Voucher Processor

START

Create Voucher > Worksheet Copy Option: Purchase Order Only

→

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

→

Contact Buyer

Buyer

Buyer navigate to the 'Activity Summary' page (**PO Tool 1**): 'Details' tab

→

Is the 'Amount Only' checkbox selected on the PO Line?

Yes► Yes. The PO is an 'Amount Only' PO. Refer to **Checklist 1** for other possible issues and solutions.

No

↓

PO is a Quantity PO

↓

Is the Matched Tab – 'Qty Matched' equal to, or greater than, the Details tab – 'Ordered Qty'?

No → Refer to **Checklist 1** for other possible issues and solutions

Yes

↓

PO is fully matched

◄ **A** *(Continues on Page 2)*

Example►

Scenario 1.3 side note:

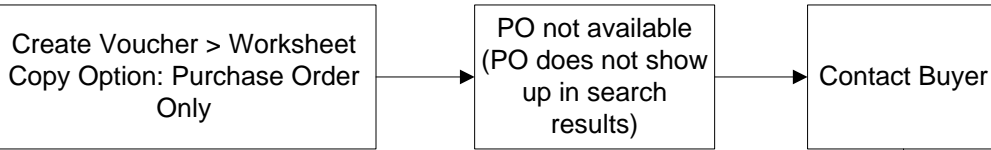### *Scenario 1.3*

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

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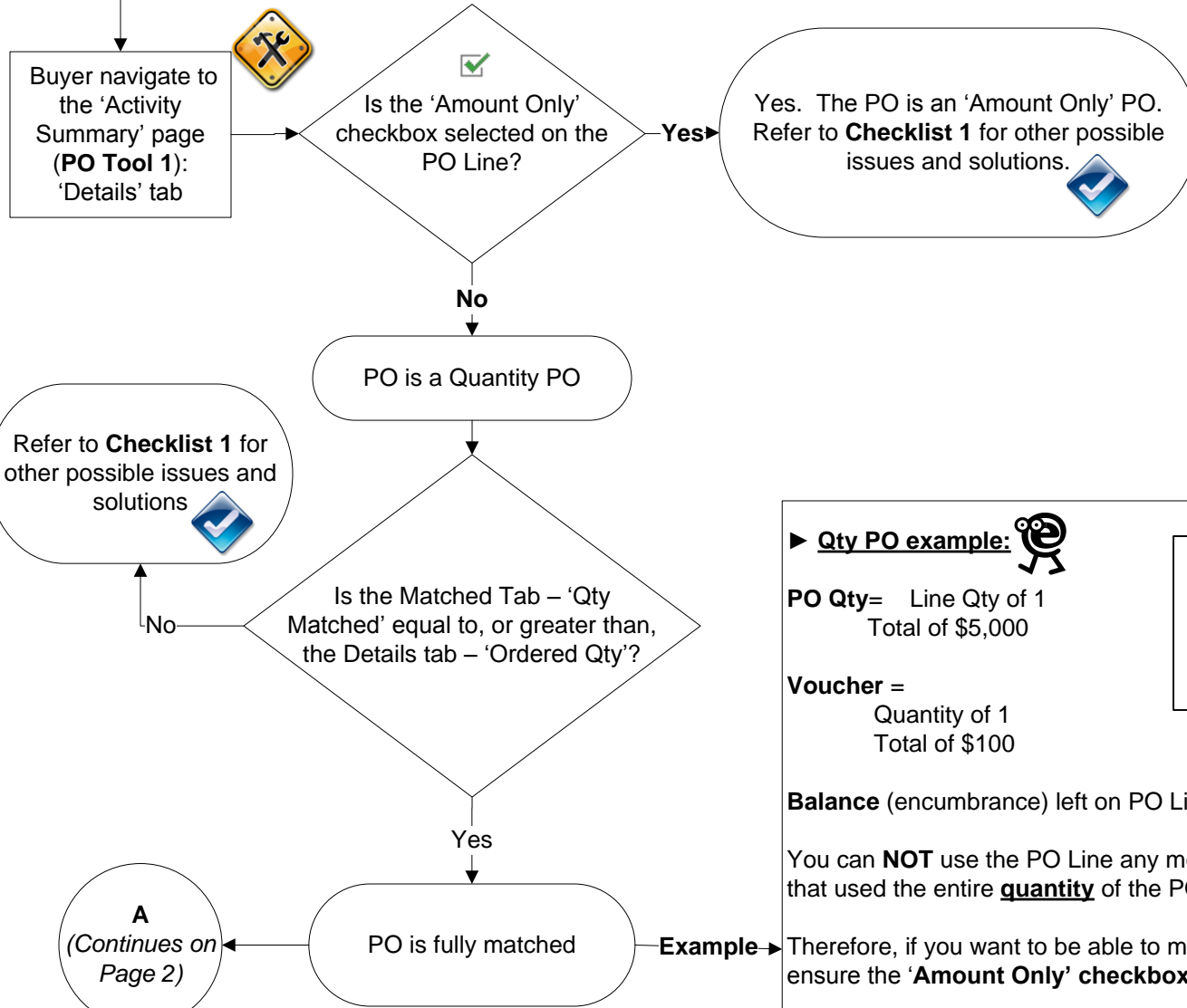
► **Qty PO example:**

PO Qty= Line Qty of 1
Total of $5,000

Voucher =
Quantity of 1
Total of $100

Balance (encumbrance) left on PO Line = $4,900.

You can **NOT** use the PO Line any more because your Agency created a voucher that used the entire **quantity** of the PO.

Therefore, if you want to be able to make multiple payments against a PO Line, ensure the '**Amount Only' checkbox** is selected for that PO Line.

For additional information, please refer to:
PO Tool 4 - 'Amount Only" Information

Buyer

A
(Continued from Page 1)

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

Yes →

No

Refer to the '**Manual PO Close Process' Job Aid** for additional information if necessary

Agency Buying Administrator 'Close' the existing PO Line using the PO Reconciliation Workbench, then

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

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: Be sure to select the 'Amount Only' checkbox on the Requisition line or the PO Line!

Buyer create a PO Change Order at the PO Line level > Status tab △

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.

Adjust dollar Amount on PO Line to match the dollar amount that was paid on the previous voucher

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

Adjust the Distribution Line amounts to match the amounts paid on the previous voucher

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."

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*

Change the Dispatch Method to 'Phone'

Save and Approve the PO Change Order

Budget Checking Hourly Batch Process runs

PO Status changes to "Dispatched"