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.
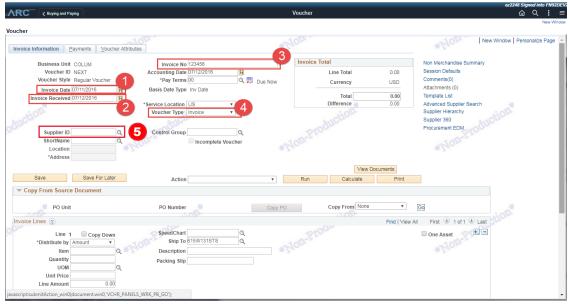
    The Add Voucher screen appears.

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

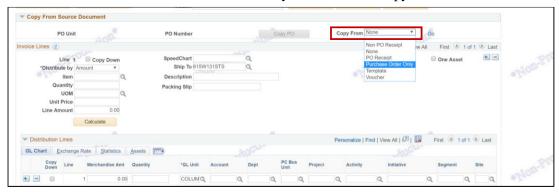## Completing the Voucher Form

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**.
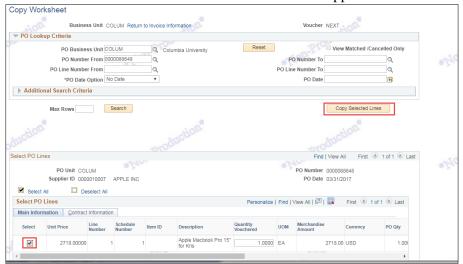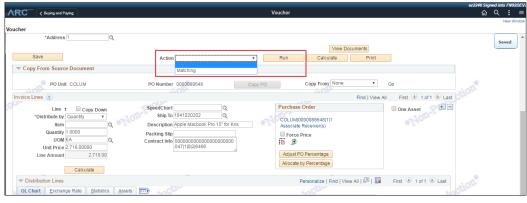3. Click **Go**. PO Lookup appears on the Copy Worksheet screen.

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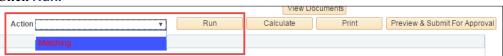6. Click the **Search** button. The Purchase Order line will appear.

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

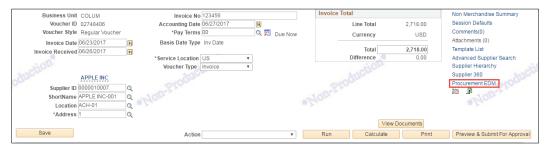1. Click the **Action** dropdown and select **Matching**.
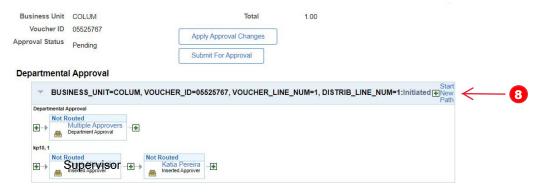2. Click **Run.**

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.