

**Purchase Order (PO) Vouchers Overview**

In Cardinal, Purchase Order (PO) vouchers associate vouchers to a contract through the PO. PO vouchers are created by copying from a Receipt or a PO. In Cardinal, most online vouchers are copied from the Receipt, except for professional services and SiteManager PO vouchers, which are copied from the PO.

The benefits to creating vouchers from Receivers and POs include:

- A reduction in both time and effort by not having to re-key data to the voucher
- Automated tracking of amount and quantity remaining on the PO
- Automated cross-reference between POs and vouchers
- Vouchers can be created either from purchase orders or receiving documents

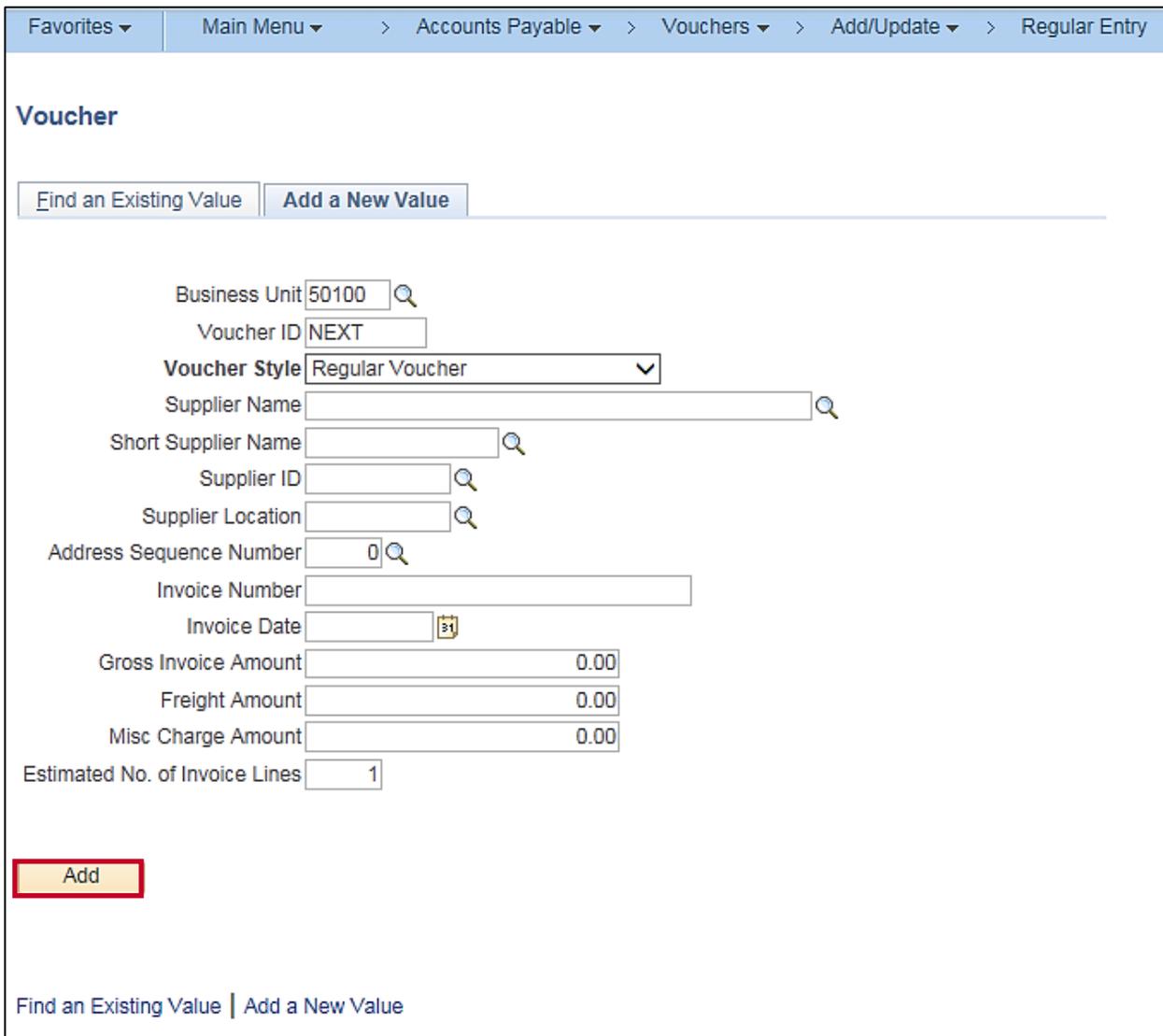
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**Create a PO Voucher**

1. To create a PO voucher, you need the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt in order to select the correct record. This may appear on the supplier's invoice. Most online vouchers are copied from the Receipt, except for professional services and SiteManager PO vouchers, which are copied from the PO.
2. Navigate to the **Voucher** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**



**Voucher**

Find an Existing Value | Add a New Value

Business Unit 50100

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number 0

Invoice Number

Invoice Date

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

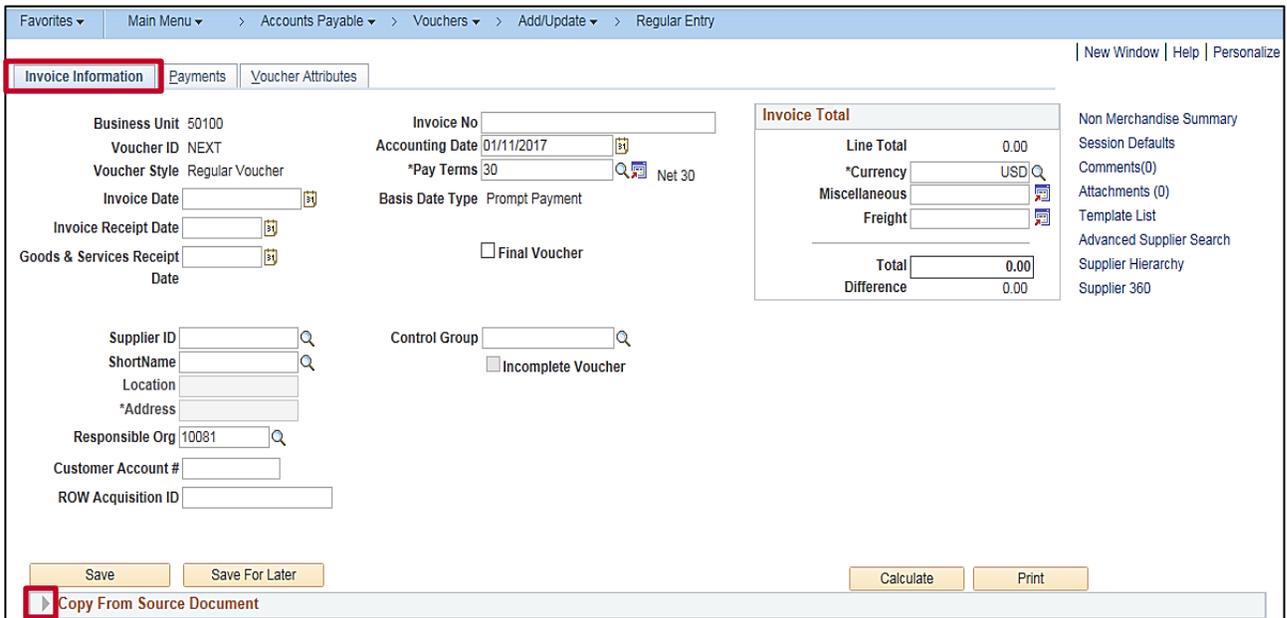
Estimated No. of Invoice Lines 1

**Add**

Find an Existing Value | Add a New Value

**Note:** **Business Unit** defaults for your agency (i.e., **50100** for VDOT). **Voucher ID** defaults to **NEXT**, **Voucher Style** defaults to **Regular Voucher**. Do not change these values.

3. Click the **Add** button.



Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit 50100 Invoice No. [ ]  
 Voucher ID NEXT Accounting Date 01/11/2017 [ ]  
 Voucher Style Regular Voucher \*Pay Terms 30 Net 30  
 Invoice Date [ ] Basis Date Type Prompt Payment  
 Invoice Receipt Date [ ] Goods & Services Receipt Date [ ]  
 Final Voucher  
 Supplier ID [ ] Control Group [ ]  
 ShortName [ ]  
 Location [ ]  
 \*Address [ ]  
 Responsible Org 10081 [ ]  
 Customer Account # [ ]  
 ROW Acquisition ID [ ]

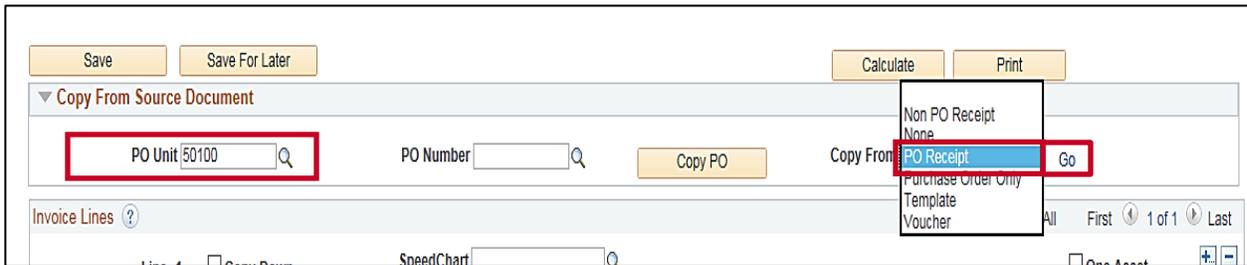
Invoice Total  
 Line Total 0.00  
 \*Currency USD  
 Miscellaneous [ ]  
 Freight [ ]  
 Total 0.00  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save Save For Later Calculate Print

Copy From Source Document

4. The **Invoice Information** tab displays.
5. Click the Expand icon next to the **Copy From Source Document**.



Save Save For Later Calculate Print

Copy From Source Document

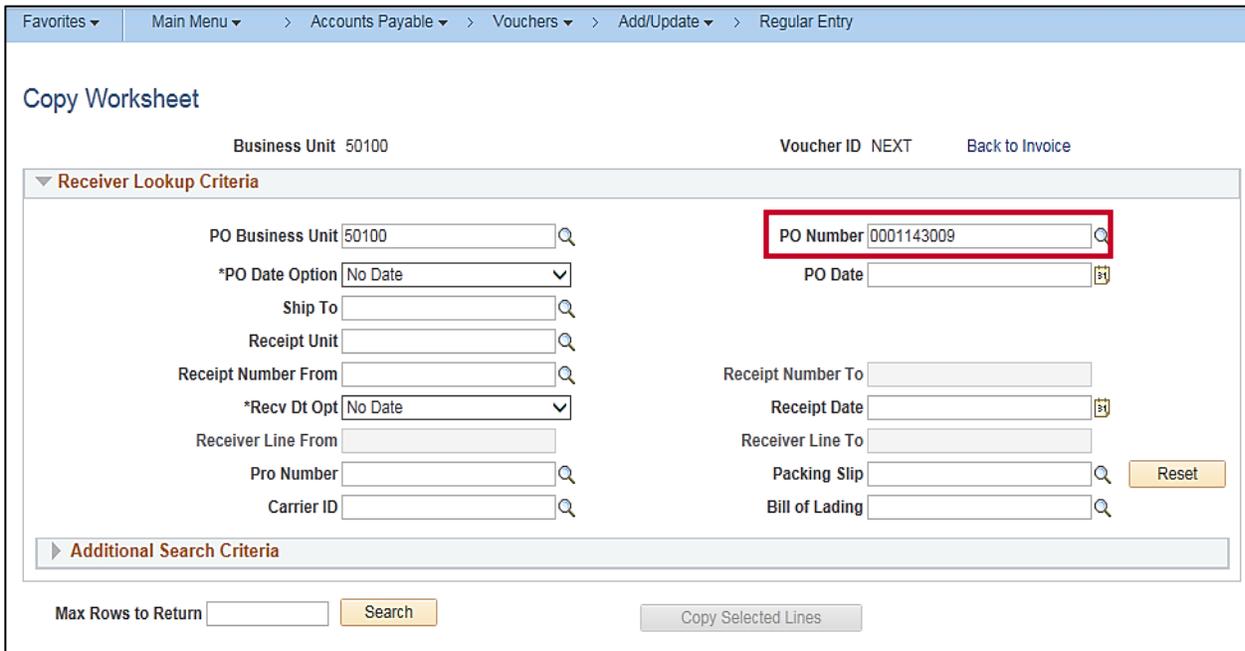
PO Unit 50100 [ ] PO Number [ ] Copy PO Copy From PO Receipt Go

Invoice Lines ?

All First 1 of 1 Last

6. In the **PO Unit** field, enter or select your Business Unit (**50100** for VDOT).
7. Click the **Copy From** drop-down button.
8. Select **PO Receipt**. Select **Purchase Order Only** if the invoice is for professional services or SiteManager.
9. Click the **Go** hyperlink.

**Note:** DO NOT click the **Copy PO** button.



10. The **Copy Worksheet** page displays. In the **Receiver Lookup Criteria** section (or **PO Lookup Criteria** if copying from Purchase Order Only) search fields are displayed.
11. Enter the **PO Number** (related to the receipt) in the **PO Number** field.
12. If you do not know the **PO number**, but have the Receipt number(s):
  - a. Click the **Receipt Unit** field and enter the **Receipt Unit** (your business unit).
  - b. Click the **Receipt Number From** field enter the Receipt Number. Cardinal allows you to enter a range of Receipt Numbers if needed.



13. Do not click the **Copy Entire Document** button.
14. Click the **Search** button.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

### Copy Worksheet

Business Unit 50100 Voucher ID NEXT [Back to Invoice](#)

**Receiver Lookup Criteria**

PO Business Unit <input type="text" value="50100"/>	PO Number <input type="text" value="0001143009"/>
*PO Date Option <input type="text" value="No Date"/>	PO Date <input type="text"/>
Ship To <input type="text"/>	
Receipt Unit <input type="text"/>	
Receipt Number From <input type="text"/>	Receipt Number To <input type="text"/>
*Recv Dt Opt <input type="text" value="No Date"/>	Receipt Date <input type="text"/>
Receiver Line From <input type="text"/>	Receiver Line To <input type="text"/>
Pro Number <input type="text"/>	Packing Slip <input type="text"/>
Carrier ID <input type="text"/>	Bill of Lading <input type="text"/>

**Select Receiver Lines** [Find | View All](#) [First](#) 1 of 2 [Last](#)

PO Business Unit 50100	PO Number 0001143009	PO Date 07/29/2016
Receipt Unit 50100	Receipt Number 0001883237	Receipt Date 08/03/2016
Ship To MARION AHQ	Pro Number	
Carrier ID	Packing Slip	
Supplier ID 0000031474	Bill of Lading	

W-L Construction & Paving Inc  Select All  Deselect All

**Select Receiver Lines** Personalize | [Find | View All](#) | [Print](#) [First](#) 1 of 1 [Last](#)

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unma Qty (V)
<input type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	3.5100	LTN	67.88000	238.26	USD		

Select All  Deselect All

15. The **Select Receiver Lines** (or **Select PO Lines** if copying from Purchase Order only) section displays at the bottom of the page.

16. In the upper right corner of that section, the number of Receiver Lines (or PO Lines) displays (1 of X). Click the **View All** link and use the scroll bar to view all receivers returned.

**Note:** For Purchase Orders with numerous Receipts, it is quicker to select **Find** and enter the **Receipt Number**.

## 501 AP312: Entering a Purchase Order Voucher

Select Receiver Lines Find | View 1 First 1-2 of 2 Last

PO Business Unit 50100 PO Number 0001143009 PO Date 07/29/2016  
 Receipt Unit 50100 Receipt Number 0001883237 Receipt Date 08/03/2016  
 Ship To MARION AHQ Pro Number  
 Carrier ID Packing Slip  
 Supplier ID 0000031474 Bill of Lading

W-L Construction & Paving Inc  Select All  Deselect All

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unma Qty (%)
<input type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	3.5100	LTN	67.88000	238.26	USD		

Select All  Deselect All

---

PO Business Unit 50100 PO Number 0001143009 PO Date 07/29/2016  
 Receipt Unit 50100 Receipt Number 0001883282 Receipt Date 08/03/2016  
 Ship To MARION AHQ Pro Number  
 Carrier ID Packing Slip  
 Supplier ID 0000031474 Bill of Lading

W-L Construction & Paving Inc  Select All  Deselect All

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID
<input type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	86.5300	LTN	67.88000	5873.66	USD	

Select All  Deselect All

17. Note that the page now shows two receipts for the same PO in this example.
18. In the upper right corner of each receiver, the number of Receipt Lines (or PO Lines) displays (1 of X). Click the **View All** link and use the scroll bar to view all receivers returned. For this scenario there is one line for each **Receiver Line**.

Select Receiver Lines
Find | View 1
First 1-2 of 2 Last

PO Business Unit 50100

Receipt Unit 50100

Ship To MARION AHQ

Carrier ID

Supplier ID 0000031474

PO Number 0001143009

Receipt Number 0001883237

Pro Number

Packing Slip

Bill of Lading

PO Date 07/29/2016

Receipt Date 08/03/2016

Select All
  Deselect All

Select Receiver Lines
Personalize | Find | View All
First 1 of 1 Last

Main Information
Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unma Qty (%)
<input type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	3.5100	LTN	67.88000	238.26	USD		

Select All
  Deselect All

PO Business Unit 50100

Receipt Unit 50100

Ship To MARION AHQ

Carrier ID

Supplier ID 0000031474

PO Number 0001143009

Receipt Number 0001883282

Pro Number

Packing Slip

Bill of Lading

PO Date 07/29/2016

Receipt Date 08/03/2016

Select All
  Deselect All

Select Receiver Lines
Personalize | Find | View All
First 1 of 1 Last

Main Information
Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unma Qty (%)
<input type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	86.5300	LTN	67.88000	5873.66	USD		

Select All
  Deselect All

19. Note that the page now shows two receipt lines for each receiver in this example.

If the PO is for Professional Services, the PO will be set to **Amount Only** and the **Merchandise Amount** field will be open for updates on the **Copy Worksheet** page. Otherwise, the PO will be set to **Quantity**, and the **Quantity** field will be open for updates on the **Copy Worksheet** page as shown.

20. **VERY IMPORTANT:** If the invoice received is to pay for a partial PO Quantity or Merchandise Amount, you must adjust the **Quantity** or **Merchandise Amount** fields to match the invoiced amounts on the **Copy Worksheet** page before copying the **Receiver** or **PO** to the voucher.

If the invoice is charging for an item that does not show up as being received here, contact the Purchasing staff.



# Accounts Payable Job Aid

## 501 AP312: Entering a Purchase Order Voucher

Select Receiver Lines Find | View 1 First 1-2 of 2 Last

PO Business Unit 50100 PO Number 0001143009 PO Date 07/29/2016  
Receipt Unit 50100 Receipt Number 0001883237 Receipt Date 08/03/2016  
Ship To MARION AHQ Pro Number  
Carrier ID Packing Slip  
Supplier ID 0000031474 Bill of Lading

W-L Construction & Paving Inc  Select All  Deselect All

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unma Qty (%)
<input checked="" type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	2	LTN	67.88000	238.26	USD		

Select All  Deselect All

PO Business Unit 50100 PO Number 0001143009 PO Date 07/29/2016  
Receipt Unit 50100 Receipt Number 0001883282 Receipt Date 08/03/2016  
Ship To MARION AHQ Pro Number  
Carrier ID Packing Slip  
Supplier ID 0000031474 Bill of Lading

W-L Construction & Paving Inc  Select All  Deselect All

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unma Qty (%)
<input checked="" type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE LIM	20	LTN	67.88000	5873.66	USD		

Select All  Deselect All

- 21. Adjust the **Quantity** or **Merchandise Amounts** as necessary.
- 22. Click the **Select** checkbox to the left of the **Receipt Line** (or PO Line) to be copied to the voucher.
- 23. Repeat this step for each receipt (PO) to be copied.

**Note:** If all receipt/PO lines should be copied, click the **Select All** hyperlink for each receipt/PO. To uncheck all rows, click the **Clear All** hyperlink for each receipt/PO. To uncheck a checked row, click the checkbox again.

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

Copy Worksheet

Business Unit 50100 | Voucher ID NEXT | Back to Invoice

**Receiver Lookup Criteria**

PO Business Unit  | PO Number   
 \*PO Date Option  | PO Date   
 Ship To  | Receipt Unit   
 Receipt Number From  | Receipt Number To   
 \*Recv Dt Opt  | Receipt Date   
 Receiver Line From  | Receiver Line To   
 Pro Number  | Packing Slip    
 Carrier ID  | Bill of Lading

**Additional Search Criteria**

Max Rows to Return

**Select Receiver Lines** Find | View 1 First 1-2 of 2 Last

PO Business Unit 50100 | PO Number 0001143009 | PO Date 07/29/2016  
 Receipt Unit 50100 | Receipt Number 0001883237 | Receipt Date 08/03/2016  
 Ship To MARION AHQ | Pro Number  
 Carrier ID | Packing Slip  
 Supplier ID 0000031474 | Bill of Lading

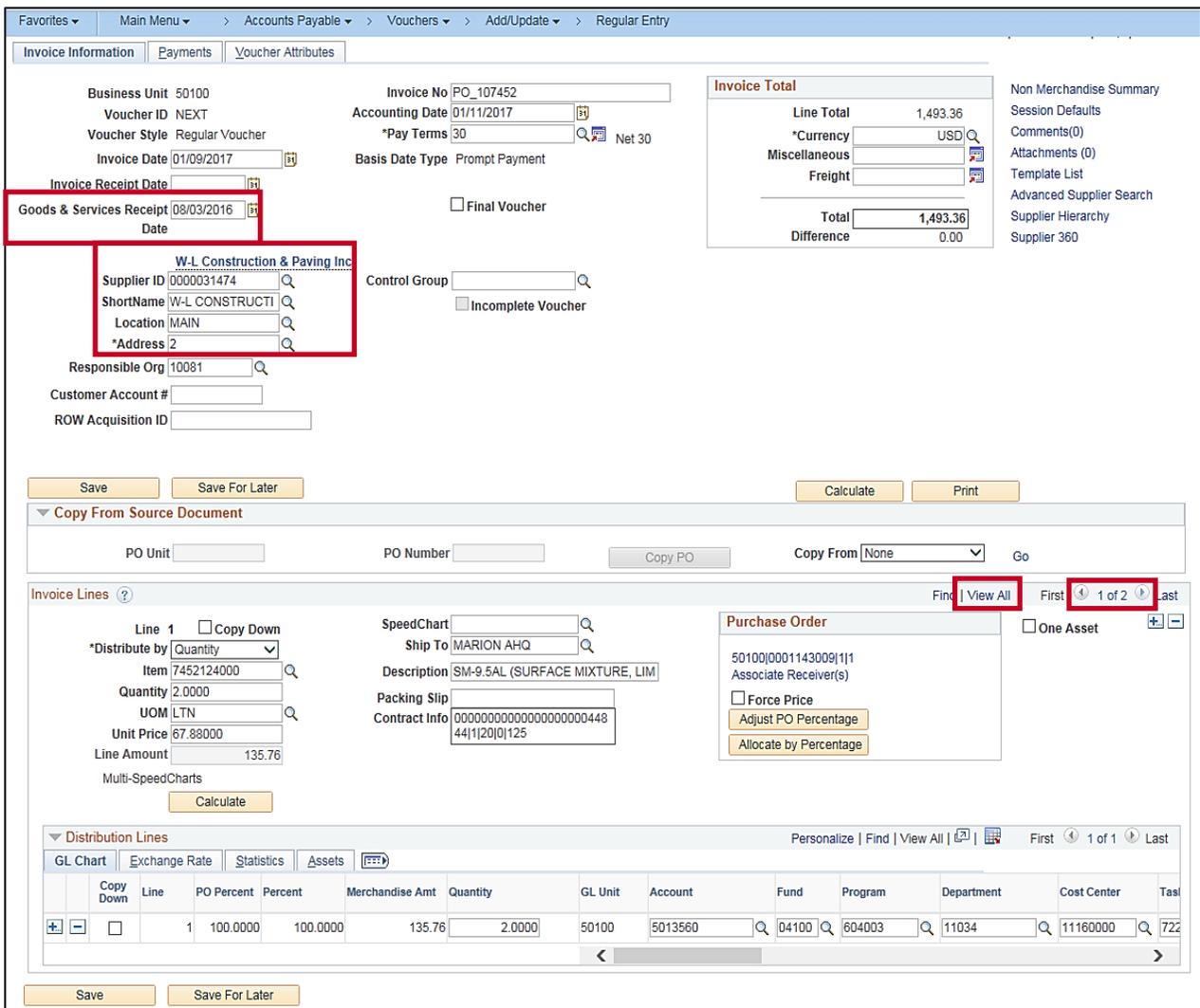
Select All  Deselect All

**Select Receiver Lines** Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unms Qty (V)
<input checked="" type="checkbox"/>		1	17452124000	SM-9.5AL (SURFACE MIXTURE, LIM	<input type="text" value="2"/>	LTN	67.88000	238.26	USD		

24. Once you have made adjustments and selected the appropriate lines, click the **Copy Selected Lines** button above the **Select Receiver Lines** (or **Select PO Lines**) section to copy the selected receiver information to the Invoice Lines group fields.

## 501 AP312: Entering a Purchase Order Voucher



**Invoice Information**

Business Unit: 50100  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date: 01/09/2017  
 Invoice Receipt Date: [ ]  
 Goods & Services Receipt Date: 08/03/2016

Invoice No: PO\_107452  
 Accounting Date: 01/11/2017  
 \*Pay Terms: 30 Net 30  
 Basis Date Type: Prompt Payment  
 Final Voucher

Supplier: W-L Construction & Paving Inc  
 Supplier ID: 0000031474  
 ShortName: W-L CONSTRUCTI  
 Location: MAIN  
 \*Address: 2

Invoice Total: Line Total 1,493.36  
 \*Currency: USD  
 Miscellaneous: [ ]  
 Freight: [ ]  
 Total: 1,493.36  
 Difference: 0.00

**Invoice Lines**

Line 1: Copy Down  
 \*Distribute by: Quantity  
 Item: 7452124000  
 Quantity: 2.0000  
 UOM: LTN  
 Unit Price: 67.89000  
 Line Amount: 135.76

SpeedChart: [ ]  
 Ship To: MARION AHQ  
 Description: SM-9.5AL (SURFACE MIXTURE, LIM)  
 Packing Slip: [ ]  
 Contract Info: 00000000000000000000448  
 441120|0|125

**View All** | First 1 of 2 | Last

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
				1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	604003	11034	11160000	722

25. The **Invoice Information** page displays. The Supplier information, **Goods & Services Receipt Date**, and the **Invoice Lines** sections are populated with the receiver data (or PO data if Purchase Order is copied).
26. The **Address** value can be changed, but the **Supplier ID** should not be changed since it matches the PO and Receiver.
27. On the invoice lines section to the right, the number of invoice lines displays (1 of x). Click the **View All** link.

## 501 AP312: Entering a Purchase Order Voucher

Invoice Lines ?
Find | View 1
First 1-2 of 2 Last

Line 1  Copy Down

\*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Multi-SpeedCharts

SpeedChart

Ship To

Description

Packing Slip

Contract Info

**Purchase Order**

Associate Receiver(s)

Force Price

One Asset

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task		
<input type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	604003	11034	11160000	722		

Line 2  Copy Down

\*Distribute by

Item

Quantity

UOM

Unit Price

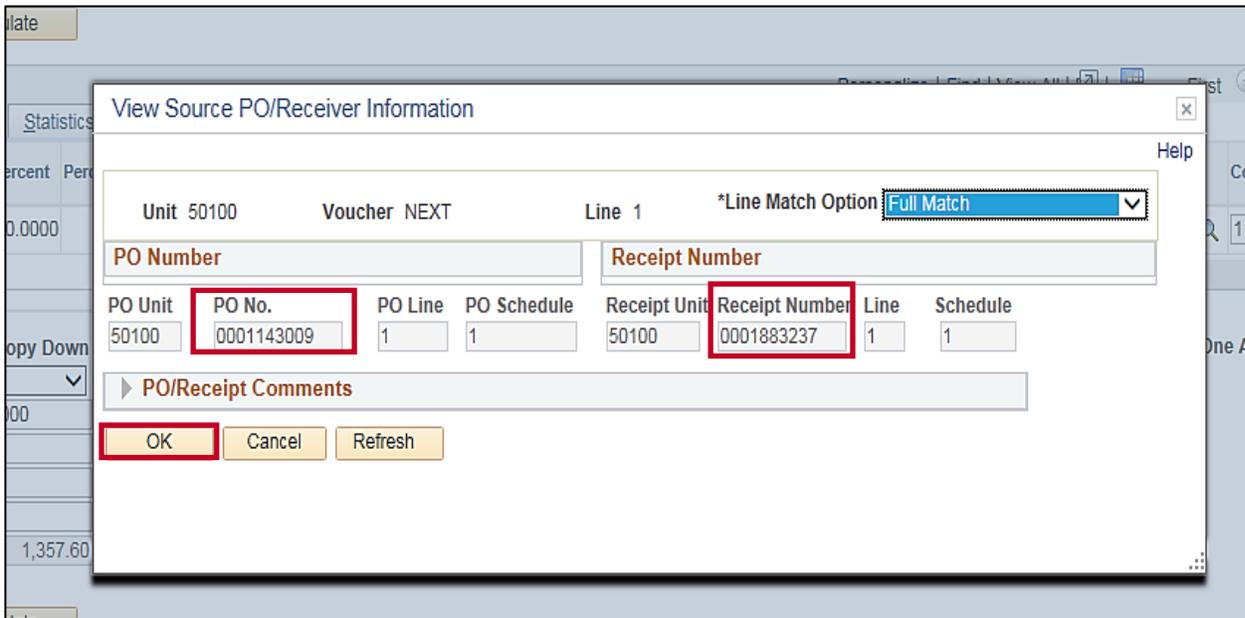
Line Amount

Multi-SpeedCharts

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task		
<input type="checkbox"/>	1	100.0000	100.0000	1,357.60	20.0000	50100	5013560	04100	604003	11034	11160000	72228		

28. Use the scrollbar on the side of the page to view all invoice lines populated.  
VERY IMPORTANT: If you copied in PO/Receiver lines that you did not intend to copy to the voucher, you must cancel the voucher and re-enter it, making sure to only select the needed PO/Receiver lines on the **Copy Worksheet** page. Once an invoice line is copied into the voucher from the PO/Receipt, you cannot delete that invoice line in the voucher.
29. Click the **View/Edit Source** hyperlink to verify PO and Receipt numbers for each invoice line copied.



View Source PO/Receiver Information

Unit 50100    Voucher NEXT    Line 1    \*Line Match Option Full Match

PO Number    Receipt Number

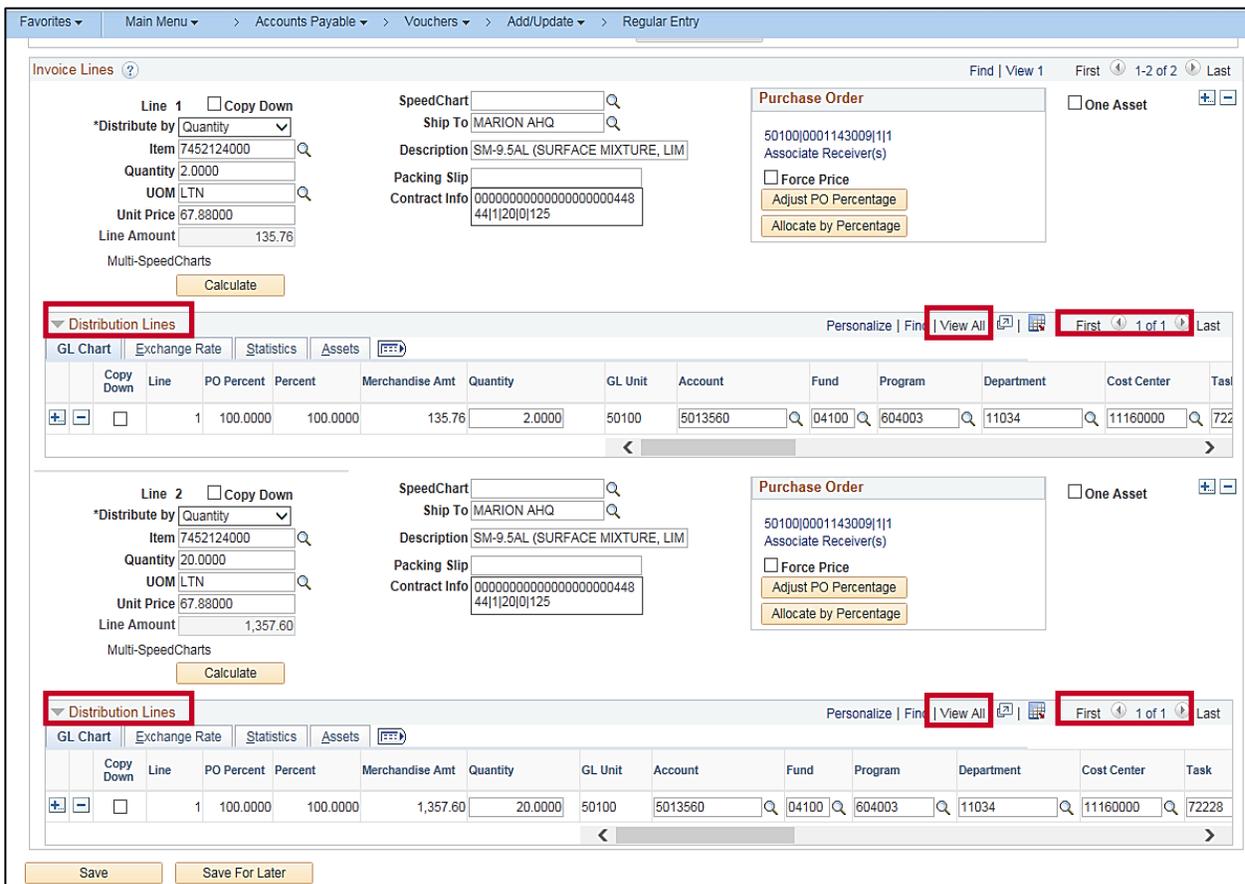
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
50100	0001143009	1	1	50100	0001883237	1	1

PO/Receipt Comments

OK    Cancel    Refresh

30. The **View Source PO/Receiver Information** pop-up window displays. It is important to ensure the **PO No./Receipt Number** is attached to the vouchers to ensure the PO activity summary is correctly represented.
31. Click **OK** to return to the **Voucher Information** page.

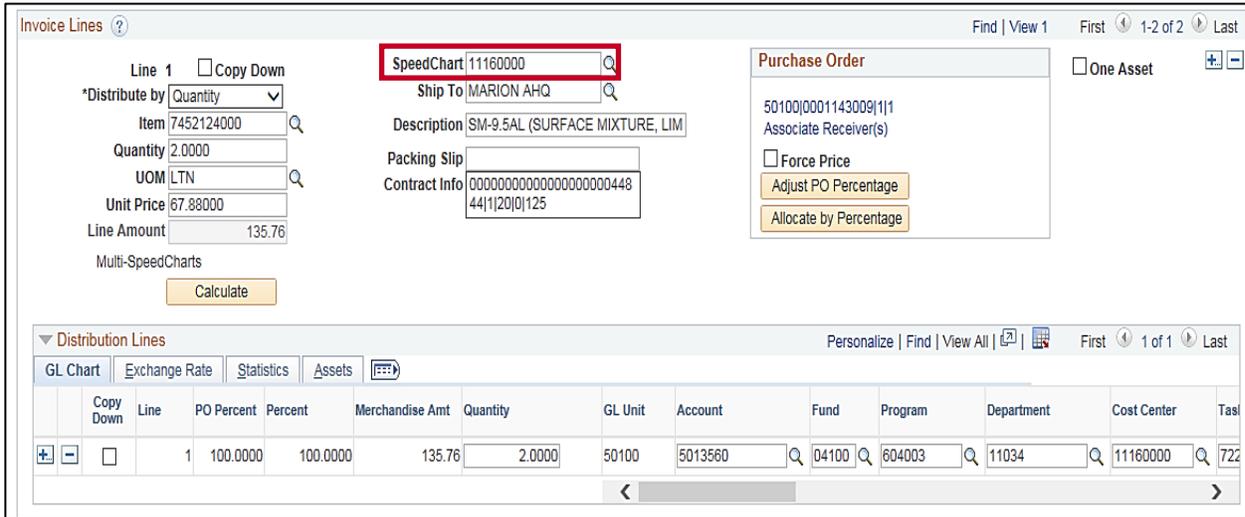
## 501 AP312: Entering a Purchase Order Voucher



The screenshot displays the 'Invoice Lines' section of the software. It shows two lines of data. Each line includes fields for 'Copy Down', 'Distribute by', 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount'. Below these fields are 'SpeedChart', 'Ship To', 'Description', 'Packing Slip', and 'Contract Info'. To the right of each line is a 'Purchase Order' section with fields for 'Associate Receiver(s)', 'Force Price', 'Adjust PO Percentage', and 'Allocate by Percentage'. Below the invoice lines is a 'Distribution Lines' section, which is highlighted with a red box. This section contains a table with columns for 'GL Chart', 'Exchange Rate', 'Statistics', 'Assets', 'Line', 'PO Percent', 'Percent', 'Merchandise Amt', 'Quantity', 'GL Unit', 'Account', 'Fund', 'Program', 'Department', 'Cost Center', and 'Task'. The table shows one distribution line for each invoice line. To the right of the table are 'Personalize | Find | View All' and 'First 1 of 1' links, with 'View All' and 'First 1 of 1' highlighted with red boxes. At the bottom of the interface are 'Save' and 'Save For Later' buttons.

32. One invoice line on a voucher may have one or more **Distribution Lines** as copied from the PO. On the **Distribution Lines** section to the right, the number of lines displays (1 of x).
33. Click the **View All** link and use the scroll bar to view all **Distribution Lines** populated. In this example, only one distribution line exists for each invoice line.
34. **Distribution Lines** ChartField values can be changed as needed. The PO/Receiver will remain attached to the invoice line and each distribution line.
35. If you do not need to make any changes to the distribution lines, go to [step 39](#).
36. If changes are needed to the distribution lines, see the sections below for instructions:
  - a. [SpeedChart vs. Multi-SpeedCharts](#)
  - b. [Append \(Add\)](#)
  - c. [Overwrite](#)
  - d. [Insert](#)
  - e. [Delete](#)
  - f. [Change](#)

### SpeedChart vs. Multi-SpeedCharts



Invoice Lines ? Find | View 1 First 1-2 of 2 Last

Line 1  Copy Down  
 \*Distribute by Quantity  
 Item 7452124000  
 Quantity 2.0000  
 UOM LTN  
 Unit Price 67.88000  
 Line Amount 135.76

SpeedChart 11160000  
 Ship To MARION AHQ  
 Description SM-9.5AL (SURFACE MIXTURE, LIM)  
 Packing Slip  
 Contract Info 0000000000000000000448  
 44|1|20|0|125

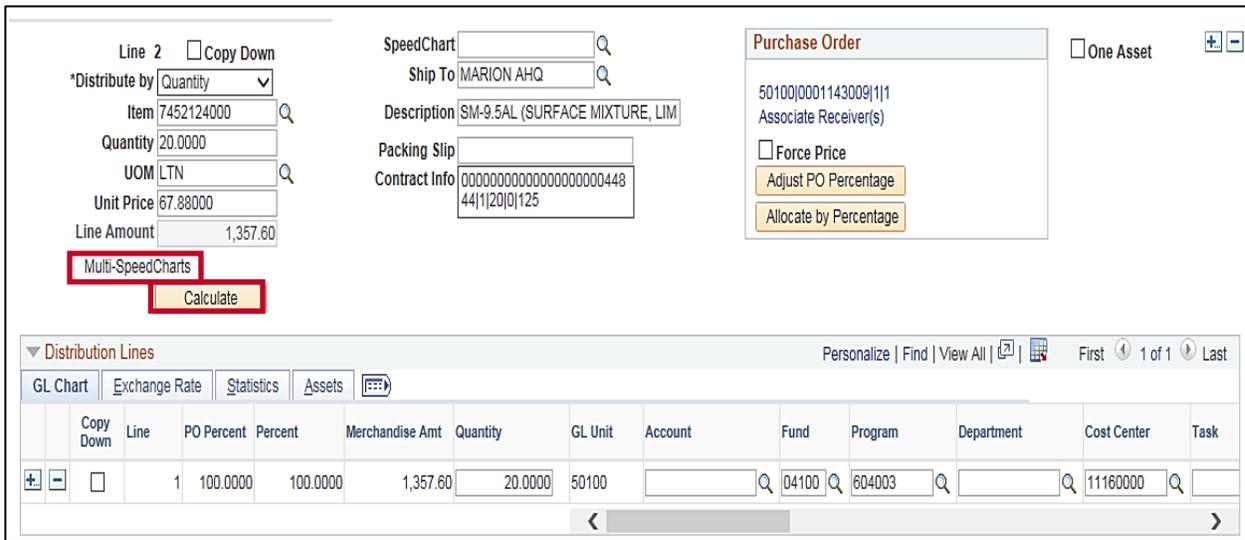
Purchase Order  One Asset  
 50100|0001143009|11  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

Multi-SpeedCharts  
 Calculate

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
				<input type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013660	04100	604003	11034	11160000	722

- Use single **SpeedChart** to change the distribution line for single line voucher entry.



Line 2  Copy Down  
 \*Distribute by Quantity  
 Item 7452124000  
 Quantity 20.0000  
 UOM LTN  
 Unit Price 67.88000  
 Line Amount 1,357.60

SpeedChart  
 Ship To MARION AHQ  
 Description SM-9.5AL (SURFACE MIXTURE, LIM)  
 Packing Slip  
 Contract Info 0000000000000000000448  
 44|1|20|0|125

Purchase Order  One Asset  
 50100|0001143009|11  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

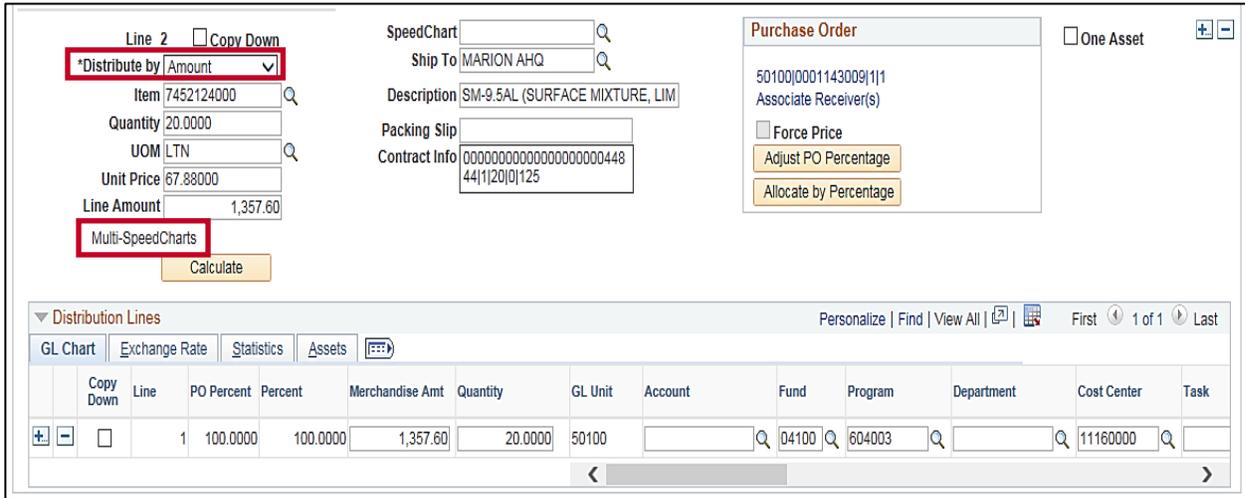
Multi-SpeedCharts  
 Calculate

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
				<input type="checkbox"/>	1	100.0000	100.0000	1,357.60	20.0000	50100		04100	604003		11160000	

- Use the **Multi-SpeedCharts** link to append additional line(s) or overwrite the distribution line with multiple distribution lines on the voucher line. The Multi-SpeedChart functionality is useful when keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts. **Fund/Program** and **Department/FIPS** (if SpeedChart is a project) ChartFields populate after the SpeedChart is entered, and you do not have to rekey these ChartFields when entering multiple distribution lines.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

### Append (Add) Distribution Line(s) using Multi-SpeedCharts Functionality



Line 2  Copy Down

**\*Distribute by** Amount

Item 7452124000

Quantity 20.0000

UOM LTN

Unit Price 67.88000

Line Amount 1,357.60

Multi-SpeedCharts

Calculate

SpeedChart

Ship To MARION AHQ

Description SM-9.5AL (SURFACE MIXTURE, LIM

Packing Slip

Contract Info 00000000000000000000448  
44112010125

Purchase Order

One Asset

50100|0001143009|111  
Associate Receiver(s)

Force Price

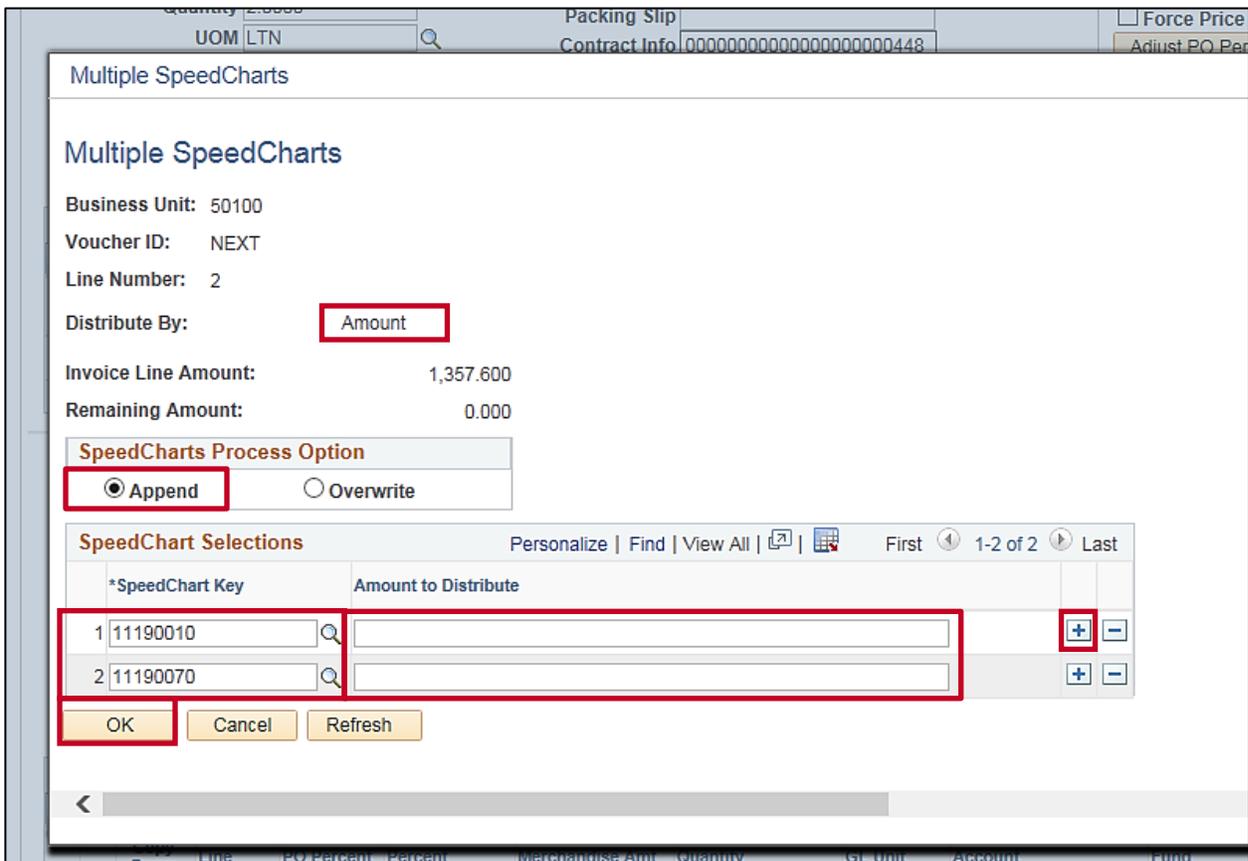
Adjust PO Percentage

Allocate by Percentage

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	
<input type="checkbox"/>	1	100.0000	100.0000	1,357.60	20.0000	50100		04100	604003		11160000		

- Change the **Distribute by** field to **Amount** in order to open the **Merchandise Amt** field on the distribution line for keying. AP Transmittal forms with multiple accounting lines distribute by **Amount**, rather than **Quantity**.
- Click the **Multi-SpeedCharts** hyperlink.



Multiple SpeedCharts

Business Unit: 50100  
 Voucher ID: NEXT  
 Line Number: 2  
 Distribute By:   
 Invoice Line Amount: 1,357.600  
 Remaining Amount: 0.000

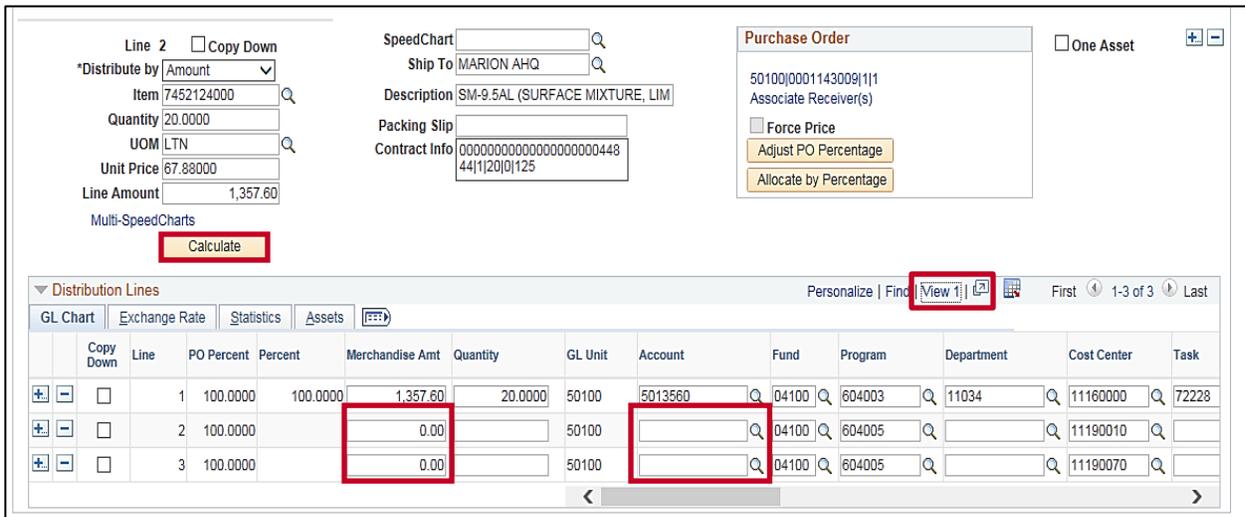
**SpeedCharts Process Option**  
 Append  Overwrite

**SpeedChart Selections** Personalize | Find | View All | First 1-2 of 2 Last

*SpeedChart Key	Amount to Distribute	
1 11190010		<input type="button" value="+"/> <input type="button" value="-"/>
2 11190070		<input type="button" value="+"/> <input type="button" value="-"/>

- The **Distribute By** field is **Amount**.
- In the **SpeedCharts Process Option** section, the indicator defaults as **Append**. Do not change it.
- In the **SpeedChart Key** field, enter the SpeedChart value desired for the additional distribution line. The magnifying glass icon can be used to search through a prompt for existing SpeedCharts. The **Amount to Distribute** field can be left blank, and the amounts can be adjusted on the **Invoice Information** page.
- If needed, click the (+) button to add additional distribution lines.
- Click the **OK** button.

## 501 AP312: Entering a Purchase Order Voucher



Line 2  Copy Down  
 \*Distribute by Amount  
 Item 7452124000  
 Quantity 20.0000  
 UOM LTN  
 Unit Price 67.88000  
 Line Amount 1,357.60

SpeedChart  
 Ship To MARION AHQ  
 Description SM-9.5AL (SURFACE MIXTURE, LIM)  
 Packing Slip  
 Contract Info 00000000000000000000448  
 4411201125

Purchase Order  
 50100|0001143009|11  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

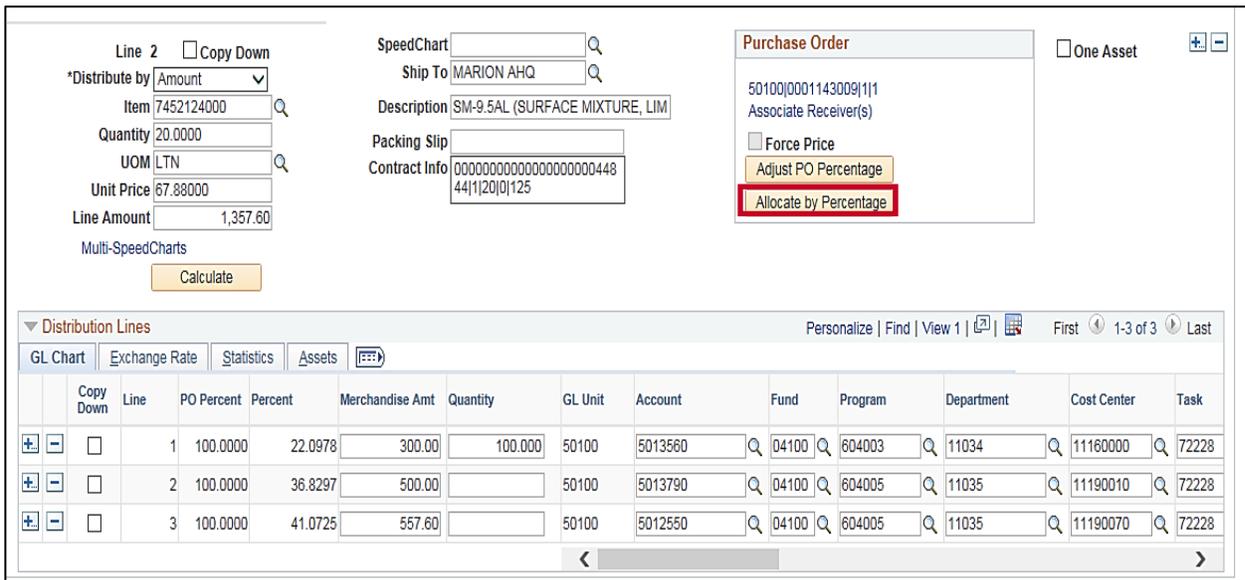
One Asset

Multi-SpeedCharts  
 Calculate

View All

GL Chart	Exchange Rate	Statistics	Assets	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
				1,357.60	20.0000	50100	5013560	04100	604003	11034	11160000	72228
				0.00		50100		04100	604005		11190010	
				0.00		50100		04100	604005		11190070	

- The **Invoice Information** page displays. Click the **View All** hyperlink to see all the distribution lines. The **Distribution Lines Amount** (or **Quantity** if open) is changed here only if you are adding distribution lines and need to distribute the amount for additional distribution lines.



Line 2  Copy Down  
 \*Distribute by Amount  
 Item 7452124000  
 Quantity 20.0000  
 UOM LTN  
 Unit Price 67.88000  
 Line Amount 1,357.60

SpeedChart  
 Ship To MARION AHQ  
 Description SM-9.5AL (SURFACE MIXTURE, LIM)  
 Packing Slip  
 Contract Info 00000000000000000000448  
 4411201125

Purchase Order  
 50100|0001143009|11  
 Associate Receiver(s)  
 Force Price  
 Adjust PO Percentage  
 Allocate by Percentage

One Asset

Multi-SpeedCharts  
 Calculate

View All

GL Chart	Exchange Rate	Statistics	Assets	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
				300.00	100.0000	50100	5013560	04100	604003	11034	11160000	72228
				500.00		50100	5013790	04100	604005	11035	11190010	72228
				557.60		50100	5012550	04100	604005	11035	11190070	72228

- After distributing the invoice line amount to the multiple distribution lines and populating the remaining Chartfields, click the **Allocate by Percentage** button to allow the system to distribute the **Quantity** to each distribution line.

## 501 AP312: Entering a Purchase Order Voucher

Line 2  Copy Down

\*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Multi-SpeedCharts

**Calculate**

SpeedChart

Ship To

Description

Packing Slip

Contract Info

**Purchase Order**  One Asset

50100|0001143009|1|1

Associate Receiver(s)

Force Price

**Adjust PO Percentage**

**Allocate by Percentage**

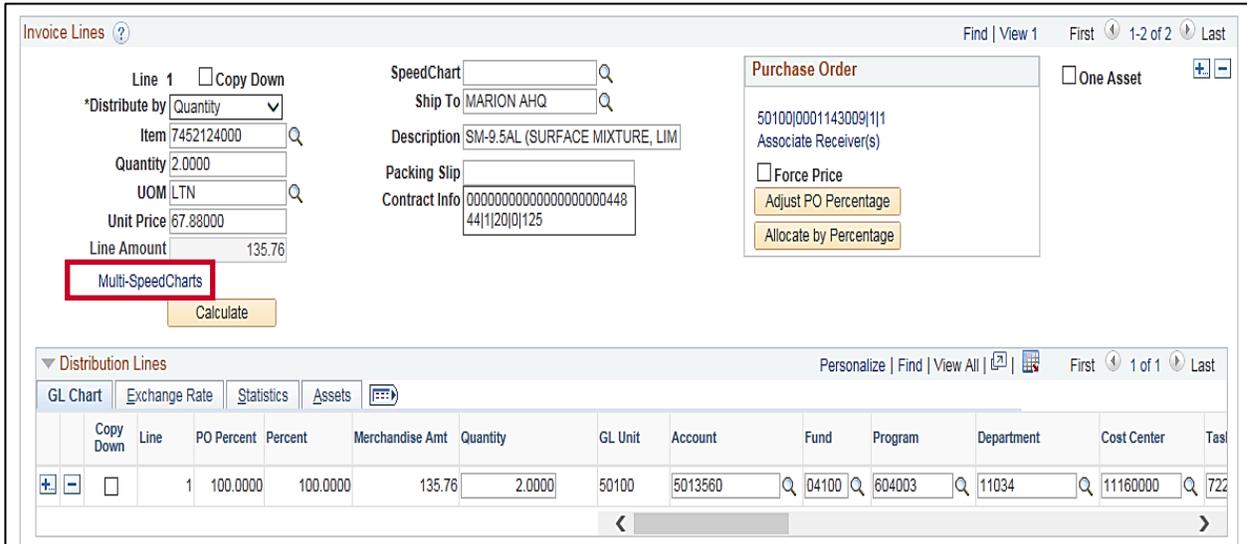
---

▼ Distribution Lines Personalize | Find | View 1 | First 1-3 of 3 Last

GL Chart	Exchange Rate	Statistics	Assets													
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>				<input type="checkbox"/>	1	100.0000	22.0978	300.00	4.4196	50100	5013560	04100	604003	11034	11160000	72228
<input type="checkbox"/>				<input type="checkbox"/>	2	100.0000	36.8297	500.00	7.3659	50100	5013790	04100	604005	11035	11190010	72228
<input type="checkbox"/>				<input type="checkbox"/>	3	100.0000	41.0725	557.60	8.2145	50100	5012550	04100	604005	11035	11190070	72228

- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

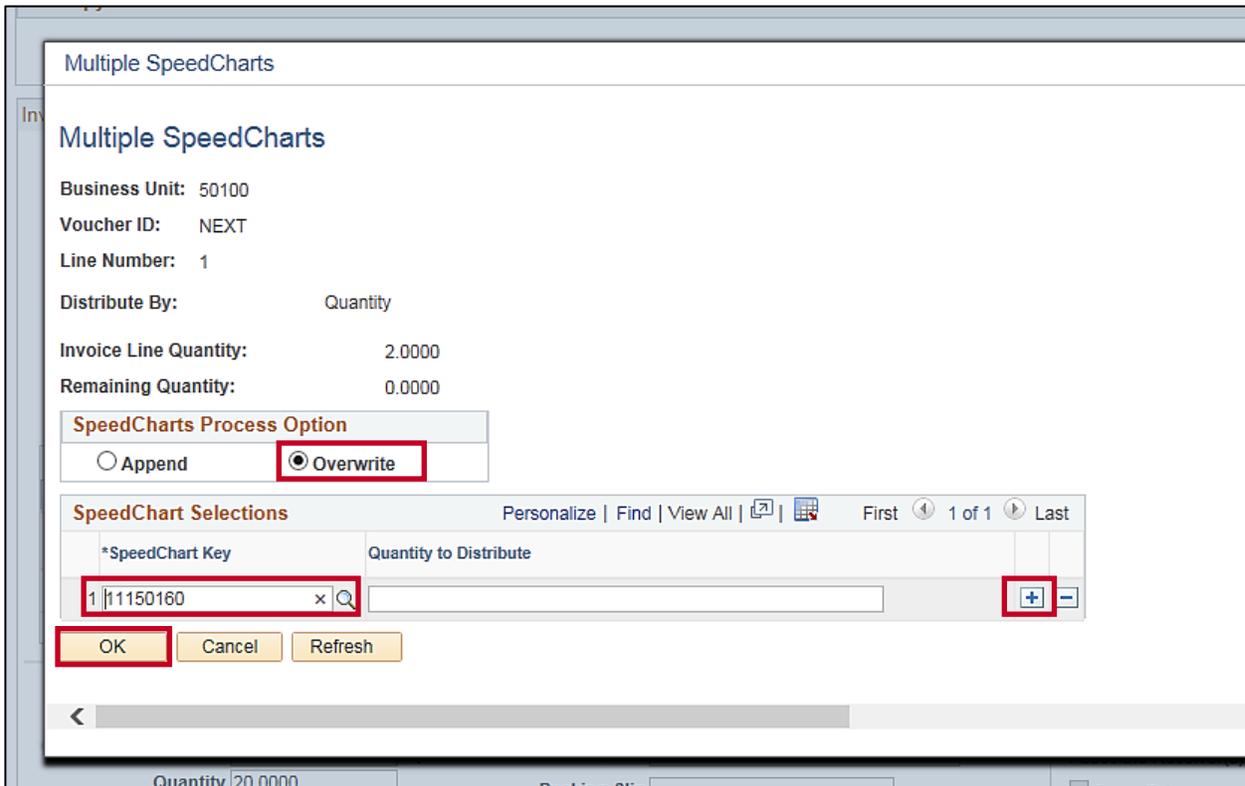
### Overwrite



The screenshot shows the 'Invoice Lines' interface. The 'Line 1' section includes fields for 'Copy Down', 'Distribute by' (Quantity), 'Item' (7452124000), 'Quantity' (2.0000), 'UOM' (LTN), 'Unit Price' (67.88000), and 'Line Amount' (135.76). The 'Multi-SpeedCharts' link is highlighted with a red box. The 'SpeedChart' and 'Ship To' (MARION AHQ) fields are also visible. The 'Purchase Order' section shows '50100|0001143009|111' and 'Associate Receiver(s)'. The 'Distribution Lines' table below shows a single line with a 'Copy Down' checkbox, 'Line' 1, 'PO Percent' 100.0000, 'Percent' 100.0000, 'Merchandise Amt' 135.76, 'Quantity' 2.0000, 'GL Unit' 50100, 'Account' 5013560, 'Fund' 04100, 'Program' 604003, 'Department' 11034, and 'Cost Center' 11160000.

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
				<input type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	604003	11034	11160000	722

- From the **Invoice Information** page, click the **Multiple SpeedCharts** link.



Multiple SpeedCharts

Business Unit: 50100  
Voucher ID: NEXT  
Line Number: 1

Distribute By:                      Quantity

Invoice Line Quantity:                      2.0000  
Remaining Quantity:                      0.0000

**SpeedCharts Process Option**

Append       **Overwrite**

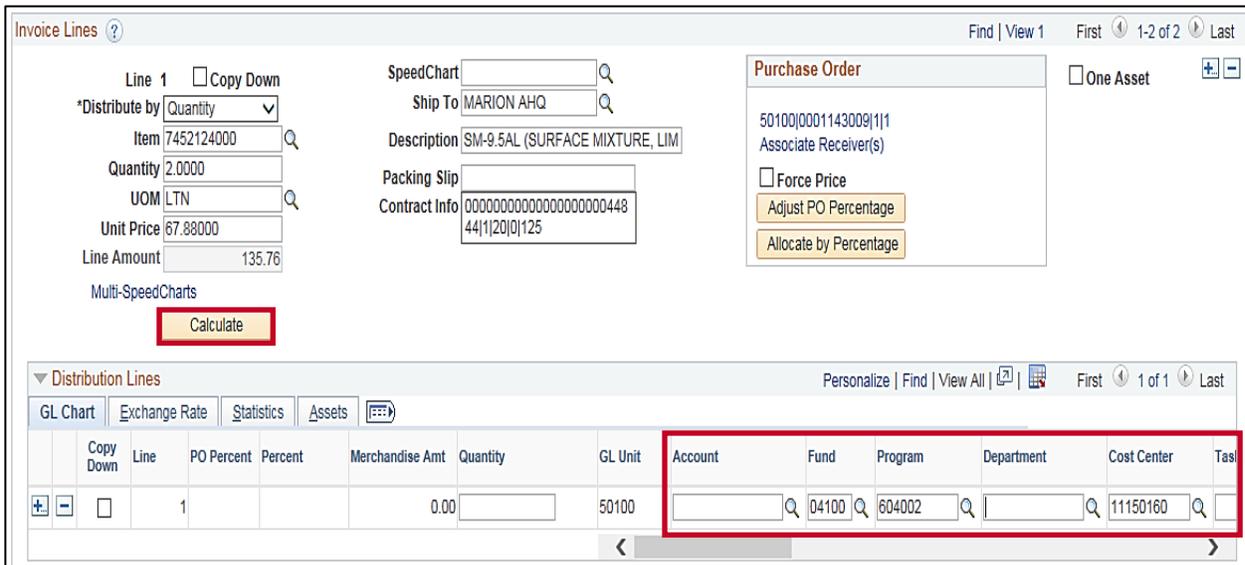
**SpeedChart Selections**      Personalize | Find | View All |        First  1 of 1  Last

*SpeedChart Key	Quantity to Distribute
1   11150160 x 	 

**OK**      Cancel      Refresh

Quantity 20.0000

- Click the **Overwrite** indicator under the **SpeedCharts Process Option** section.
- Enter the **SpeedChart Key** desired for the new distribution line. The magnifying glass can be used to search through a prompt for existing SpeedCharts.
- If needed, click the (+) button to add additional distribution lines.
- Click the **OK** button.



**Invoice Lines** ? Find | View 1 First 1-2 of 2 Last

Line 1  Copy Down  
 \*Distribute by   
 Item   
 Quantity   
 UOM   
 Unit Price   
 Line Amount   
 Multi-SpeedCharts

SpeedChart   
 Ship To   
 Description   
 Packing Slip   
 Contract Info

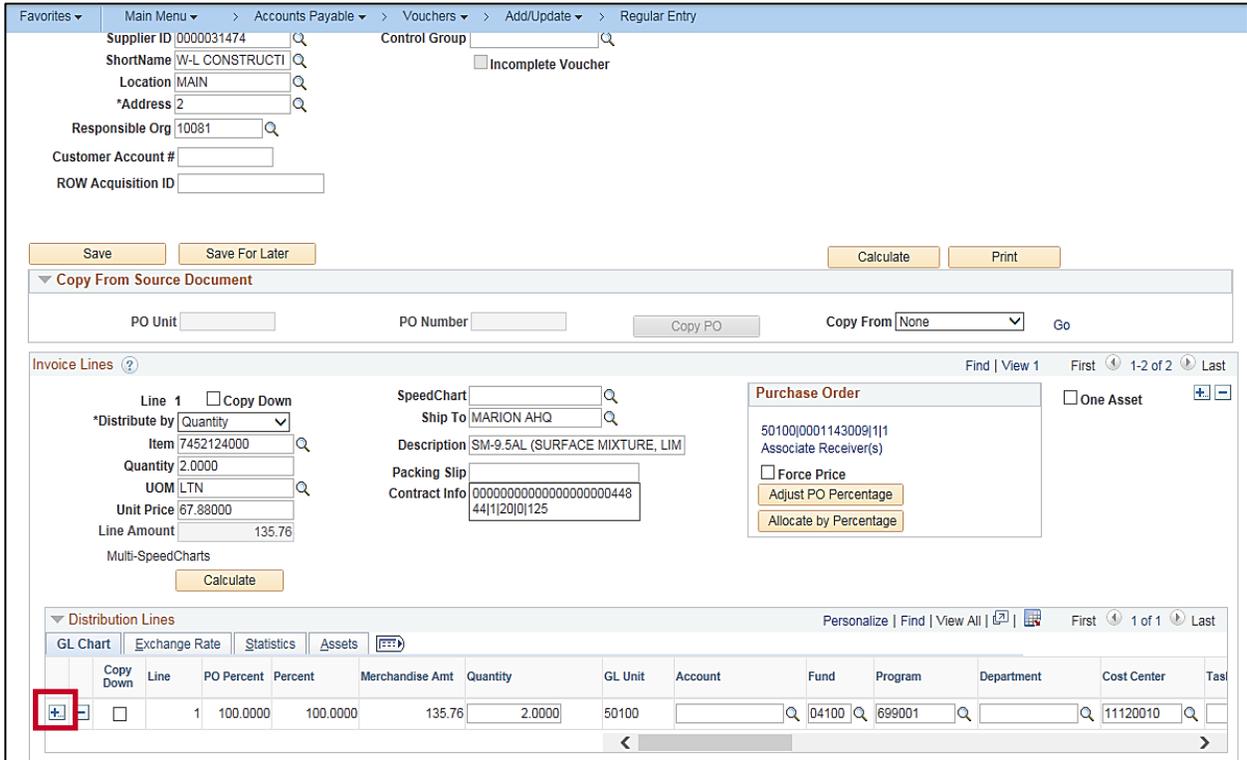
**Purchase Order**  One Asset  
 50100|0001143009|11  
 Associate Receiver(s)  
 Force Price

▼ **Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets									
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
	<input type="checkbox"/>	1			0.00		50100	<input type="text" value="50100"/>	<input type="text" value="04100"/>	<input type="text" value="604002"/>	<input type="text" value="11150160"/>	<input type="text" value="11150160"/>

- The **Invoice Information** page displays. Update or add any other required fields in the **Distribution Lines**. The **Distribution Lines Quantity** (and/or **Amount** if the voucher line is distributed by **Amount**) is changed here to distribute the invoice line account as needed.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

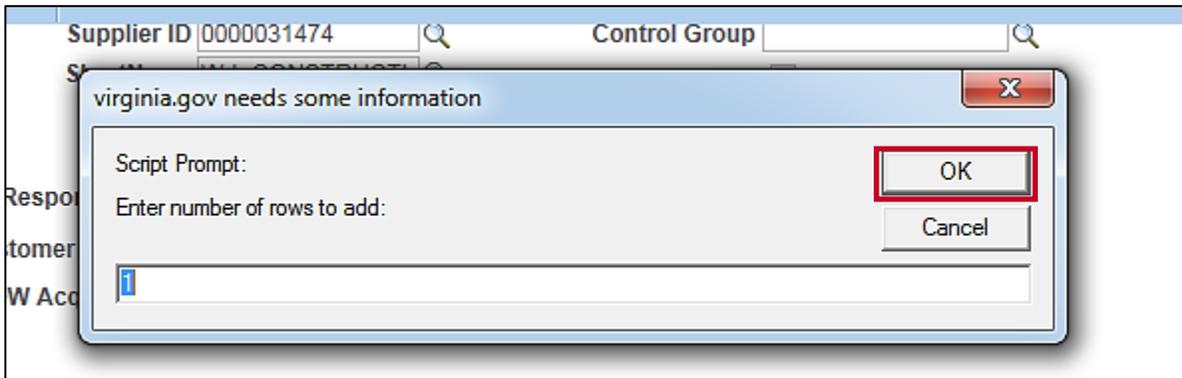
### Insert Distribution Lines



The screenshot shows the 'Accounts Payable' software interface. The 'Invoice Lines' section is active, displaying details for Line 1. The 'Distribution Lines' table at the bottom has a red box around the plus sign (+) button in the first column, indicating where to click to insert a new line.

GL Chart	Exchange Rate	Statistics	Assets	FF??	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
					<input type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100		04100	699001		11120010	

- Click the (+) button in the **Invoice Lines** section, next to the **Distribution Lines** where you want to insert a line.



The screenshot shows a dialog box titled "virginia.gov needs some information". The dialog contains a "Script Prompt:" and a text input field with the value "1". The "OK" button is highlighted with a red box.

- The line defaults to 1. Change this number if you need to add more than one line.
- Click the **OK** button.

Multi-SpeedCharts

Calculate

▼ Distribution Lines Personalize | Find | View All | [Grid] [Print] First 1-2 of 2 Last

GL Chart Exchange Rate Statistics Assets [PDF]

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
[+]	<input type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	699001	10004	11120010	
[+]	<input type="checkbox"/>	2	100.0000		0.00		50100						

- A second line displays which allows you to make entries as appropriate.

Multi-SpeedCharts

Calculate

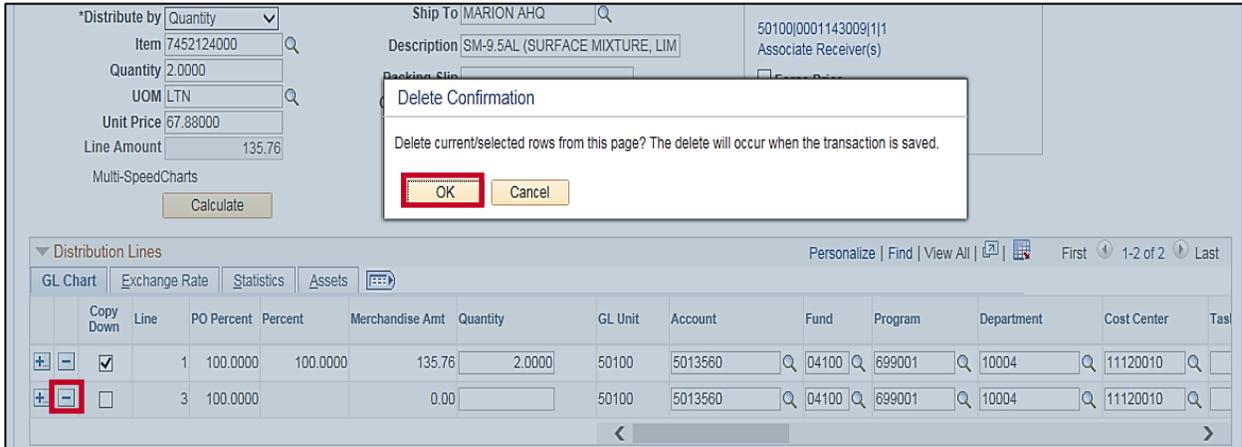
▼ Distribution Lines Personalize | Find | View All | [Grid] [Print] First 1-2 of 2 Last

GL Chart Exchange Rate Statistics Assets [PDF]

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
[+]	<input checked="" type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	699001	10004	11120010	
[+]	<input type="checkbox"/>	3	100.0000		0.00		50100	5013560	04100	699001	10004	11120010	

- Check the **Copy Down** box if you want to copy that line's ChartField values to the new distribution line(s). The **Copy Down** function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart but different secondary charges (**Agency Use 1, FIPS, Activity, and Department**). All fields from the first line are copied to the following lines. The **Copy Down** function should not be used if you are changing the **SpeedChart**, or the **Fund** or **Program** ChartFields.
- The **Distribution Lines Quantity** (or **Amount** if open) is changed here only if you are adding distribution lines and need to distribute the amount for the additional distribution lines.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

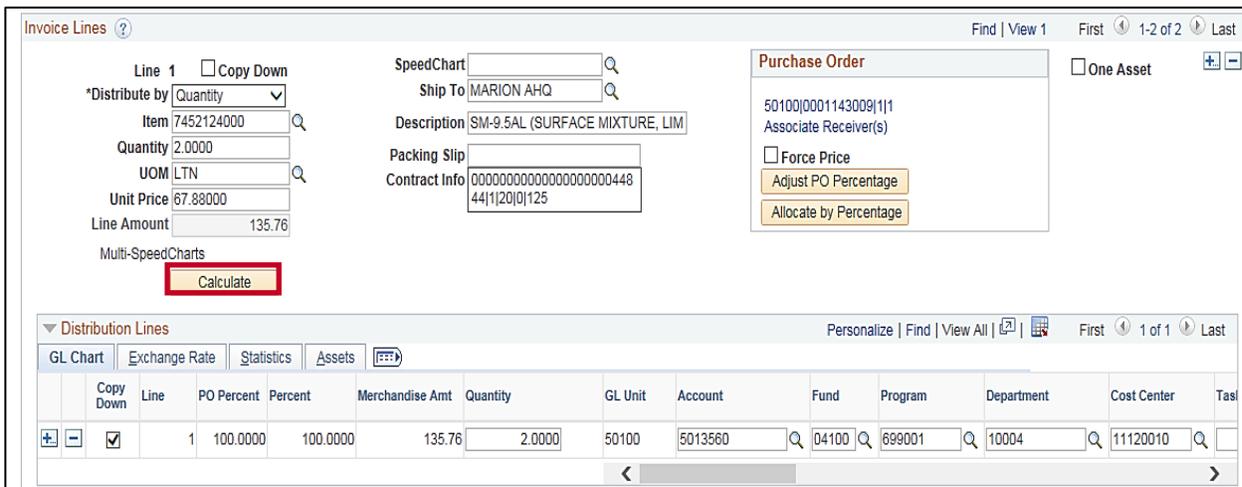
### Delete Distribution Lines



The screenshot shows the 'Distribution Lines' table with two rows. The second row is selected, and a 'Delete Confirmation' dialog box is displayed over it. The dialog contains the text: 'Delete Confirmation' and 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
<input checked="" type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	699001	10004	11120010	
<input checked="" type="checkbox"/>	3	100.0000		0.00		50100	5013560	04100	699001	10004	11120010	

- Select the (-) button in front of the line you want to delete.
- A **Delete Confirmation** message displays.
- Click the **OK** button.



The screenshot shows the 'Invoice Lines' section. The 'Calculate' button is highlighted with a red box. The 'Distribution Lines' table now only contains one row, indicating that the selected line has been removed.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
<input checked="" type="checkbox"/>	1	100.0000	100.0000	135.76	2.0000	50100	5013560	04100	699001	10004	11120010	

- The selected line is removed.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.

### Change Distribution Lines

Line 2  Copy Down

\*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Multi-SpeedCharts

**Calculate**

SpeedChart

Ship To

Description

Packing Slip

Contract Info

**Purchase Order**  One Asset

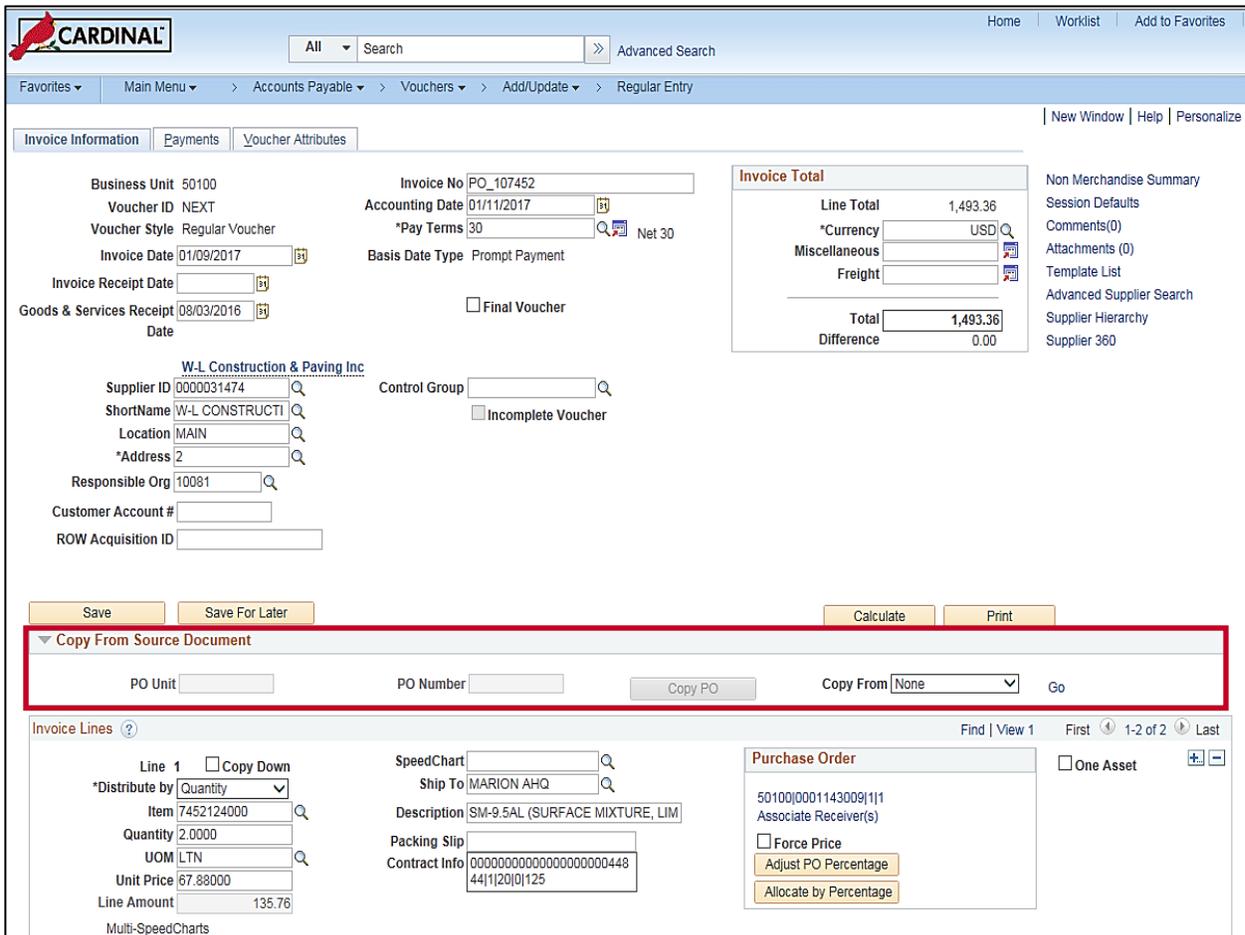
50100|0001143009|111  
Associate Receiver(s)

Force Price

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
	<input type="checkbox"/>	1	100.0000	100.0000	1,357.60	20.0000	50100	<input type="text"/>	<input type="text" value="04100"/>	<input type="text" value="604003"/>	<input type="text"/>	<input type="text" value="11160000"/>	<input type="text"/>

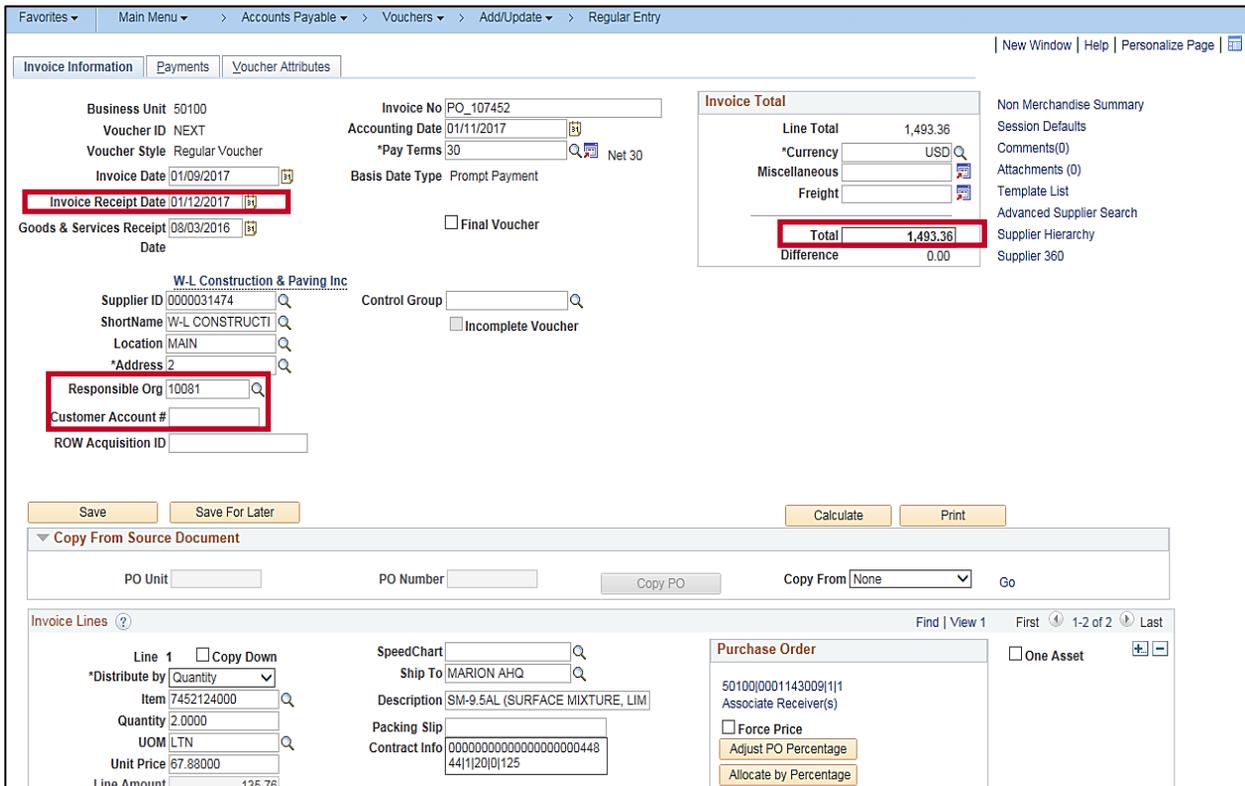
- If you need to make a change to a **Distribution Line**, click the field that you need to change.
- Make the necessary adjustments.
- You may need to click the **Calculate** button on the **Invoice Line** to balance the line after making updates to the distribution lines.



The screenshot displays the 'Accounts Payable' system interface. The 'Copy From Source Document' section is highlighted with a red box. This section includes fields for 'PO Unit', 'PO Number', and 'Copy From' (set to 'None'). A 'Go' button is located to the right of the 'Copy From' dropdown. Below this section, the 'Invoice Lines' table is visible, showing details for Line 1, including 'Distribute by' (Quantity), 'Item' (7452124000), 'Quantity' (2.0000), 'Unit Price' (67.88000), and 'Line Amount' (135.76). The 'Purchase Order' section shows the PO number 50100|0001143009|111 and includes options like 'Force Price', 'Adjust PO Percentage', and 'Allocate by Percentage'.

37. You can pay more than one PO on a single voucher, as long as they are all for the same supplier. If you need to copy receipts for additional POs, go to the **Copy From Source Document** section as many times as needed.

**Note:** The **PO Unit** field under the **Copy from Source Document** field is not open for entry when copying additional receipts or POs into the voucher. You need to populate the **Copy From** field and click the **Go** hyperlink to open the **Copy Worksheet** page. The **PO Unit** is then entered on the **Copy Worksheet** page.



The screenshot displays the 'Regular Entry' screen in the Accounts Payable software. The interface is divided into several sections:

- Invoice Information:** Fields include Business Unit (50100), Invoice No (PO\_107452), Accounting Date (01/11/2017), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (01/09/2017), Invoice Receipt Date (01/12/2017), Goods & Services Receipt Date (08/03/2016), Basis Date Type (Prompt Payment), and Final Voucher checkbox.
- Supplier Information:** Supplier ID (0000031474), ShortName (W-L CONSTRUCTI), Location (MAIN), \*Address (2), Responsible Org (10081), Customer Account #, and ROW Acquisition ID.
- Invoice Total:** Line Total (1,493.36), \*Currency (USD), Miscellaneous, Freight, Total (1,493.36), and Difference (0.00).
- Invoice Lines:** Line 1 details include Item (7452124000), Quantity (2.0000), UOM (LTN), Unit Price (67.88000), and Line Amount (135.76). It also includes fields for SpeedChart, Ship To (MARION AHQ), Description (SM-9.5AL (SURFACE MIXTURE, LIM), Packing Slip, and Contract Info.
- Purchase Order:** Fields include 50100|0001143009|1|1 Associate Receiver(s), Force Price checkbox, Adjust PO Percentage button, and Allocate by Percentage button.

38. After copying in all Receipts or POs related to the vendor's invoice, and adjusting **Distribution Lines** as necessary, complete the following fields:

- **Invoice Receipt Date:** The date the invoice was received.
- **Responsible Org:** This value defaults, however, can be changed if needed.
- **Customer Account #:** This number can be added if referenced on the invoice.
- **Total:** The value only requires an update when the **Copy Selected Lines** functionality is used multiple times. If that is the case, enter the invoice total.

Distribution Lines
Personalize | Find | View All |  | First 1 of 1 Last

GL Chart
Exchange Rate
Statistics
Assets

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task
+	-	<input type="checkbox"/>	1	100.0000	100.0000	1,357.60	20.0000	50100	04100	604003		11160000	

39. Scroll to the bottom of the page.
40. Click the **Save** button.
41. Record the **Voucher Number** assigned by Cardinal.
42. The voucher should be in balance and the **Difference** equal to **0.0**, but there may be instances when the invoice is not balanced.

A difference of 1 or 2 cents usually indicates a rounding difference between the invoice amount and PO/receipt amount. The difference field is displayed on the **Invoice Information** page.

Rounding differences are easily corrected by selecting the **Invoice Information** page. On the **Invoice Lines** section, select the **Distribute by** drop-down and change to **Amount**.

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
 | New Window | Help | Personalize

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 50100 | Invoice No PO\_107452  
 Voucher ID 00635820 | Invoice Date 01/09/2017  
 Voucher Style Regular Voucher  
 Supplier ID 0000031474

**Payment Details** Personalize | Find | View All | First 1 of 1 Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▾ Actions	Not Selected for Payment	02/11/2017		STATE	0000031474		3 EFT	1,493.36		USD

**Voucher Line - PO Information** Personalize | Find | View All | First 1-2 of 2 Last

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	50100	0001143009	1		17452124000	2.0000	LTN	67.88000
2	Full Match	50100	0001143009	1		17452124000	20.0000	LTN	67.88000

**Voucher Line - Receiver Information** Personalize | Find | View All | First 1-2 of 2 Last

Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount Received
1	50100	0001883237		1	1	2.0000 LTN	135.760	238.260
2	50100	0001883282		1	1	20.0000 LTN	1357.600	5873.660

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

43. Review the **Related Documents** page for accuracy and completeness.
44. Click the **Related Documents** tab. The **Related Documents** tab appears after the voucher is saved.
45. Verify that all POs and Receivers related to the Supplier Invoice are listed.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 50100      **Invoice Date** 01/09/2017  
**Voucher ID** 00635820      **Invoice No** PO\_107452  
**Voucher Style** Regular      **Invoice Total** 1,493.36    USD  
**Supplier Name** W-L Construction & Paving Inc  
                          PO Drawer 927  
                          VA10053309  
                          EVAAD64332  
                          Chilhowie, VA 24319

**Entry Status** Postable      **Pay Terms** Net 30  
**Match Status** Ready      **Voucher Source** Online  
**Approval Status** Pending      **Origin** ONL  
**Post Status** Unposted      **Created On** 01/12/2017 6:59AM  
    **Created By** HECTOR.ARANA  
    **Last Update** 01/12/2017 9:42AM  
    **Modified By** HECTOR.ARANA  
    **ERS Type** Not Applicable  
    **Close Status** Open

**Budget Status** Not Chkd

**Budget Misc Status** Valid  
 \*View Related  Go

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

46. Cardinal batch processes run periodically during the daily batch processing:

- **Matching:** compares the voucher/invoice to the purchase order and receipt.
- **Budget Checking:** verifies that funds are available for the voucher and deducts the voucher amount from the budget.
- **Submit for Approval:** sends voucher to approvers' worklists.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 50100      **Invoice Date** 01/09/2017  
**Voucher ID** 00635820      **Invoice No** PO\_107452  
**Voucher Style** Regular      **Invoice Total** 1,493.36    USD  
**Supplier Name** W-L Construction & Paving Inc  
                          PO Drawer 927  
                          VA10053309  
                          EVAAD64332  
                          Chilhowie, VA 24319

**Entry Status** Postable      **Pay Terms** Net 30  
**Match Status** Matched      **Voucher Source** Online  
**Approval Status** Pending      **Origin** ONL  
**Post Status** Unposted      **Created On** 01/12/2017 6:59AM  
    **Created By** HECTOR.ARANA  
    **Last Update** 01/12/2017 9:42AM  
    **Modified By** HECTOR.ARANA  
    **ERS Type** Not Applicable  
    **Close Status** Open

**Budget Status** Valid

**Budget Misc Status** Valid  
 \*View Related  Go

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

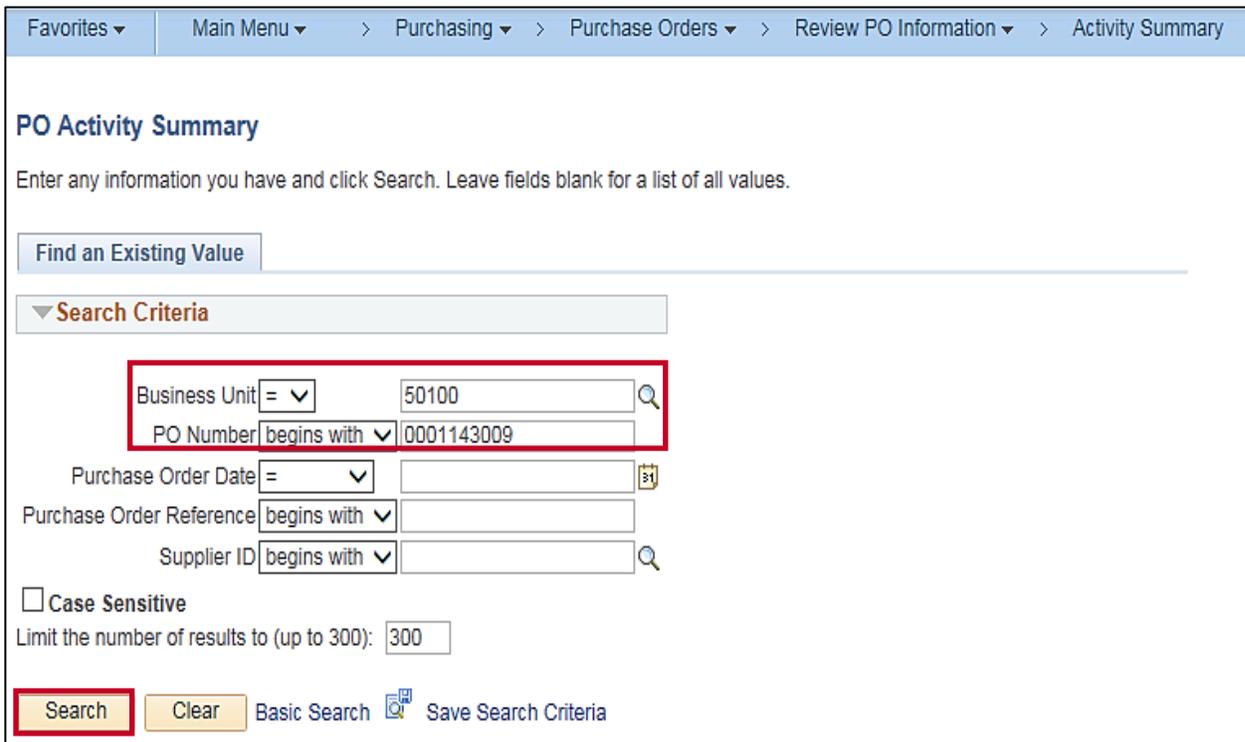
47. The statuses on the voucher update if the voucher does not have any errors.

## PO Activity Summary Page

The **PO Activity Summary** page gives a visual representation of activity that has occurred against a purchase order. The activity that occur against a purchase order includes receiving, invoicing (creating the voucher), and matching (comparing vouchers with the purchase order and receivers).

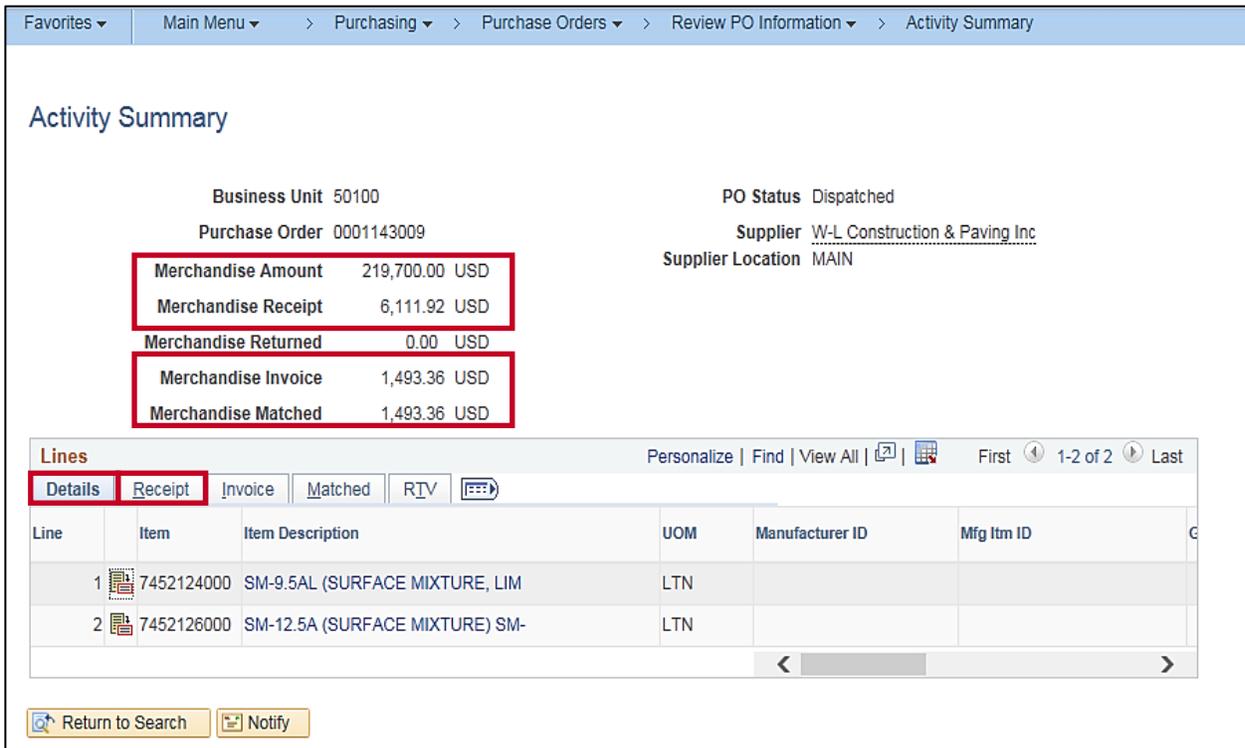
1. To see the **PO Activity Summary** navigate using the following path:

**Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary**



The screenshot shows the 'PO Activity Summary' search interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary. Below this, the page title 'PO Activity Summary' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. A 'Search Criteria' section contains several search fields: 'Business Unit' (dropdown menu, value: 50100), 'PO Number' (dropdown menu, value: begins with 0001143009), 'Purchase Order Date' (dropdown menu, value: =), 'Purchase Order Reference' (dropdown menu, value: begins with), and 'Supplier ID' (dropdown menu, value: begins with). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value 300. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red box highlights the 'Business Unit' and 'PO Number' fields and the 'Search' button.

2. Enter the **Business Unit**.
3. Enter the **PO Number**.
4. Click the **Search** button.



Activity Summary

Business Unit 50100  
Purchase Order 0001143009

PO Status Dispatched  
Supplier W-L Construction & Paving, Inc  
Supplier Location MAIN

Merchandise Amount	219,700.00 USD
Merchandise Receipt	6,111.92 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	1,493.36 USD
Merchandise Matched	1,493.36 USD

Lines

Personalize | Find | View All | [Grid Icon] | First 1-2 of 2 Last

Details Receipt Invoice Matched RTV [Print Icon]

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID
1	7452124000	SM-9.5AL (SURFACE MIXTURE, LIM	LTN		
2	7452126000	SM-12.5A (SURFACE MIXTURE) SM-	LTN		

Return to Search Notify

5. The **Activity Summary** page displays. The following key summary items show at the top of the page:
  - **Merchandise Amount:** the amount of the purchase order.
  - **Merchandise Receipt:** the amount of the purchase order that has been received.
  - **Merchandise Invoice:** the amount of the purchase order that has been vouchered.
  - **Merchandise Matched:** the amount of the purchase order that has been matched against a voucher.
6. The **Details Tab** under the **Lines** section displays the Purchase Order details.
7. Click the **Receipt** tab under the **Lines** section to view the Receipt details.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Activity Summary](#)

### Activity Summary

**Business Unit** 50100 **PO Status** Dispatched  
**Purchase Order** 0001143009 **Supplier** W-L Construction & Paving Inc  
**Supplier Location** MAIN

**Merchandise Amount** 219,700.00 USD  
**Merchandise Receipt** 6,111.92 USD  
**Merchandise Returned** 0.00 USD  
**Merchandise Invoice** 1,493.36 USD  
**Merchandise Matched** 1,493.36 USD

**Lines** Personalize | Find | View All | First 1-2 of 2 Last

[Details](#) [Receipt](#) **[Invoice](#)** [Matched](#) [RTV](#)

Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Cu
1	7452124000	SM-9.5AL (SURFACE MIXTURE, LIM	LTN	90.0400	90.0400	1909.9600	129,648.085 US	
2	7452126000	SM-12.5A (SURFACE MIXTURE) SM-	LTN	0.0000	0.0000	1200.0000	83,940.000 US	

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- This purchase order has been partially received.
- Click the **Invoice** tab in the **Lines** section to view the Voucher details.

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### Activity Summary

**Business Unit** 50100 **PO Status** Dispatched  
**Purchase Order** 0001143009 **Supplier** W-L Construction & Paving Inc  
**Supplier Location** MAIN

**Merchandise Amount** 219,700.00 USD  
**Merchandise Receipt** 6,111.92 USD  
**Merchandise Returned** 0.00 USD  
**Merchandise Invoice** 1,493.36 USD  
**Merchandise Matched** 1,493.36 USD

**Lines** Personalize | Find | View All | First 1-2 of 2 Last

[Details](#) [Receipt](#) [Invoice](#) [Matched](#) [RTV](#)

Line	Item	Item Description	UOM	Quantity	Un-invoiced Amount	Currency	
1	7452124000	SM-9.5AL (SURFACE MIXTURE, LIM	LTN	000	134,266.640 USD		
2	7452126000	SM-12.5A (SURFACE MIXTURE) SM-	LTN	000	83,940.000 USD		

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- Use the scroll bar to move to the right. Only one voucher has been created against this purchase order in this example.
- Click the **Invoice** icon to see the **Voucher ID**.

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Unit 50100    PO No. 0001143009    Line 1    Item ID 7452124000

Invoice		Personalize   Find   View All    		First	1-2 of 2	Last
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	
1	50100	00635820	2	20.0000	1357.600	 
1	50100	00635820	1	2.0000	135.760	 

[Activity Summary](#)

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12. Click the **Activity Summary** link to go back.

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### Activity Summary

Business Unit 50100    PO Status Dispatched  
 Purchase Order 0001143009    Supplier W-L Construction & Paving Inc  
 Supplier Location MAIN

Merchandise Amount 219,700.00 USD  
 Merchandise Receipt 6,111.92 USD  
 Merchandise Returned 0.00 USD  
 Merchandise Invoice 1,493.36 USD  
 Merchandise Matched 1,493.36 USD

Lines		Personalize   Find   View All    		First	1-2 of 2	Last
Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1	 7452124000	SM-9.5AL (SURFACE MIXTURE, LIM	LTN	22.0000	1,493.360 USD	
2	 7452126000	SM-12.5A (SURFACE MIXTURE) SM-	LTN	0.0000	0.000 USD	

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13. Click the **Matched** tab in the **Lines** section to view the Matching details. The voucher created has been matched against the purchase order.