



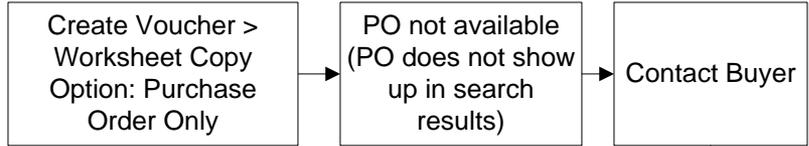
# Scenario 1.1: Voucher – Cannot pull PO into Voucher / PO – ‘Use Procurement Card’ Link Visible?

V.1.4. – 7/05/12

Voucher Processor

Buyer

## START:



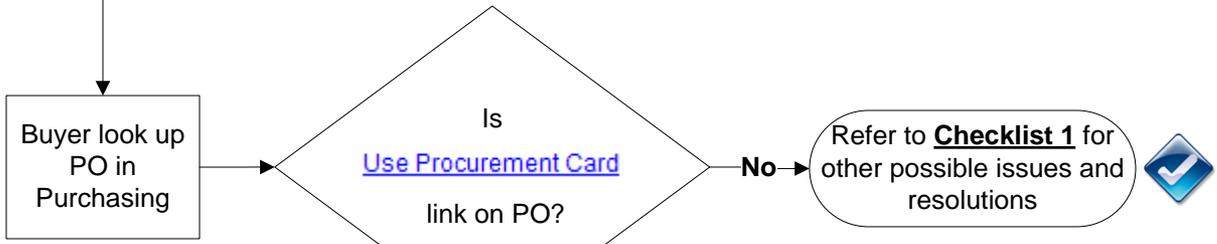
**Note** The Voucher Processor can use **PO Tool 2 – Purchase Order Inquiry** page to view details for the purchase order

**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.*

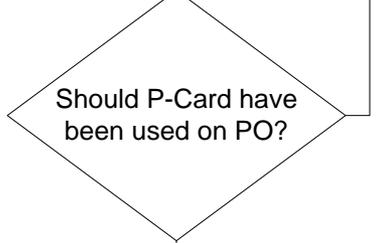
*The Voucher Processor must contact the Buyer to research the issue with the PO.*

*The Buyer accesses the PO and looks first at the ‘Use Procurement Card’ Link on the PO.*



Buyer look up PO in Purchasing

Create Purchase Order **Change Order** at Header Level



Click ‘Use Procurement Card’ link. Select “Don’t Use Procurement Card” checkbox. Click OK.

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

Voucher will be created using the P-Card Reconciliation Process

Contact Voucher Processor to advise solution

Change Dispatch Method to ‘Phone’

Budget Checking Batch Process runs = “Valid” status

Dispatch Batch Process runs = ‘Dispatched’ status

Approve the PO

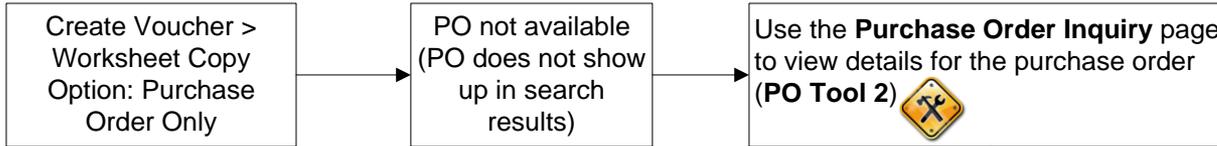
Communicate with Voucher Processor. Voucher can be created when:  
Budget (status) = ‘Valid’  
PO Status = ‘Dispatched’



# Scenario 1.2: Voucher - Cannot pull PO into Voucher / Vendor ID

V.1.4. – 07/06/12

## START:



Change the Vendor ID on the Voucher to match the Vendor ID on the PO.

PO

Does the Vendor ID number on the PO = the Vendor ID number on the voucher?

No

Yes

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

Which document has the correct vendor ID number on it? Voucher OR Purchase Order

Voucher

**The vendor ID can NOT be changed on a PO that has already been 'Dispatched' to a vendor.**

**Buying Administrator:**  
Close the existing PO/ PO Line(s), then

**Requisitioner:** Create a new requisition with the correct Vendor ID number



Voucher Processor

**Scenario 1.2**

*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 Vendor ID on the PO and the Vendor ID on the Voucher **MUST** match in order to be able to pull the PO in to the voucher.*

**Note:** Overriding Vendor ID Match Exceptions (on a voucher) is not best business practice, therefore it is recommended that your Agency does **NOT** use this business process.

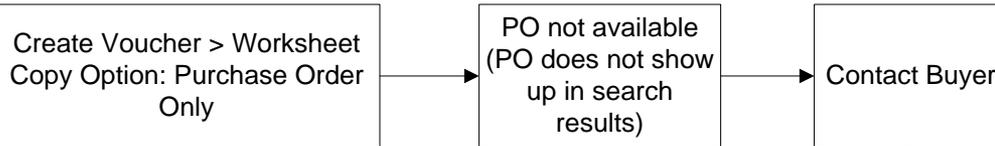


# Scenario 1.3: Voucher - Cannot pull PO into Voucher / PO – Quantity PO?

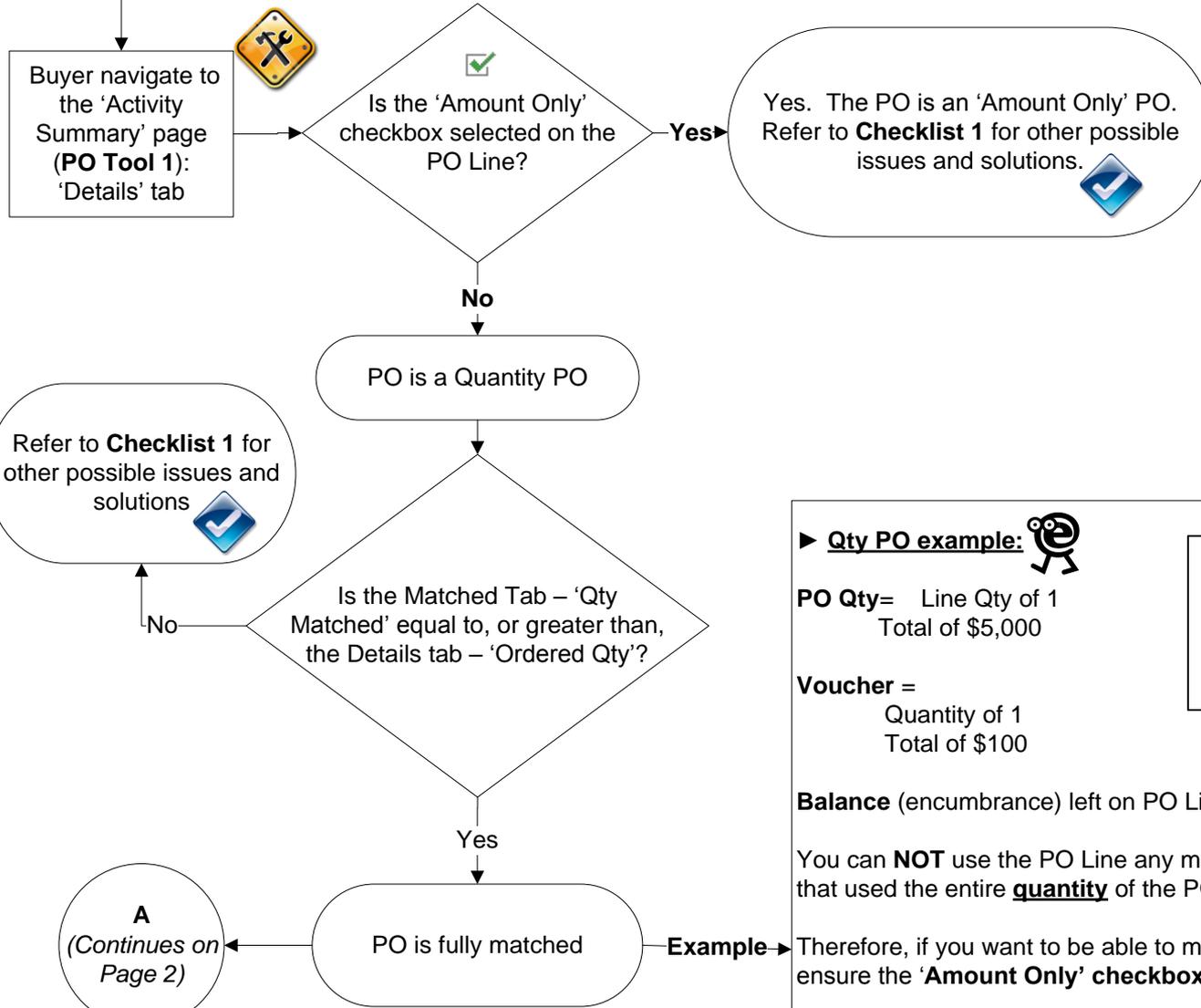
V.1.5. – 07/19/12

**Voucher Processor**

## START



**Buyer**



**Scenario 1.3**

The Voucher Processor attempts to copy the PO into the voucher to make another payment against the PO. 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

**Qty PO example:**

**PO Qty=** Line Qty of 1  
Total of \$5,000

**Voucher =**  
Quantity of 1  
Total of \$100

**Balance** (encumbrance) left on PO Line = \$4,900.

You can **NOT** use the PO Line any more because your Agency created a voucher that used the entire **quantity** of the PO.

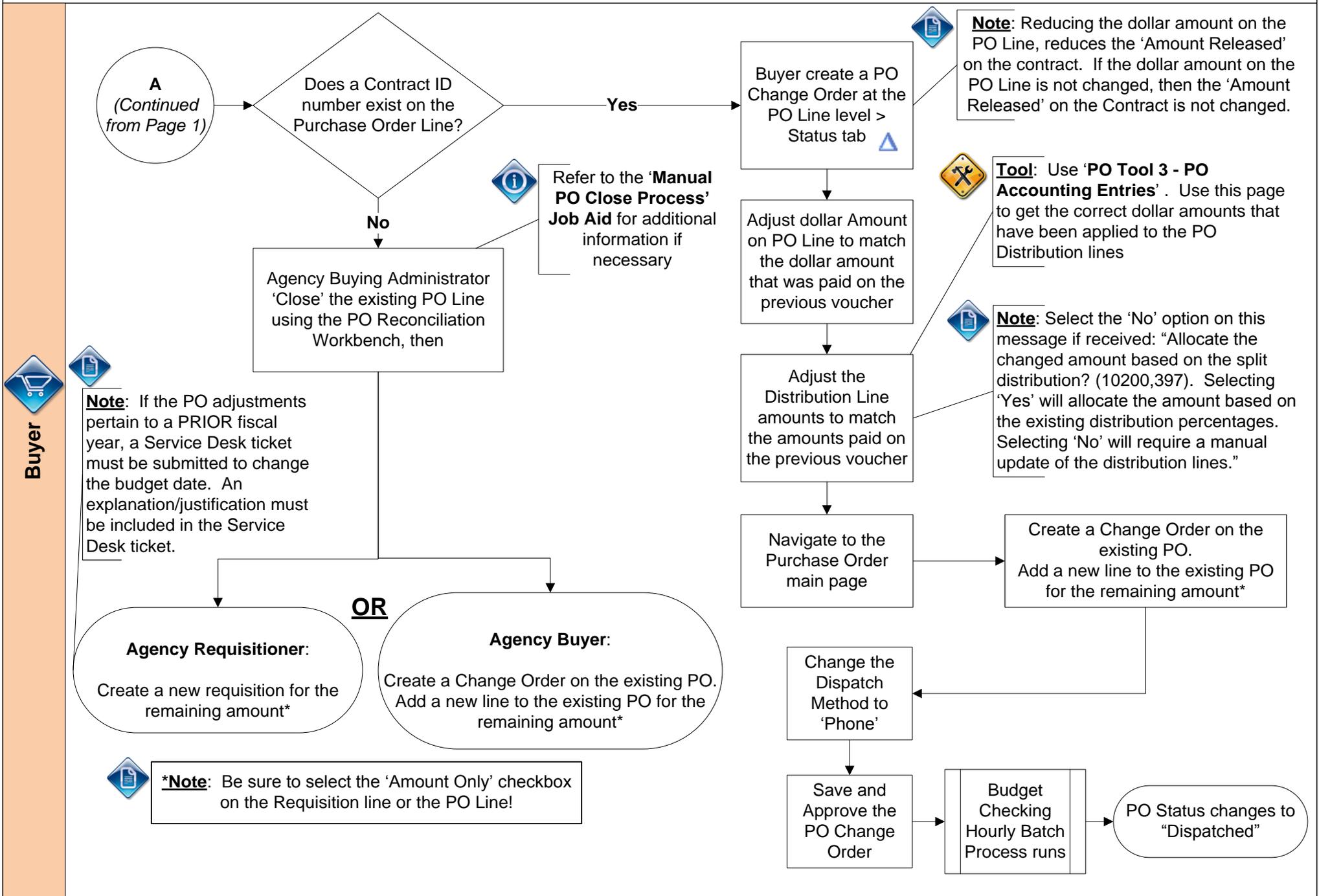
Therefore, if you want to be able to make multiple payments against a PO Line, ensure the **'Amount Only' checkbox** is selected for that PO Line.

For additional information, please refer to: **PO Tool 4 - 'Amount Only' Information**



# Scenario 1.3: Voucher - Cannot pull PO into Voucher / PO – Quantity PO?

V.1.5. – 07/19/12





# Scenario 1.4: Voucher - Cannot pull PO into Voucher / PO – Amount PO?

V.1.2. – 07/06/12

**Voucher Processor**

## START:

Create Voucher > Worksheet  
Copy Option: Purchase Order Only

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

Contact Buyer



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**

**Yes**

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

Additional research is required.

## 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**



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



**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.

