Purchase Order (PO) Vouchers 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 Receivers and POs include:

- A reduction in both time and effort by not having to re-key data to the voucher

- Automated tracking of amount and quantity remaining on the PO

- Automated cross-reference between POs and vouchers

- Vouchers can be created either from purchase orders or receiving documents

Table of Contents

Create a PO Voucher

1. To create a PO voucher, you need the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt in order to select the correct record. This may appear on the supplier's invoice. Most online vouchers are copied from the Receipt, except for professional services and SiteManager PO vouchers, which are copied from the PO.

2. Navigate to the **Voucher** page using the following path:

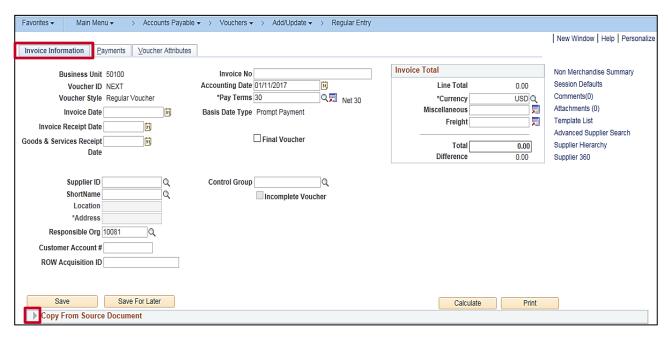   **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

Favorites ▾	Main Menu ▾	>	Accounts Payable ▾	>	Vouchers ▾	>	Add/Update ▾	>	Regular Entry

Voucher

Find an Existing Value	Add a New Value

Business Unit 50100 🔍
Voucher ID NEXT
Voucher Style Regular Voucher ▾
Supplier Name [   ] 🔍
Short Supplier Name [   ] 🔍
Supplier ID [   ] 🔍
Supplier Location [   ] 🔍
Address Sequence Number 0 🔍
Invoice Number [   ]
Invoice Date [   ] 📅
Gross Invoice Amount 0.00
Freight Amount 0.00
Misc Charge Amount 0.00
Estimated No. of Invoice Lines 1

[Add]

Find an Existing Value | Add a New Value

Note: **Business Unit** defaults for your agency (i.e., **50100** for VDOT). **Voucher ID** defaults to **NEXT**, **Voucher Style** defaults to **Regular Voucher**. Do not change these values.
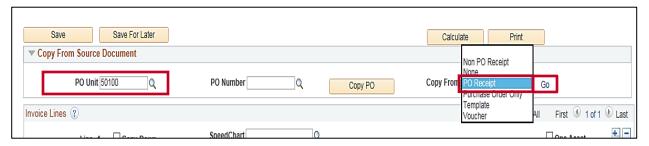
3. Click the **Add** button.

4.   The **Invoice Information** tab displays.

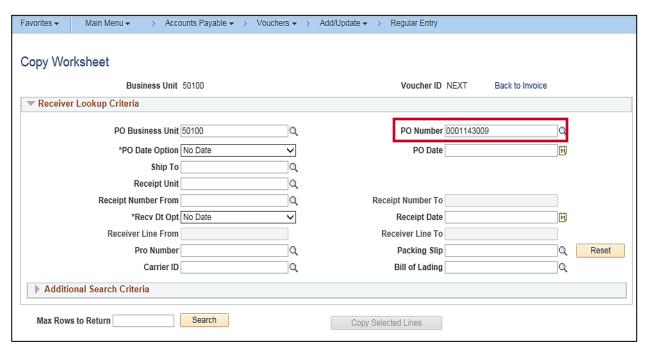5.   Click the Expand icon next to the **Copy From Source Document**.

6.   In the **PO Unit** field, enter or select your Business Unit (**50100** for VDOT).

7.   Click the **Copy From** drop-down button.

8.   Select **PO Receipt**. Select **Purchase Order Only** if the invoice is for professional services or SiteManager.

9.   Click the **Go** hyperlink.

     Note: <u>DO NOT</u> click the **Copy PO** button.

10. The **Copy Worksheet** page displays. In the **Receiver Lookup Criteria** section
(or **PO Lookup Criteria** if copying from Purchase Order Only) search fields are displayed.

11. Enter the **PO Number** (related to the receipt) in the **PO Number** field.

12. If you do not know the **PO number**, but have the Receipt number(s):

    a. Click the **Receipt Unit** field and enter the **Receipt Unit** (your business unit).

    b. Click the **Receipt Number From** field enter the Receipt Number. Cardinal allows you to
    enter a range of Receipt Numbers if needed.

13. <u>Do not click the **Copy Entire Document** button.</u>
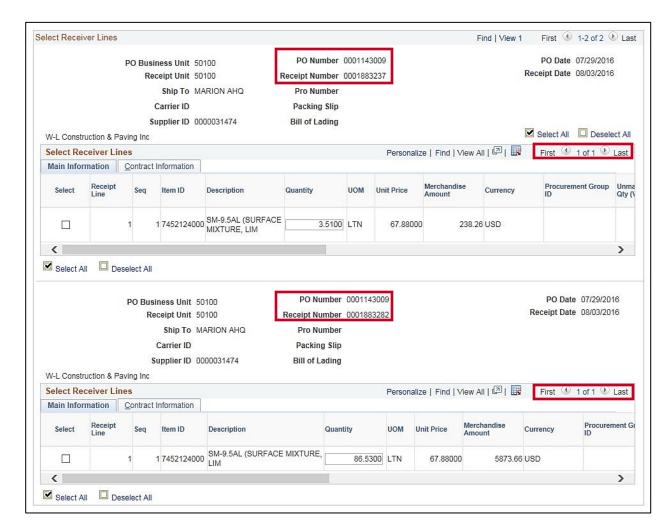
14. Click the **Search** button.

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

16. In the upper right corner of that section, the number of Receiver Lines (or PO Lines) displays (**1 of X**). Click the **View All** link and use the scroll bar to view all receivers returned.

Note: For Purchase Orders with numerous Receipts, it is quicker to select **Find** and enter the **Receipt Number**.

17. Note that the page now shows two receipts for the same PO in this example.

18. In the upper right corner of each receiver, the number of Receipt Lines (or PO Lines) displays (**1 of X**). Click the **View All** link and use the scroll bar to view all receivers returned. For this scenario there is one line for each **Receiver Line**.

19. Note that the page now shows two receipt lines for each receiver in this example.

If the PO is for Professional Services, the PO will be set to **Amount Only** and the **Merchandise Amount** field will be open for updates 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.
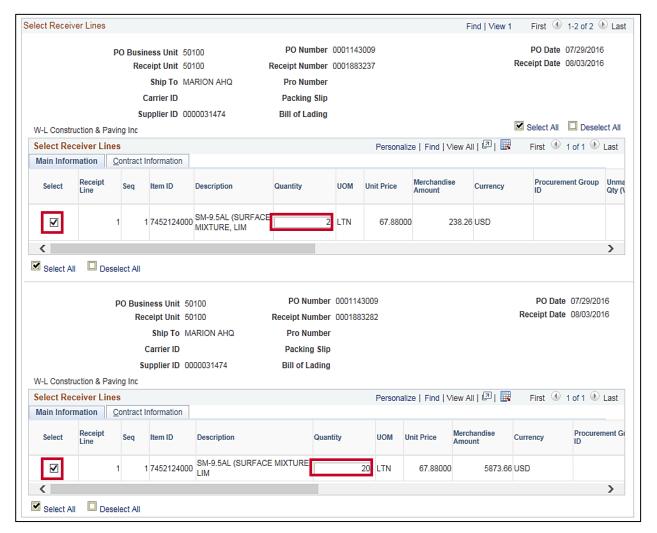
20. <u>VERY IMPORTANT</u>: If the invoice received is to pay for a <u>partial PO</u> **Quantity** or **Merchandise Amount**, you <u>must</u> adjust the **Quantity** or **Merchandise Amount** fields to match the invoiced amounts on the **Copy Worksheet** page <u>before</u> copying the **Receiver** or **PO** to the voucher.

If the invoice is charging for an item that does not show up as being received here, contact the Purchasing staff.
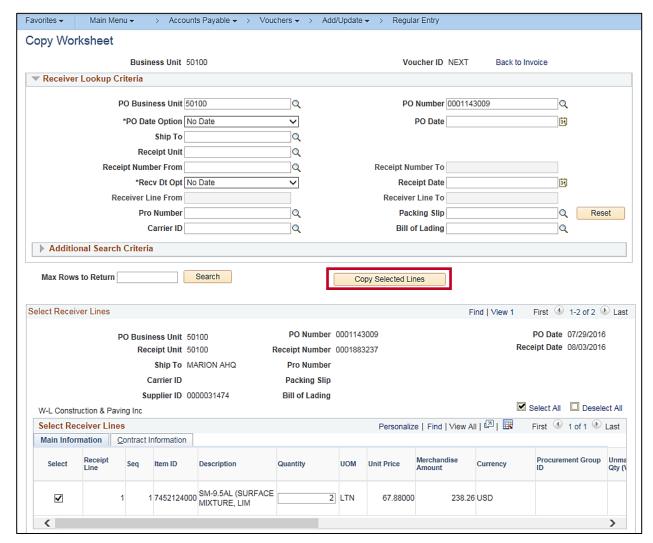
21. Adjust the **Quantity** or **Merchandise Amounts** as necessary.

22. Click the **Select** checkbox to the left of the **Receipt Line** (or PO Line) to be copied to the voucher.

23. Repeat this step for each receipt (PO) to be copied.

   Note: If all receipt/PO lines should be copied, click the **Select All** hyperlink for each receipt/PO. To uncheck all rows, click the **Clear All** hyperlink for each receipt/PO. To uncheck a checked row, click the checkbox again.

24. Once you have made adjustments and selected the appropriate lines, click the **Copy Selected Lines** button above the **Select Receiver Lines** (or **Select PO Lines**) section to copy the selected receiver information to the Invoice Lines group fields.
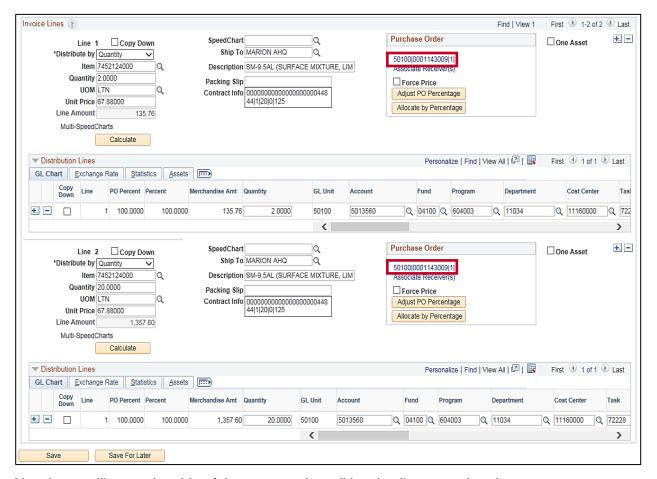
25. The **Invoice Information** page displays. The Supplier information, **Goods & Services Receipt Date**, and the **Invoice Lines** sections are populated with the receiver data (or PO data if Purchase Order is copied).

26. The **Address** value can be changed, but the **Supplier ID** should not be changed since it matches the PO and Receiver.

27. On the invoice lines section to the right, the number of invoice lines displays (**1 of x**). Click the **View All** link.

28. Use the scrollbar on the side of the page to view all invoice lines populated.

VERY IMPORTANT: If you copied in PO/Receiver lines that you did not intend to copy to the voucher, you must cancel the voucher and re-enter it, making sure to only select the needed PO/Receiver lines on the **Copy Worksheet** page. Once an invoice line is copied into the voucher from the PO/Receipt, you cannot delete that invoice line in the voucher.

29. Click the **View/Edit Source** hyperlink to verify PO and Receipt numbers for each invoice line copied.

30. The **View Source PO/Receiver Information** pop-up window displays. It is important to ensure the **PO No./Receipt Number** is attached to the vouchers to ensure the PO activity summary is correctly represented.

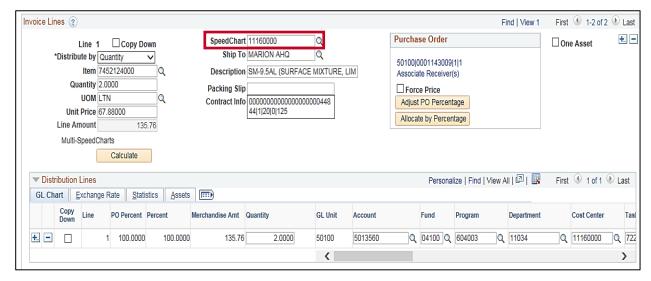31. Click **OK** to return to the **Voucher Information** page.

32. 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 (**1 of x**).

33. Click the **View All** link and use the scroll bar to view all **Distribution Lines** populated. In this example, only one distribution line exists for each invoice line.

34. **Distribution Lines** ChartField values can be changed as needed. The PO/Receiver will remain attached to the invoice line and each distribution line.

35. If you do not need to make any changes to the distribution lines, go to step 39.

36. If changes are needed to the distribution lines, see the sections below for instructions:

    a.   **SpeedChart vs. Multi-SpeedCharts**

    b.   **Append (Add)**

    c.   **Overwrite**

    d.   **Insert**

    e.   **Delete**

    f.   **Change**

SpeedChart vs. Multi-SpeedCharts

- Use single **SpeedChart** to change the distribution line for single line voucher entry.
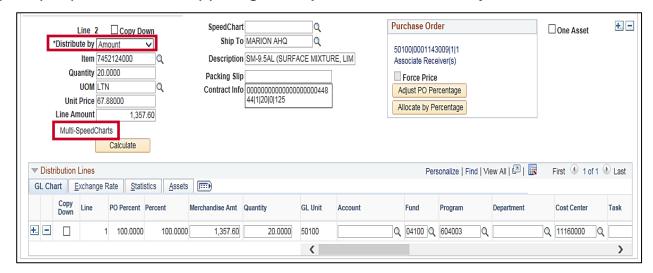

- Use the **Multi-SpeedCharts** link to append additional line(s) or overwrite the distribution line with multiple distribution lines on the voucher line. The Multi-SpeedChart functionality is useful when keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts. **Fund/Program** and **Department/FIPS** (if SpeedChart is a project) ChartFields populate after the SpeedChart is entered, and you do not have to rekey these ChartFields when entering multiple distribution lines.

- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

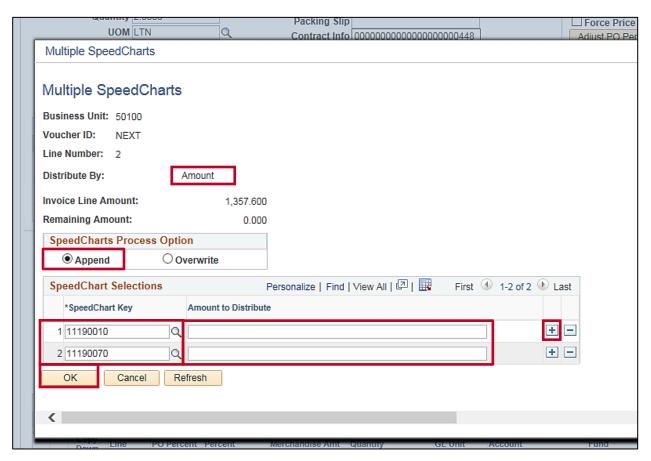**Append (Add) Distribution Line(s) using Multi-SpeedCharts Functionality**

– Change the **Distribute by** field to **Amount** in order to open the **Merchandise Amt** field on the distribution line for keying. AP Transmittal forms with multiple accounting lines distribute by **Amount**, rather than **Quantity**.

– Click the **Multi-SpeedCharts** hyperlink.

- – The **Distribute By** field is **Amount**.

- – In the **SpeedCharts Process Option** section, the indicator defaults as **Append**. Do not change it.

- – In the **SpeedChart Key** field, enter the SpeedChart value desired for the additional distribution line. The magnifying glass icon can be used to search through a prompt for existing SpeedCharts. The **Amount to Distribute** field can be left blank, and the amounts can be adjusted on the **Invoice Information** page.

- – If needed, click the (**+**) button to add additional distribution lines.

- – Click the **OK** button.

– The **Invoice Information** page displays. Click the **View All** hyperlink to see all the distribution lines. The **Distribution Lines Amount** (or **Quantity** if open) is changed here only if you are adding distribution lines and need to distribute the amount for additional distribution lines.
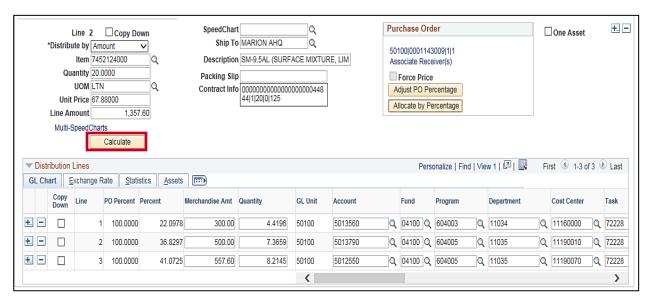

– After distributing the invoice line amount to the multiple distribution lines and populating the remaining Chartfields, click the **Allocate by Percentage** button to allow the system to distribute the **Quantity** to each distribution line.

– You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

Overwrite

– From the **Invoice Information** page, click the **Multiple SpeedCharts** link.
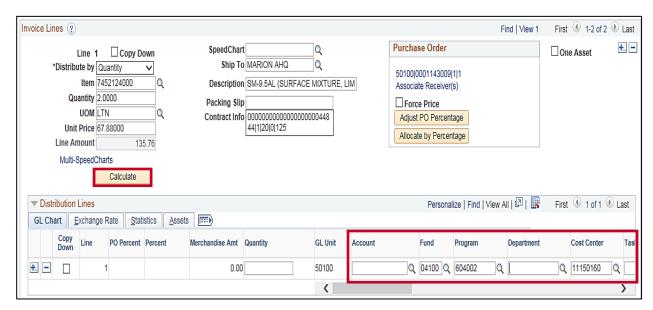
– Click the **Overwrite** indicator under the **SpeedCharts Process Option** section.

– Enter the **SpeedChar**t **Key** desired for the new distribution line. The magnifying glass can be used to search through a prompt for existing SpeedCharts.

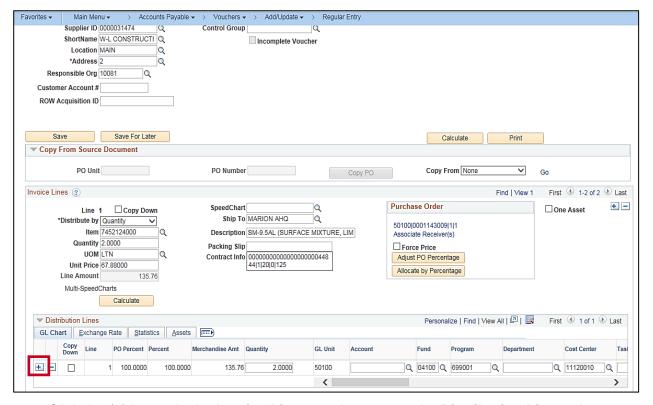– If needed, click the (**+**) button to add additional distribution lines.

– Click the **OK** button.

- The **Invoice Information** page displays. Update or add any other required fields in the **Distribution Lines**. 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.

- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.
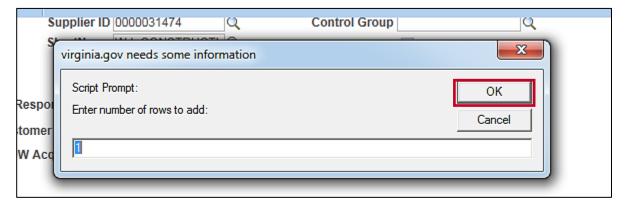
Insert Distribution Lines

– Click the (**+**) button in the **Invoice Lines** section, next to the **Distribution Lines** where you want to insert a line.
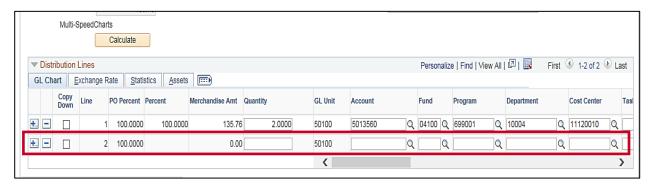

– The line defaults to **1**. Change this number if you need to add more than one line.
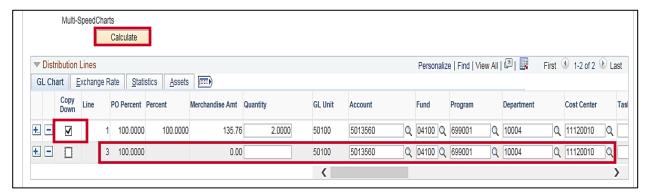
– Click the **OK** button.

– A second line displays which allows you to make entries as appropriate.
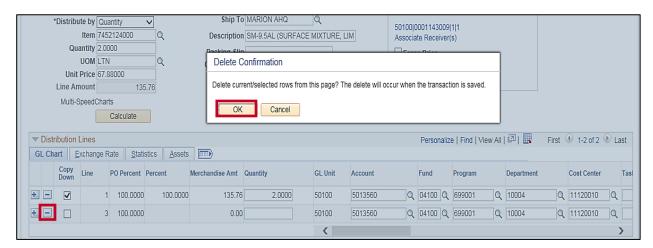

– Check the **Copy Down** box if you want to copy that line's ChartField values to the new distribution line(s). The **Copy Down** function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart but different secondary charges (**Agency Use 1**, **FIPS**, **Activity**, and **Department**). All fields from the first line are copied to the following lines. The **Copy Down** function should not be used if you are changing the **SpeedChart**, or the **Fund** or **Program** ChartFields.

– The **Distribution Lines Quantity** (or **Amount** if open) is changed here only if you are adding distribution lines and need to distribute the amount for the additional distribution lines.

– You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

Delete Distribution lines
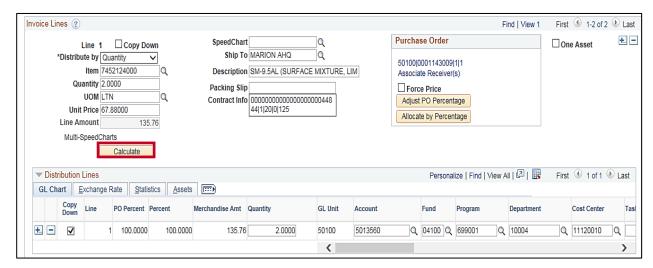

– Select the **(-)** button in front of the line you want to delete.

– A **Delete Confirmation** message displays.
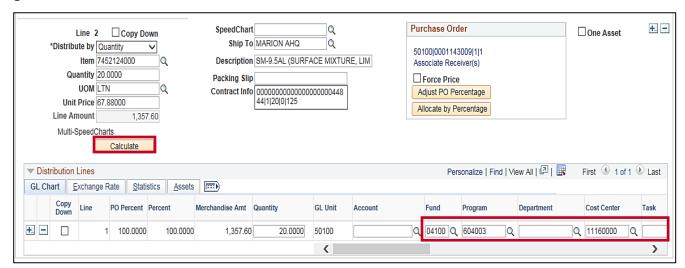
– Click the **OK** button.

– The selected line is removed.

– You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.
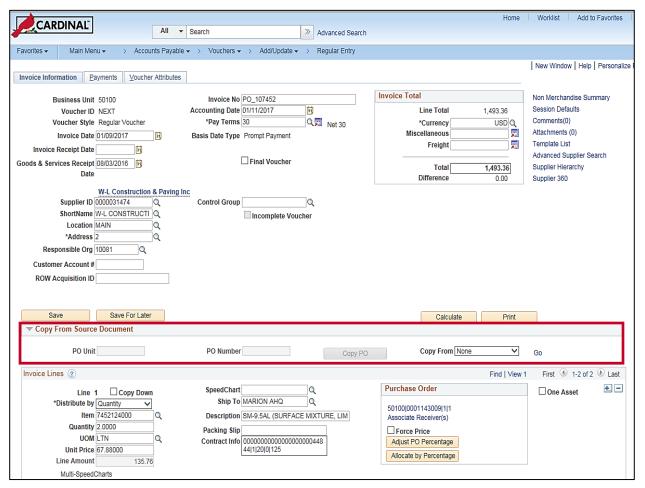
Change Distribution Lines

– If you need to make a change to a **Distribution Line**, click the field that you need to change.

– Make the necessary adjustments.

– You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.
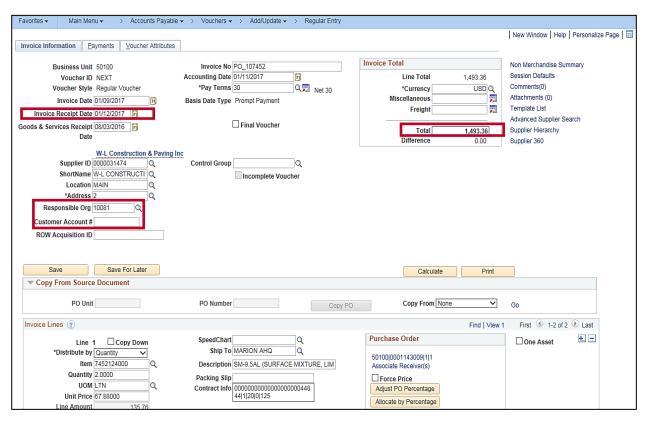
37. You can pay more than one PO on a single voucher, as long as they are all for the same supplier. If you need to copy receipts for additional POs, go to the **Copy From Source Document** section as many times as needed.

Note: The **PO Unit** field under the **Copy from Source Document** field is not open for entry when copying additional receipts or POs into the voucher. You need to populate the **Copy From** field and click the **Go** hyperlink to open the **Copy Worksheet** page. The **PO Unit** is then entered on the **Copy Worksheet** page.
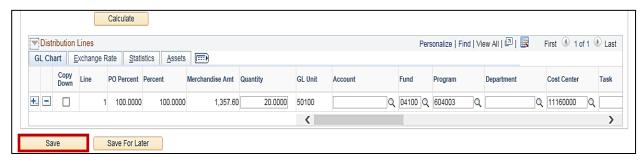
38. After copying in all Receipts or POs related to the vendor's invoice, and adjusting **Distribution Lines** as necessary, complete the following fields:

    – **Invoice Receipt Date**: The date the invoice was received.

    – **Responsible Org**: This value defaults, however, can be changed if needed.

    – **Customer Account #**: This number can be added if referenced on the invoice.

    – **Total**: The value only requires an update when the **Copy Selected Lines** functionality is used multiple times. If that is the case, enter the invoice total.

39. Scroll to the bottom of the page.

40. Click the **Save** button.

41. Record the **Voucher Number** assigned by Cardinal.

42. The voucher should be in balance and the **Difference** equal to **0.0**, but there may be instances when the invoice is not balanced.
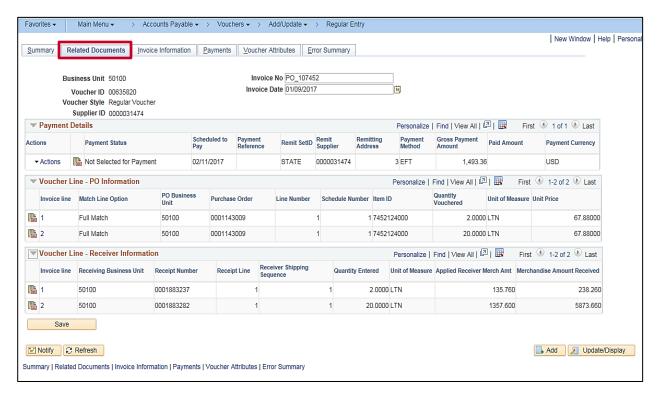
    A difference of 1 or 2 cents usually indicates a rounding difference between the invoice amount and PO/receipt amount. The difference field is displayed on the **Invoice Information** page.

    Rounding differences are easily corrected by selecting the **Invoice Information** page. On the **Invoice Lines** section, select the **Distribute by** drop-down and change to **Amount**.
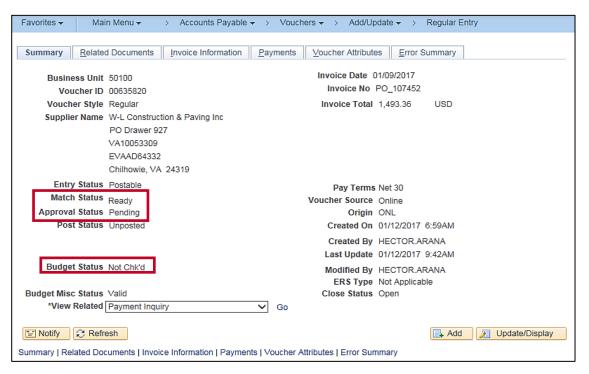
43. Review the **Related Documents** page for accuracy and completeness.

44. Click the **Related Documents** tab. The **Related Documents** tab appears after the voucher is saved.

45. Verify that all POs and Receivers related to the Supplier Invoice are listed.

46. Cardinal batch processes run periodically during the daily batch processing:

–   **Matching**: compares the voucher/invoice to the purchase order and receipt.

–   **Budget Checking**: verifies that funds are available for the voucher and deducts the voucher amount from the budget.

–   **Submit for Approval**: sends voucher to approvers' worklists.

47. The statuses on the voucher update if the voucher does not have any errors.

PO Activity Summary Page
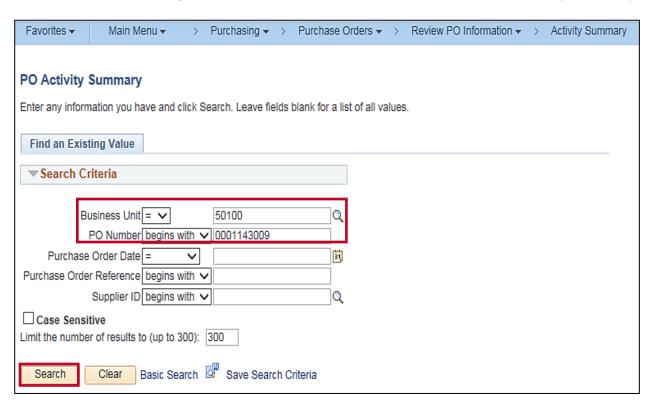
The **PO Activity Summary** page gives a visual representation of activity that has occurred against a purchase order. The activity that occur against a purchase order includes receiving, invoicing (creating the voucher), and matching (comparing vouchers with the purchase order and receivers).

1.   To see the **PO Activity Summary** navigate using the following path:

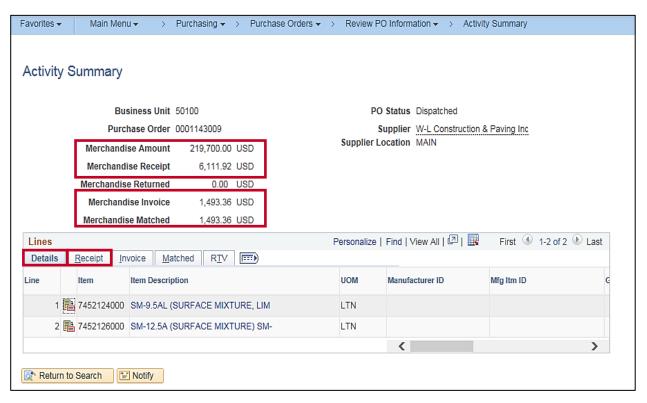**Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary**

2.   Enter the **Business Unit**.

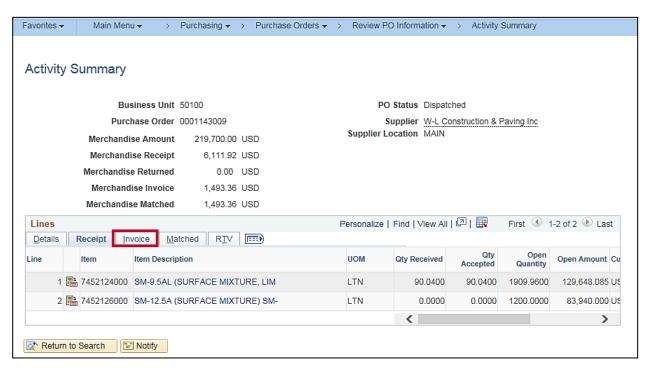3.   Enter the **PO Number**.

4.   Click the **Search** button.

5. The **Activity Summary** page displays. The following key summary items 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 a voucher.

6. The **Details Tab** under the **Lines** section displays the Purchase Order details.

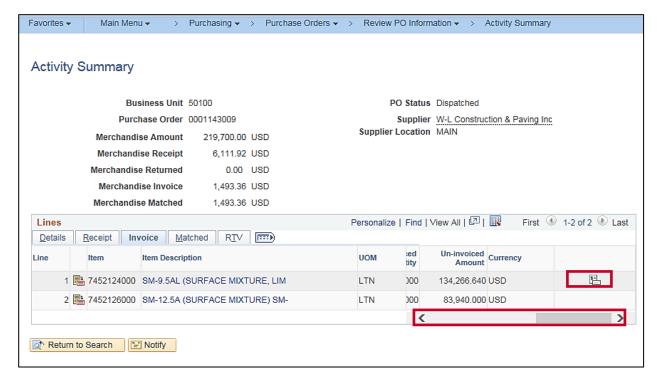7. Click the **Receipt** tab under the **Lines** section to view the Receipt details.

8. This purchase order has been partially received.

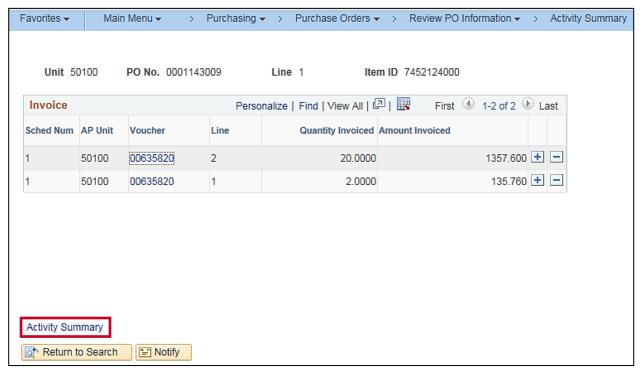**9.** Click the **Invoice** tab in the **Lines** section to view the Voucher details.

10. Use the scroll bar to move to the right. Only one voucher has been created against this purchase order in this example.

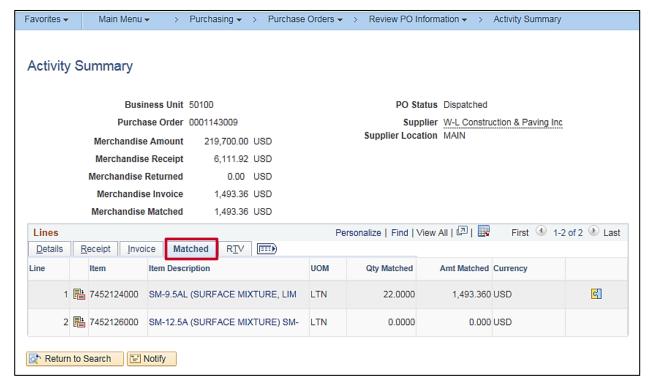**11.** Click the **Invoice** icon to see the **Voucher ID**.

12. Click the **Activity Summary** link to go back.

13. Click the **Matched** tab in the **Line**s section to view the Matching details. The voucher created has been matched against the purchase order.