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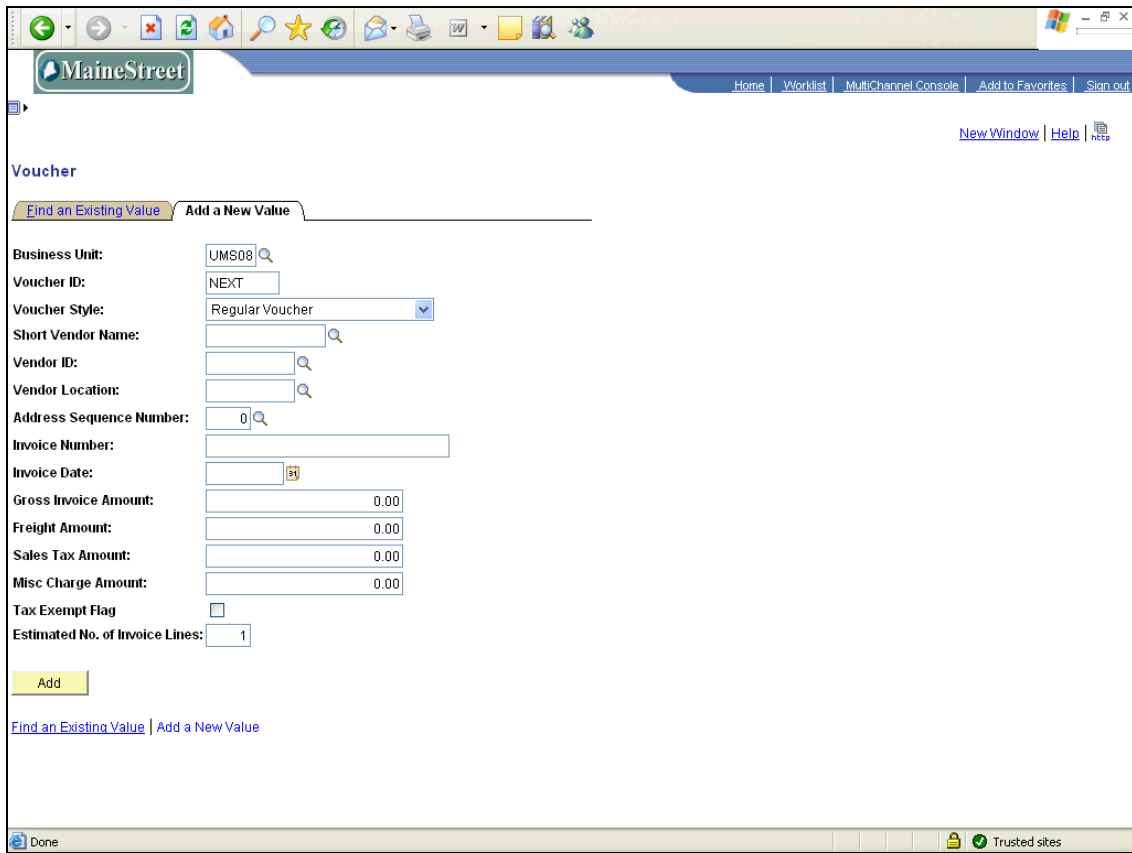
Creating a Voucher with PO


Navigation

Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable
2.	Click the Vouchers link. ▶ Vouchers
3.	Click the Add/Update link. ▶ Add/Update
4.	Click the Regular Entry link. Regular Entry



Procedure



Step	Action
5.	On the Voucher page, click the Add button. 



Business Process Document

Financials 9.0: Creating a Voucher with PO

Step	Action
6.	On the Invoice information page, click the drop-down arrow in the Worksheet Copy Option field.

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[New Window](#) | [Help](#) | [Customize Page](#)

Invoice Information | [Payments](#) | [Voucher Attributes](#)

Business Unit: UMS08 **Invoice Number:**
Voucher ID: NEXT **Invoice Date:**
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: **Purchase Order:** **Worksheet Copy Option:**

Vendor: **'Pay Terms:** 30 Net 30 **Bas:**
Name: **Control Group:**
Location: **Accounting Date:** 02/06/2009
'Address: [Advanced Vendor Search](#) **'Currency:** USD
Total: 0.00 [Template](#)
[Sales/Use Tax Summary](#)
[Session Defaults](#)

Packing Slip:

TIN Type **PO Type**

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

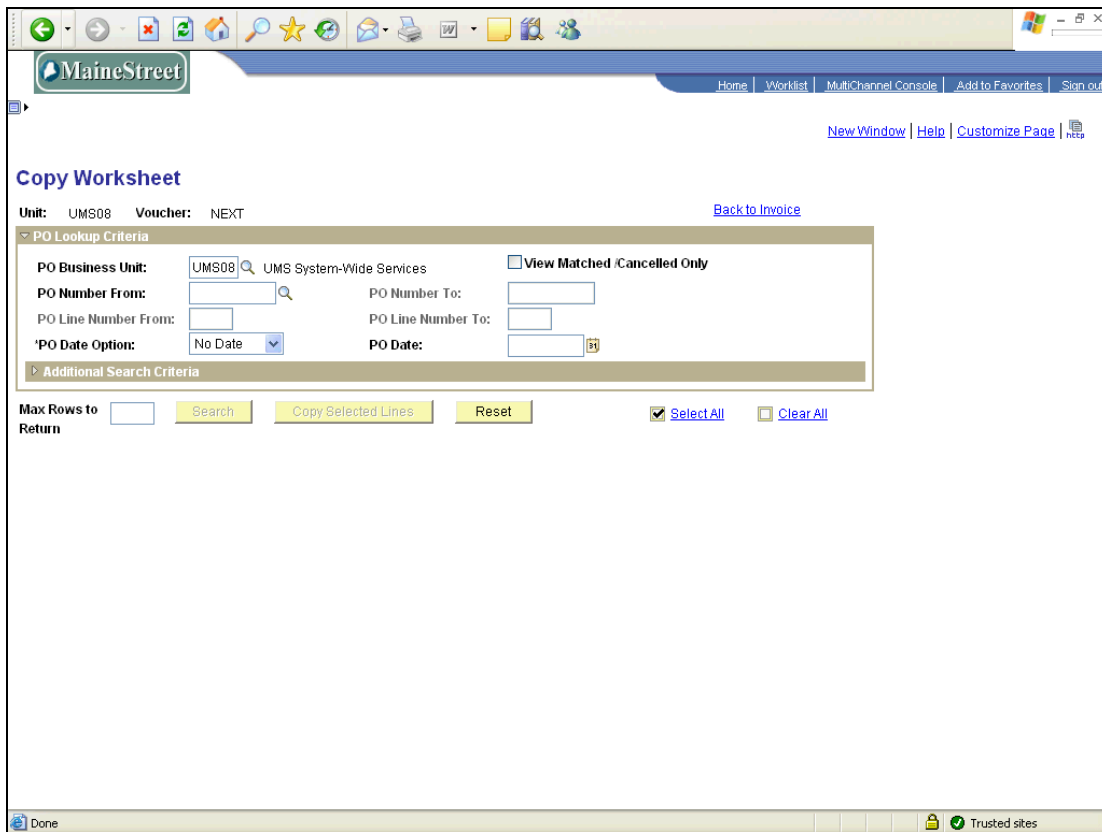
Ship To: **SpeedChart:**

Use One Asset ID

[Sales/Use Tax](#)

 [Customize](#) | [Find](#) | [View All](#) | [First](#)

Step	Action
7.	Click the Purchase Order Only list item. <input type="button" value="Purchase Order Only"/>



Step	Action
8.	The Copy Worksheet page opens. Enter the appropriate PO Number in the PO Number From field.
9.	Press [Tab] .



[New Window](#) | [Help](#) | [Customize Page](#) |

Copy Worksheet

Unit: UMS08 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: UMS System-Wide Services View Matched /Cancelled Only
 PO Number From: PO Number To:
 PO Line Number From: PO Line Number To:
 PO Date Option: PO Date:

Additional Search Criteria

Max Rows to Return:

 Select All
 Clear All

javascript:submitAction_win0(document.win0,'VCHR_PANELS_WRK_PO_ID\$prompt');

Step	Action
10.	In the <i>Additional Search Criteria</i> section, click the Search button. <input type="button" value="Search"/>



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Copy Worksheet

Unit: UMS08 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: UMS08 UMS System-Wide Services View Matched /Cancelled Only

PO Number From: 8000001141 PO Number To:

PO Line Number From: PO Line Number To:

PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

Select PO Lines [Find](#) | [View All](#) [First](#)

PO Unit: UMS08 PO No.: 8000001141 [Header Comments](#) PO Date: 10/29/2008 Buyer: Lee Honey

Vendor ID: 0000085126 ORACLE USA INC PO Type: RO

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item
<input type="checkbox"/>	1	1		COBOL License and Maintenance	8168.9300	EA	1.00000	8168.93	USD	8168.9300	EA	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Select All Clear All

PO Line Count: 1 PO Total: \$8,168.93

Step	Action
11.	Enter the desired information into the Quantity Vouchered field.

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Copy Worksheet

Unit: UMS08 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: UMS System-Wide Services View Matched /Cancelled Only
 PO Number From: PO Number To:
 PO Line Number From: PO Line Number To:
 PO Date Option: PO Date:

Additional Search Criteria

Max Rows to Return: Select All Clear All

Select PO Lines [Find](#) | [View All](#) | [First](#)

PO Unit: UMS08 PO No.: 8000001141 [Header Comments](#) PO Date: 10/29/2008 Buyer Lee Honey
 Vendor ID: 0000085126 ORACLE USA INC PO Type RO

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item
<input type="checkbox"/>	1	1		COBOL License and Maintenance	10.00	EA	1.00000	8168.93	USD	8168.9300	EA	1.00		<input checked="" type="checkbox"/>		

Select All Clear All
 PO Line Count: 1 PO Total: \$8,168.93

Done Trusted sites

Step	Action
12.	Click the <i>Select</i> checkbox to select the line to copy. <input type="checkbox"/>
13.	Click the Copy Selected Lines button. <input type="button" value="Copy Selected Lines"/>



Business Process Document Financials 9.0: Creating a Voucher with PO

Invoice Information | Payments | Voucher Attributes

Business Unit: UMS08 Invoice Number:
Voucher ID: NEXT Invoice Date:
Voucher Style: Regular Action:

Copy from a Source Document
PO Unit: Purchase Order: Worksheet Copy Option:

Vendor:
Name:
Location:
Address: [Advanced Vendor Search](#)
ORACLE USA INC
500 ORACLE PARKWAY
REDWOOD SHORES, CA 94065

'Pay Terms: Net 30 Basis Dt Type: Inv Date
Control Group: [Comments\(0\)](#)
Accounting Date:
'Currency: [Non Merchandise Summary](#)
Total: [Sales/Use Tax Summary](#)
[Session Defaults](#)
[Advice Comments](#)

Packing Slip:

TIN Type PO Type Reg Order

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity	<input type="text"/>	COBOL License and Maint	10.0000	EA	1.00000	10.00

Ship To: [SpeedChart](#) Use One Asset ID Force Price

[Sales/Use Tax](#) [Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines [Customize](#) [Find](#) [View All](#)

GL Chart [Exchange Rate](#) [Statistics](#) [Assets](#)

Copy Amount Quantity Det 'GL Unit Account One Unit Fund Dept Program Class Bud Ref

Trusted sites

Step	Action
14.	On the Invoice Information page, enter the invoice number into the Invoice Number field.
15.	In the Invoice Date field, click the calendar button.

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Financials 9.0: Creating a Voucher with PO



The screenshot shows the 'Invoice Information' section with the following details:

- Business Unit: UMS08
- Voucher ID: NEXT
- Voucher Style: Regular
- Invoice Number: invoice1111
- Invoice Date: [empty]
- Action: [empty]

The 'Copy from a Source Document' section includes:

- PO Unit: [empty]
- Purchase Order: [empty]
- Copy PO button

The Vendor information is:

- Vendor: 0000085126
- Name: ORACLE USA-001
- Location: 800000000
- Address: 3
- Advanced Vendor Search link

The 'Pay Terms' and 'Accounting Date' are:

- Pay Terms: 30
- Accounting Date: 02/06/2009

The 'Total' is 10. A date picker is open, showing February 2009 with the 6th selected. The 'Current Date' link is highlighted in blue. Other links include 'Use Summary', 'Summary', 'Session Defaults', and 'Advice Comments'.

The 'Invoice Lines' section shows:

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity	[empty]	COBOL License and Mair	10.0000	EA	1.00000	10.00

Additional options include 'Ship To', 'SpeedChart', 'Use One Asset ID', 'Force Price', and 'Calculate'.

Step	Action
16.	Click the Current Date link. Current Date
17.	Click the Save button.



Business Process Document Financials 9.0: Creating a Voucher with PO

Business Unit: UMS08 **Invoice Number:** invoice1111
Voucher ID: 80029407 **Invoice Date:** 02/06/2009
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: Purchase Order: Worksheet Copy Option:

Vendor: 0000085126 **Pay Terms:** 30 Net 30 **Basis Dt Type:** Inv Date
Name: ORACLE USA-001 **Control Group:** [Comments\(0\)](#)
Location: 8ORDER FR **Accounting Date:** 02/06/2009
'Address: 3 [Advanced Vendor Search](#) **'Currency:** USD [Non Merchandise Summary](#)
ORACLE USA INC **Total:** 10.00 [Sales/Use Tax Summary](#)
500 ORACLE PARKWAY **Difference:** 0.00 [Session Defaults](#)
REDWOOD SHORES, CA 94065 [Advice Comments](#)

Packing Slip:

TIN Type **PO Type** **Reg Order**

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		COBOL License and Maint	10.0000	EA	1.00000	10.00

Ship To: 80000000 [SpeedChart](#) Use One Asset ID Force Price

[Sales/Use Tax](#) [Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines [GL Chart](#) [Exchange Rate](#) [Statistics](#) [Assets](#) [Customize](#) [Find](#) [View All](#)

Step	Action
18.	Next, click on the drop-down arrow in the <i>Action</i> field.

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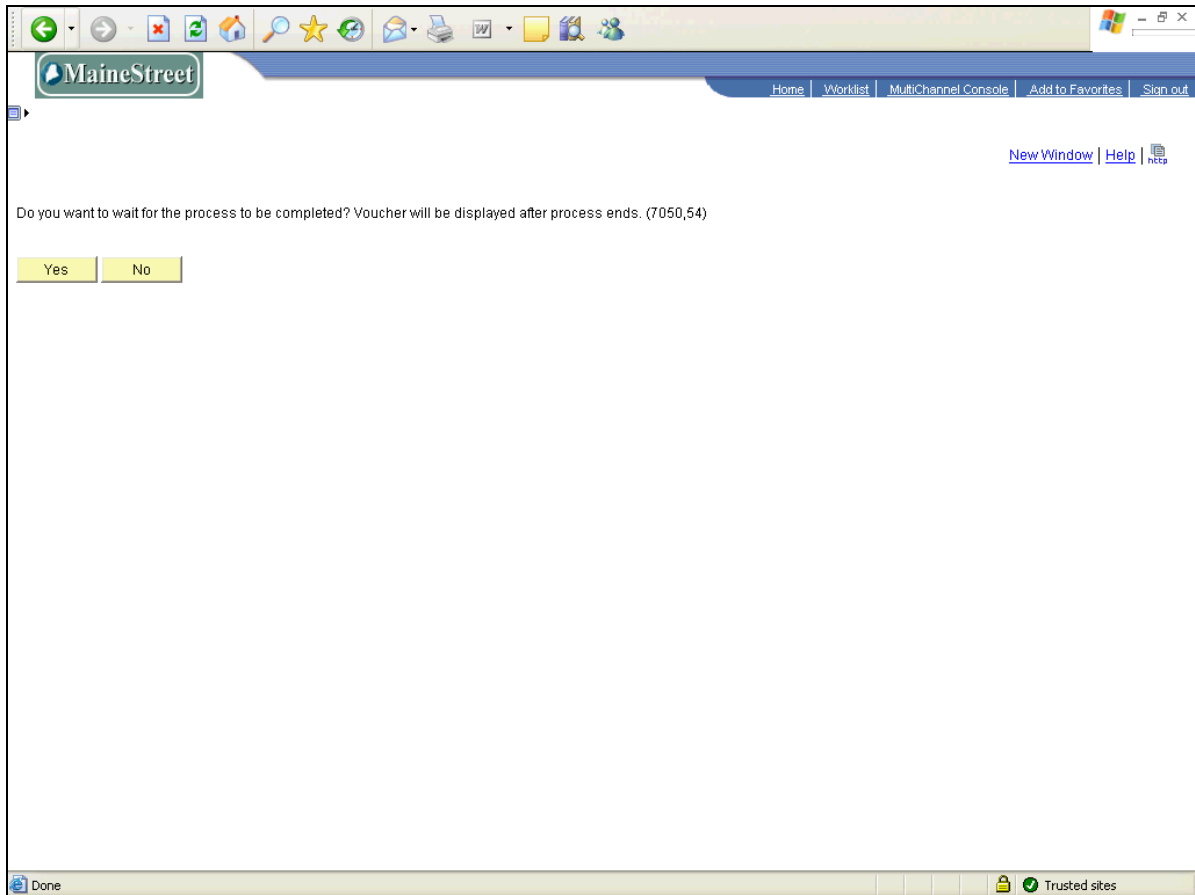


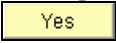
The screenshot shows the 'Invoice Information' tab in the MaineStreet Financials 9.0 application. The 'Copy from a Source Document' section is active, with a dropdown menu open showing the following options: 'Budget Checking', 'Match, Doc Tol, Bdgt', and 'Matching'. The 'Run' button is highlighted in yellow. Other visible fields include Business Unit (UMS08), Invoice Number (invoice111), Invoice Date (02/06/2009), Voucher ID (80029407), and Voucher Style (Regular). The vendor information for ORACLE USA INC is also displayed.

Step	Action
19.	<p>Note: This step and the steps that follow are optional. The matching and budget checking processes are scheduled to run three times a day: Monday – Friday at 10:30am, 1:30pm and 11:00pm.</p> <p>From the drop-down list click on Match, Doc Tol, Bdgt to select it.</p> <p><input type="text" value="Match, Doc Tol, Bdgt"/></p>
20.	<p>Click the Run button.</p> <p><input type="button" value="Run"/></p>



Business Process Document Financials 9.0: Creating a Voucher with PO




Step	Action
21.	When prompted if to wait for the process to complete, click the Yes button. 

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Financials 9.0: Creating a Voucher with PO



Step	Action
22.	Click the Refresh button. 



Business Process Document Financials 9.0: Creating a Voucher with PO

The screenshot displays the 'MaineStreet' application interface. At the top, there are navigation tabs: 'Summary', 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Summary' tab is active, showing the following details:

- Business Unit:** UMS08
- Voucher ID:** 80029407
- Invoice Number:** invoice1111
- Invoice Date:** 02/06/2009

Below this, there is a section for vendor and payment information:

- Vendor:** 0000085126
- Name:** ORACLE USA-001
- Location:** 8ORDER FRO
- Address:** 3 Advanced Vendor Search
- ORACLE USA INC**
500 ORACLE PARKWAY
REDWOOD SHORES, CA 94065
- Pay Terms:** 30 Net 30
- Control Group:** [icon]
- Accounting Date:** 02/06/2009
- Currency:** USD
- Total:** 10.00
- Difference:** 0.00

There are several 'Calculate' buttons and a 'Comments(0)' link. A 'Packing Slip:' section is also visible.


The 'Invoice Lines' section shows a table with the following data:

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		COBOL License and Maintenance	10.0000	EA	1.00000	10.00

Below the invoice lines, there is a 'Distribution Lines' section with a table showing the breakdown of the voucher:

Copy Down	Amount	Quantity	Pct	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project
<input type="checkbox"/>	1	10.00	10.0000	UMS08	64750		00	8750101		10		

At the bottom, a 'Balancing' section shows the total for 'Invoice Lines' as 10.00.

Step	Action
23.	Click the Summary tab. 

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The screenshot shows the 'Summary' page of the MaineStreet application. The page has a navigation bar with tabs for 'Summary', 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Summary' tab is active. The main content area displays a grid of voucher details:

Business Unit:	UMS08	Invoice Date:	02/06/2009
Voucher ID:	80029407	Invoice No:	invoice1111
Voucher Style:	Regular	Invoice Total:	10.00 USD
Contract ID:			
Vendor Name:	ORACLE USA INC 500 ORACLE PARKWAY REDWOOD SHORES, CA 94065	Pay Terms:	Net 30
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Exceptions	Created:	02/06/2009
Approval Status:	Approved	Created By:	0013164
Post Status:	Unposted	Modified:	02/06/2009
		Modified By:	0013164
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid		

Below the grid, there is a 'View Related' dropdown menu set to 'Payment Inquiry' and a 'Go' button. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: [Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#).

Step	Action
24.	On the Summary page, click the <i>Exceptions</i> link. Exceptions



Business Process Document Financials 9.0: Creating a Voucher with PO

Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	10.00	10.00	
	Extended price % tolerance	10.00	10.00	
	Line amt does not equal PO line amt	10.00	10.00	
	Unit price does not equal PO unit price	1.00000	1.00000	
	Unit price does not equal PO unit price + % tol	1.00000	1.00000	
	Unit price does not equal PO unit price + unit tol	1.00000	1.00000	
	No receipts found	80029407	8000001141	
	Voucher line amt > Sum of received amount	10.00		0.00
	Voucher quantity is greater than accepted qty	10.00000	8168.9300	0.0000
	Voucher quantity does not equal sum of receipt qty	10	8168.93	0
	Life to date voucher qty is greater than PO qty	10.00000	8168.9300	
	Life to date voucher amount is greater than PO amt	10.00	8168.93	
	Life to Date > Sched Amt + % ext tol	10.00	8168.93	
	Life to Date > Sched Amt + ext amt tol	10.00	8168.93	

Step	Action
25.	End of Procedure.