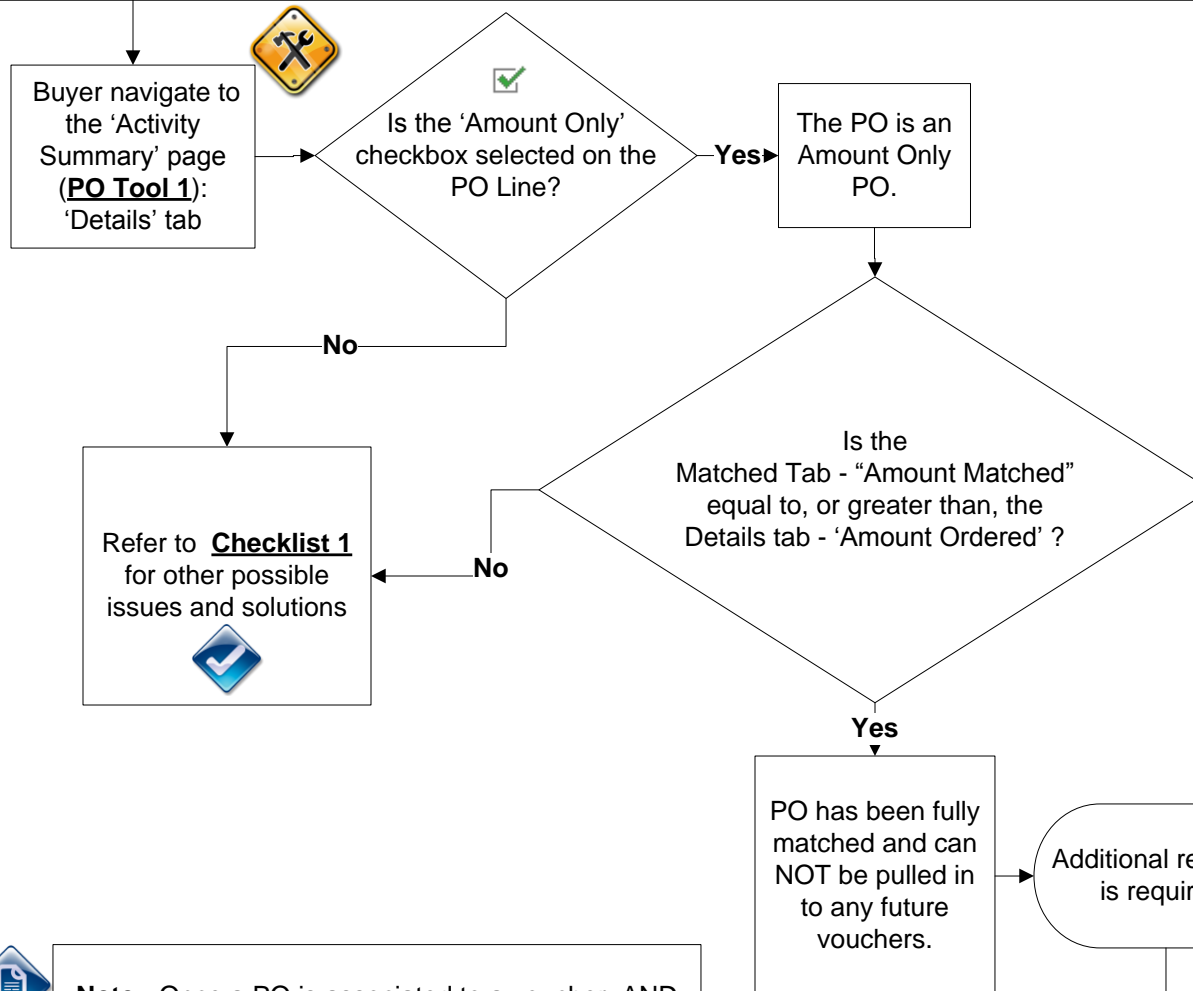**Voucher Processor**

START:

Create Voucher > Worksheet Copy Option: Purchase Order Only

→

PO not available (PO does not show up in search results)

→

Contact Buyer

→

The Voucher Processor may use the 'Activity Summary' page (**PO Tool 1**) to view additional information about the purchase order if desired

Buyer

Buyer navigate to the 'Activity Summary' page (**PO Tool 1**): 'Details' tab

→

Is the 'Amount Only' checkbox selected on the PO Line?

— **Yes** → The PO is an Amount Only PO.

No ↓

Refer to **Checklist 1** for other possible issues and solutions

Is the Matched Tab - "Amount Matched" equal to, or greater than, the Details tab - 'Amount Ordered' ?

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

Yes ↓

PO has been fully matched and can NOT be pulled in to any future vouchers.

→

Additional research is required.

→

Note: Check the 'Activity Summary' page (**PO Tool 1**): Invoice Tab – **Invoice Icon** (far right side) to view the list of vouchers and investigate further.

Note: Once a PO is associated to a voucher, AND the voucher has been paid, the PO can **NOT** be disassociated from the voucher.

Scenario 1.4

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 contacts the Buyer.

*The Buyer checks the **Activity Summary** page in SMART - Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary > Details tab*

For additional information refer to:
PO Tool 4 – 'Amount Only' Information