

When an invoice needs to be processed against a PO, you will need to create a regular voucher referencing the respective PO. PO vouchers will need to go through the Matching process.

The Matching process completes two-way matching (matching the voucher to the purchase order) or three-way matching (matching the voucher to the purchase order and the receipt) depending on whether there is a receipt associated with the voucher. You will have the ability to process the full PO quantity/amount or process a partial quantity/amount leaving the remaining balance to be vouchered at another time.

### Creating a PO Voucher

1. Click the NAV Bar > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.

The Add Voucher screen appears.

The screenshot shows the 'Add a New Value' form for creating a voucher. The form is titled 'Add a New Value' and has a 'Find an Existing Value' button. The 'Business Unit' is set to 'COLUM'. The 'Voucher ID' is 'NEXT'. The 'Voucher Style' is 'Regular Voucher'. The 'Name 1' field is empty. The 'Short Supplier Name', 'Supplier ID', and 'Supplier Location' fields are empty. The 'Address Sequence Number' is '0'. The 'Invoice Number' field is empty. The 'Invoice Date' field is empty. The 'Gross Invoice Amount' is '0.00'. The 'PO Business Unit' and 'PO Number' fields are empty. The 'Estimated No. of Invoice Lines' is '1'. There is an 'Add' button at the bottom left.

2. **Voucher Style** should be **Regular Voucher**.
3. Click the **Add** button. The Voucher form appears on the Invoice Information tab.

## Completing the Voucher Form

1. Enter the **Invoice Date**.
2. enter the **Invoice Received** date.
3. Enter the **Invoice Number**.
4. Click the **Voucher Type** dropdown and select **Invoice**.
5. Enter **Supplier ID**
6. Click **Save**

## Copying the Purchase Order Information

To associate a voucher with a Purchase Order, you will need to copy information from the Purchase Order.

1. Click the **Copy From** drop down
2. If you created a receipt for the Purchase Order, select copy from **PO Receipt**.  
If you have not created a receipt in ARC, select copy from **Purchase Order Only**.
3. Click **Go**. PO Lookup appears on the Copy Worksheet screen.

4. Enter “COLUM” into the **PO Business Unit** field.
5. Enter the **PO Number**.
6. Click the **Search** button. The Purchase Order line will appear.

7. Enter the invoice amount in the Merchandise Amount box.
8. Check the Select Box
9. Click the **Copy Selected Lines** button. The information from the matching Purchase Order appears on the Voucher Page.

## Matching, Budget Checking and Submitting the Voucher

1. Click the **Action** dropdown and select **Matching**.
2. Click **Run**.

3. Select **Budget Checking** from the **Action** dropdown
4. Click **Run**.

5. Click **Yes**
6. Click the **Procurement EDM** to upload the Invoice and any related documentation.
7. Click the **Preview & Submit for Approval** button. The Preview Approval Screen appears.

8. Under **Departmental Approval**, click **+** next to **Start New Path**, then insert approvers.
9. Click on **Apply Approval Changes**.
10. Click the **Submit for Approval** button.
11. Click on the **Notify** button and enter the next approver in the workflow.

*Follow up with supervisor to confirm approval.*