Distribution Lines Quantity** (or **Amount** if open) is changed here only if Distribution Lines are added and there is a need to distribute the amount for the additional Distribution Lines.

4. Click the **Calculate** button on the **Invoice Line** to balance the Line after making updates to the Distribution Lines.



1



AP312_Entering a Purchase Order Voucher (VDOT Only)

Deleting Distribution Lines

Step	Action						
The Invoice Lines section.							
"Din C Un	Ce Lines @ Find View All First @ 1 of 2 @ Last Line 1 Copy Down SpeedChart One Asset stribute@uantify Ship To CNTRL OF2 One Asset Image: Contract Info by Description Contract Base Pricing Force Price Calculate Packing Slip Contract Info D000000000000000000000000000000000000						
 ✓ Gi + + 	Obstribution Lines Personalize Find View All [2] R First @ 1.2 of 2 . Last Chart Exchange Rate Statistics Assets Immodel Program Porgram Department Cost Center Copy Down Line PO Percent Percent Merchandise Amt Quantity *GL Unit Account Fund Program Department Cost Center Image: Copy Down 1 100.0000 6,108.00 6108.0000 50100 5012680 04720 514008 10011 12110004 Image: Copy Down 3 100.0000 6,108.00 60108.0000 50100 5012680 04720 514008 10011 12110004 Image: Copy Down Image: Copy Down Image: Copy Down Image: Copy Down 5012680 04720 514008 10011 12110004 Image: Copy Down Image:						
1. A message	Click the Remove a Row (-) icon to the left of the Line that needs to be deleted. e displays in a pop-up window to confirm the deletion of the Line. Delete Confirmation Delete current/selected rows from this page? The delete will occur when the transaction is saved.						
2.	Click the OK button.						



Step	Action
The pag	e refreshes and the deleted Line no longer displays.
	Invoice Lines ? Find View All First @ 1 of 2 > Last Line 1 Copy Down SpeedChart Purchase Order One Asset *Distribute Ship To CNTRL OF2 UN UNN UNN by Description Contract Base Pricing Packing Slip Contract Info Calculate UoM HUR Contract Info 000000000000000000000000000000000000
	Personalize Find View All [2] [2] First (1 of 1 (2) Last GL Chart Exchange Rate Statistics Assets First (1 of 1 (2) Last GL Chart Exchange Rate Statistics Assets Import Cost Center Copy Line PO Percent Percent Merchandise Amt Quantity *GL Unit Account Fund Program Department Cost Center Line 1 100.0000 6,108.00 6108.0000 50100 5012680 04720 514008 100111 12110004
3.	Make any necessary adjustments to the remaining Line(s) as applicable.
4.	Click the Calculate button on the Invoice Lines to balance the Line after making updates to the Distribution Line.



AP312_Entering a Purchase Order Voucher (VDOT Only)

Changing the Distribution Line

Step	Action
The Invoic	e Lines section.
Invoice Lines Line 1 *Distribute Q by Item Quantity 6, UOM H Unit Price 1. Line Amount Multi-Spe	Image: Copy Down SpeedChart Purchase Order One Asset Image: Last Ship To CNTRL OF2 One Asset Image: Last Image: Description Contract Base Pricing Packing Slip One Asset Image: Last Image: Description Contract Base Pricing Packing Slip One Asset Image: Last Image: Description Contract Base Pricing Porce Price Adjust PO Percentage Calculate Image: Description Contract Info 000000000000000000000000000000000000
Distribut GL Chart H - C	On Lines Personalize Find View All Image: The statistics Assets Exchange Rate Statistics Assets Image: The statistics Assets
2.	Make the required updates. Program 514008
3.	Click the Calculate button on the Invoice Lines to balance the Line after making updates to the Distribution Line(s).



PO Activity Summary Page

The **PO Activity Summary** page gives a visual representation of activity that has occurred against a Purchase Order. The activities that occur against a Purchase Order include receiving, invoicing (creating the Voucher), and matching (comparing Vouchers with the Purchase Order and Receipts).

Step	Action
1.	Navigate to the PO Activity Summary page using the following path:
	Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary
The PO A	ctivity Summary page displays.
Favorites 🕶	Main Menu
PO Activity S	Summary
Find an E	xisting Value
Enter any i	rriteria nformation you have and click Search. Leave fields blank for a list of all values.
• Rec	ent Searches Choose from recent searches 🗸 🖉 🖓 Saved Searches Choose from saved searches 🗸 🖉
	*Business Unit = V 50100 Q
	Purchase Order Date =
	Supplier ID begins with
	Case Sensitive
	Search Clear
2.	Enter the applicable PO Number in the PO Number field.
	PO Number begins with V
3.	Click the Search button.
	Search Clear



Step	Action									
The Activity Summary page displays for the applicable Purchase Order.										
	Favorites - Main Menu - > Purchasing - > Purchase Orders - > Review PO Information - > Activity Summary									
	Activity Summary									
	Business Unit 50100 PO Status Dispatched Purchase Order 0001297716 Supplier J&J TRUCKING ENTERPRISE INC Merchandise Amount 18,395.00 USD MAIN Merchandise Receipt 12,784.15 USD MAIN Merchandise Returned 0.00 USD VSD Merchandise Invoice 12,784.15 USD Merchandise Matched 12,784.16 USD									
	Lines Personalize Find View All [2] R First (4) 1 of 1 (2) Last									
	Line Line Details Item Item Description UOM Manufacturer ID Mfg Itm ID									
	1 7507766150 SAND SAND, GRADE B NATURAL STN									
	🔯 Return to Search 👖 Previous in List 🖬 Next in List 🔄 Notify									
 The following are the key summary items that show at the top of the page: Merchandise Amount: the amount of the Purchase Order Merchandise Receipt: the amount of the Purchase Order that has been received Merchandise Invoice: the amount of the Purchase Order that has been vouchered Merchandise Matched: the amount of the Purchase Order that has been matched against the Voucher 										
3.	The Details Tab under the Lines section displays the Purchase Order details.									
	Lines Personalize Find View All [2] First (1 of 1) Last Details Receipt Invoice Matched RIV First 1 of 1) Last Line Line Details Item Item Description UOM Manufacturer ID Mfg Itm ID 1 1 7507766150 SAND SAND, GRADE B NATURAL STN Image: Color of the state of th									
4.	Use the scrollbar or click the Show All Columns icon to view all of the fields.									
5.	Click the Receipt tab to view the Receipt details.									
	Details Receipt Invoice Matched RIV									



Step	Action									
The Receipt tab displays.										
Lines Details	nes Personalize Find View All 🔃 🏭 First 🕢 1 of 1 🕟 Last etails Receipt Invoice Matched RIV 📖									
Line L	Line Details Item Item Description UOM Qty Received Qty Accepted Qty Accepted									
1	7507766150	SAND SAND, GRADE B NATURAL	STN	347.4900	347.4900 15	2.5100 5,610.843				
						P				
This tab displays the "Qty" or "Amount" received and any remaining amount if the Purchase Order is partially received. In this scenario, the Purchase Order is partially received.										
6.	Click the Invoice tab to view Voucher Details									
	Details Receipt Invoice Matched RTV									
The Invoice tab displays.										
Lines Personalize Find View All 2 First 1 of 1 Last										
Line Lii	Line Details Item Item Description UOM Quantity Invoiced Amount Only Amt Invoi									
1	1 🖹 7507766150 SAND SAND, GRADE B NATURAL STN 347.4900 🗌 12,784									
						P				
7.	7. Use the scrollbar or click the Show All Columns icon to view all of the fields.									
View scro	lled right.									
Lines Personalize Find View All 🔁 🔜 First 🕢 1 of 1 🕟 Last										
Line Li	ine Details Item	Item Description	UOM	Un-invoiced	Currency	Invoice				
1	7507766150	SAND SAND, GRADE B NATURAL	STN	5,610.850	USD	100				
				4						



Step	Action									
8.	Click the Invoice icon to view the Voucher ID(s).									
The Invoi	The Invoice page displays.									
	Invoice Unit Invoice Sched Num 1 1 1 1 1 2 Xetivity Su	ONO.0007 AP Unit Voucher 50100 01731279 50100 01749587 50100 01749587	297716 Person 1 2 2 1	Line 1 Item alize Find View All Quantity Invoiced 137.0300 96.9000 113.5600	ID 7507766150 First 1-3 of 3 La Amount Invoiced 5041.330 + 3564.950 + 4177.870 +	IST				
i	This page allows users to review the Voucher(s) Numbers, Lines, Quantity, and Amount invoiced as applicable.									
9.	Click the Act	ivity Summa	iry link to	o return to the	Activity Summar	y page.				



Step	Actio	tion									
The Activity Summary page redisplays.											
	Favorites Main Menu Purchasing Purchase Orders Review PO Information Activity Summary										
		Activity Su	Immary								
			Business Uni	it 50100	PO S	tatus Dispatched	I				
			Purchase Orde	r 0001297716	Sup	plier J&JTRU	CKING ENTERPR	ISE INC			
			Merchandise Amoun	t 18,395.00 USD	Supplier Loc	ation MAIN					
			Merchandise Receip	t 12,784.15 USD							
			Merchandise Returned	e 12.784.15 USD							
			Merchandise Matcher	d 12,784.16 USD							
		Lines			Personalize	Find View All	🛛 🔜 🛛 First	🚯 1 of 1 🛞 Last			
		Details Re	eceipt Invoice M	fatched RIV							
		Line Line	Details Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced Current			
		1	7507766150	SAND SAND, GRADE B NATURAL	STN	347.4900		12,784.150 USD			
						4		▶			
10.	10. Click the Matched tab to view the matching details. Details Receipt Invoice Matched										
The Matc	hed tat	o display	S.								
<u>D</u> etails <u>F</u>	Receipt	Invoice N	Natched RT	V							
Line Lin	e Details I	tem	Item Descriptio	n	UOM	Q	ty Matched	Amt Matched	Currency		
1		7507766150	SAND SAND,	GRADE B NATURAL	STN		347.4900	12,784.157	USD		
										P	
11.	For th	is scena	rio, the Vo	oucher created ha	as been m	natched	against	the Purcha	se Order.		
i	The R	TV tab i	s not used	in Cardinal.							