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

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 look up PO in Purchasing

Is Use Procurement Card link on PO?

No

Refer to Checklist 1 for other possible issues and resolutions

Create Purchase Order

Yes

Change Order at Header Level

Should P-Card have been used on PO?

No

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

Yes

Voucher will be created using the P-Card Reconciliation Process

Contact Voucher Processor to advise solution

Approve the PO

Communicate with Voucher Processor. Voucher can be created when:

- Budget (status) = ‘Valid’
- PO Status = ‘Dispatched’

Budget Checking Batch Process runs = “Valid” status

Dispatch Batch Process runs = ‘Dispatched’ status

Note: Batch Processes run at the top of each business hour: 9:00 am – 4:00 pm.
Scenario 1.2: Voucher - Cannot pull PO into Voucher / Vendor ID

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 into 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.

START:

Create Voucher > Worksheet Copy Option: Purchase Order Only

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

Use the Purchase Order Inquiry page to view details for the purchase order (PO Tool 2)

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

Yes

Refer to Checklist 1 for other possible issues and resolutions

No

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

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

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

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

A (Continues on Page 2)
Scenario 1.3: Voucher - Cannot pull PO into Voucher / PO – Quantity PO

**A** (Continued from Page 1)

Does a Contract ID number exist on the Purchase Order Line?

- **Yes**
  - Buyer create a PO Change Order at the PO Line level > Status tab
  - Adjust dollar Amount on PO Line to match the dollar amount that was paid on the previous voucher
  - Adjust the Distribution Line amounts to match the amounts paid on the previous voucher
  - Navigate to the Purchase Order main page
  - Create a Change Order on the existing PO.
  - Add a new line to the existing PO for the remaining amount*

- **No**
  - Agency Buying Administrator ‘Close’ the existing PO Line using the PO Reconciliation Workbench, then
  - Refer to the ‘Manual PO Close Process’ Job Aid for additional information if necessary
  - Agency Requisitioner: Create a new requisition for the remaining amount*
  - Agency Buyer: Create a Change Order on the existing PO.
    - Add a new line to the existing PO for the remaining amount*

**Note:** If the PO adjustments pertain to a PRIOR fiscal year, a Service Desk ticket must be submitted to change the budget date. An explanation/justification must be included in the Service Desk ticket.

**Note:** Be sure to select the ‘Amount Only’ checkbox on the Requisition line or the PO Line!

**Note:** Reducing the dollar amount on the PO Line, reduces the ‘Amount Released’ on the contract. If the dollar amount on the PO Line is not changed, then the ‘Amount Released’ on the Contract is not changed.

**Tool:** Use ‘PO Tool 3 - PO Accounting Entries’. Use this page to get the correct dollar amounts that have been applied to the PO Distribution lines.

**Note:** Select the ‘No’ option on this message if received: “Allocate the changed amount based on the split distribution? (10200,397). Selecting ‘Yes’ will allocate the amount based on the existing distribution percentages. Selecting ‘No’ will require a manual update of the distribution lines.”

**Note:** Select the ‘No’ option on this message if received: “Allocate the changed amount based on the split distribution? (10200,397). Selecting ‘Yes’ will allocate the amount based on the existing distribution percentages. Selecting ‘No’ will require a manual update of the distribution lines.”

**OR**

**Note:** If the PO adjustments pertain to a PRIOR fiscal year, a Service Desk ticket must be submitted to change the budget date. An explanation/justification must be included in the Service Desk ticket.

**OR**

**Note:** If the PO adjustments pertain to a PRIOR fiscal year, a Service Desk ticket must be submitted to change the budget date. An explanation/justification must be included in the Service Desk ticket.

**Tool:** Use ‘PO Tool 3 - PO Accounting Entries’. Use this page to get the correct dollar amounts that have been applied to the PO Distribution lines.

**Note:** Select the ‘No’ option on this message if received: “Allocate the changed amount based on the split distribution? (10200,397). Selecting ‘Yes’ will allocate the amount based on the existing distribution percentages. Selecting ‘No’ will require a manual update of the distribution lines.”

*Note:* Be sure to select the ‘Amount Only’ checkbox on the Requisition line or the PO Line!
Scenario 1.4: Voucher - Cannot pull PO into Voucher / PO – Amount PO?

**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.

**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**

- 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’?
  - Yes: PO has been fully matched and can NOT be pulled into any future vouchers.
  - No: The Voucher Processor may use 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.