Scenario 1.1: Voucher – Cannot pull PO into Voucher / PO – 'Use Procurement Card' Link Visible? Pg 1 of 1

V.1.4. – 7/05/12

Voucher Processor

START:

Create Voucher > Worksheet Copy Option: Purchase Order Only
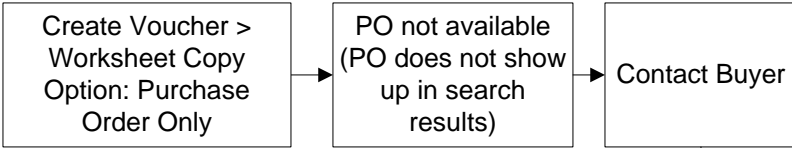
→ PO not available (PO does not show up in search results)

→ Contact Buyer

Note The Voucher Processor can use **PO Tool 2 – Purchase Order Inquiry** page to view details for the purchase order
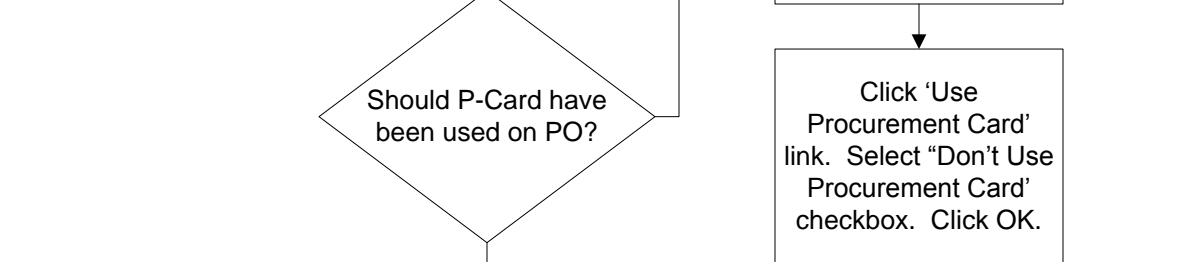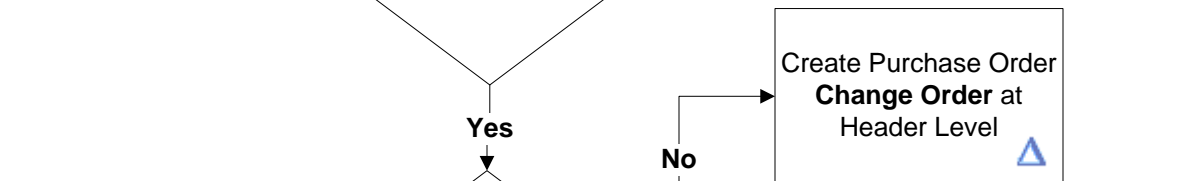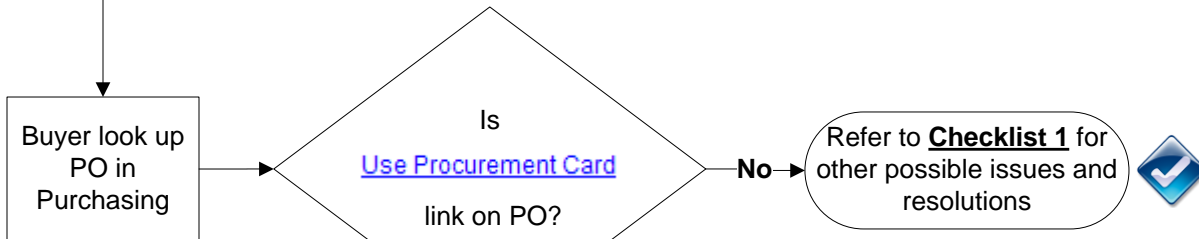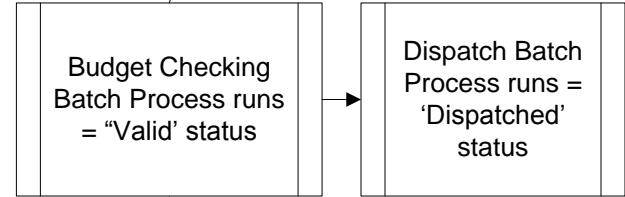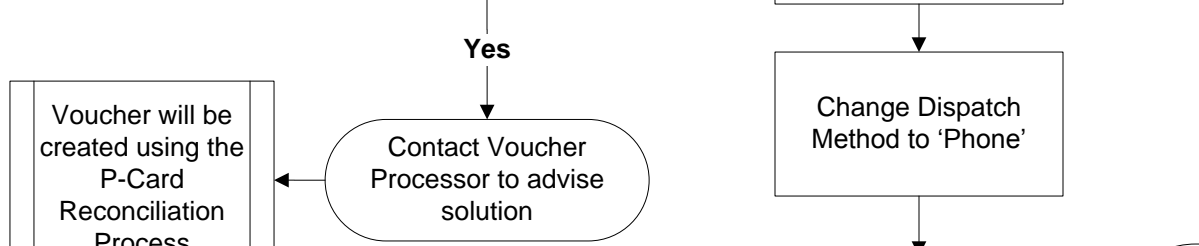
Scenario 1.1

The Voucher Processor attempts to copy the PO into the voucher. When they search for the PO on the Voucher screen, they do not get a result.

The Voucher Processor must contact the Buyer to research the issue with the PO.

The Buyer accesses the PO and looks first at the 'Use Procurement Card' Link on the PO.

Buyer

Buyer look up PO in Purchasing

→ Is Use Procurement Card link on PO?

No → Refer to **Checklist 1** for other possible issues and resolutions

Yes ↓

Should P-Card have been used on PO?

No → Create Purchase Order **Change Order** at Header Level △

↓ Click 'Use Procurement Card' link. Select "Don't Use Procurement Card' checkbox. Click OK.

↓ Change Dispatch Method to 'Phone'

↓ Approve the PO ☑

→ Communicate with Voucher Processor. Voucher can be created when: Budget (status) = 'Valid' PO Status = 'Dispatched'

Yes ↓

Contact Voucher Processor to advise solution

← Voucher will be created using the P-Card Reconciliation Process

Note: Batch Processes run at the top of each business hour: 9:00 am – 4:00 pm.

Budget Checking Batch Process runs = "Valid" status

→ Dispatch Batch Process runs = 'Dispatched' status