

## **State of Kansas** Copy From a Purchase Order Statewide Management, Accounting, and Reporting Tool



Step	Action
1	Navigate to: Accounts Payable, Voucher, Add/Update, Regular Entry – Add a New Value tab
	Add a new voucher. When you are going to copy from a Purchase Order it is preferred to leave the vendor and Gross Invoice Amount fields blank.
	Proposal Management     Maintenance Management     Resource Management     Lease Administration     Travel and Expenses     Travel Administration     Difference Management     Eind an Existing Value     Add a New Value
	▷ Billing       ▷ Accounts Receivable       ♡ Accounts Payable       ♡ Vouchers       Business Unit:       17300       Q       Voucher ID:
	Add/Update     Voucher Style:     Regular Voucher       - Regular Entry     Short Vendor Name:     Q       - Quick Invoice Entry     Vendor ID:     Q
	- Summary Invoice Entry       Vendor Location:         - Complete Register       Vendor Location:         Voucher       Address Sequence Number:         - Close Voucher       Invoice Number:         - Delete Voucher       Invoice Number:
	- Update Open Item     Invoice Date:     t       - UnPost Voucher     Gross Invoice Amount:     0.00       ▷ Maintain     Freight Amount:     0.00
	Approve       Misc Charge Amount:       0.00         Payments       Estimated No. of Invoice Lines:       1         Review Accounts Payable       Add
2	On the Invoice Information tab, select "Purchase Order Only" from the drop down list next to the Worksheet Copy Option field
	Invoice Information     Payments     Voucher Attributes       Business Unit:     17300     Invoice Number:       Voucher ID:     NEXT     Invoice Date:       Voucher Style:     Regular
	Setoff Status:     Not Processed by Setoff     Interfund Status     N/A       Copy from a Source Document
	PO Unit:       Q       Purchase Order:       Q       Copy PO       Worksheet Copy Option:       None         Vendor:       Q       *Pay Terms:       00       Q Due Now       Basis Dt Type       Inv Date
	Name:       Control Group:       Comments(0)         Location:       Accounting Date:       07/16/2010 3         *Address:       Advanced Vendor Search       *Currency:       USD Q       Non Merchandise Summary         Total:       0.00       Calculate
	Session Defaults

Step	Action
3	Enter your PO Business Unit and click the magnifying glass to look up the appropriate
	Purchase order number and click the search button.
	1
	Conv Worksheet
	Backto Invoice
	voucher: NEXT Educto involce
	PO Business Unit: View Matched /Cancelled Only
	PO Number From: Q PO Number To:
	PO Line Number From: PO Line Number To: Main Content
	*PO Date Option: No Date Y PO Date:
	Additional Search Criteria
	Max Rows to Search Copy Selected Lines Reset Select All Clear All
	keturn
4	Click the check box next to each line you would like to copy into the voucher.
	Quantities and or amounts (if it was an amount only Purchase Order) can be changed on
	this page and populated to the voucher. Please make sure to scroll over to the far right of
	the screen to make sure that you are viewing/selecting all lines on the purchase order.
	Once all lines are selected, click on the Copy Selected Lines button.
	Copy worksneet
	YPO Lookup Criteria
	PO Business Unit: 17300 Q Department of Administration View Matched /Cancelled Only
	PO Number From: 000000015 Q PO Number To: Q PO Line Number From: Q PO Line Number To: Q
	*PO Date Option: No Date PO Date:
	Additional Search Criteria
	Max Rows to     Search     Copy Selected Lines     Reset     Select All     Clear All       Return     Copy Selected Lines     Reset     Select All     Clear All
	Select PO Lines Find   View All Fi
	PO Unit:         17300         PO No.:         000000015         PO Date:         07/16/2010           Vendor ID:         0000160772         CARTRIDGE KING OF KANSAS INC
	Line Schedule Quantify Merchandise UIOM Amount Receiving
	Select Number Nu
	Image: Image shows a state of the
1	



Step	Action
6	Once you click the copy selected lines button, the purchase order lines will be copied
	into the voucher.
	SMART
	Home Worklist Add to Favorites Sign o
	New Window   Help   Customize Page   🖫
	Invoice Information Payments Voucher Attributes
	Business Unit: 17300 Invoice Number: Voucher from PO
	Voucher Style: Regular Action:
	Setoff Status: Not Processed by Setoff Interfund Status N/A
	Copy from a Source Document
	PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None
	Vendor: 0000160772 Q *Pay Terms: 00 Q Due Now 🛒 Basis Dt Type Inv Date
	Name: CARTRIDGE-002 Control Group: Control Group:
	Location: 001 Q Accounting Date: 07/16/2010 9      *Address: 1 Q Advanced Vendor Search *Currency: USD Q Non Merchandise Summary
	CARTRIDGE KING OF KANSAS INC Total: 54.20 Calculate
	MCPHERSON, KS 67460-8128
	Lease Number:
	Packing Silp:
	Line *Distribute by Item Description Quantity UOM Unit Price Extended Amount
	1 Quantity V 0000000 Q Printer Cartridge, Reman, 1.0000 EA Q 54.2000 54.20
	Ship to   Speedchart     173301   Image: Comparison of the speedchart       Image: Comparison of the speedchart     Image: Comparison of the speedchart       Image: Comparison of the speedchart       Image: Comparison of the speedchart           Image: Comparison of the speedchart
	Override PO Pct.
	Purchase Order & Receiver Info Associate Receiver(s)
	Distribution Lines     Customize   Find   View All   #     GL Chart   Exchange Rate   Statistics   Assets   [::::]
	Copy Down         Percent         Amount         Quantity         *GL Unit         Dept         Fund         Bud Unit         Program         Account         PC Bus Unit         Project         Activity
	Balancing
	Business Unit:     17300       Voucher ID:     NEXT     Invoice Lines
	Misc Charge Amount
	(minus) Total 54.20 Calculate
	(equals)
	Non Merchandise Summary
	Save Notify CFresh
	Invoice Information   Payments   Voucher Attributes
7	To copy multiple purchase orders for the same vendor into a voucher, repeat steps 2-4.