

Vouchering Against a Blanket Purchase Order

OVERVIEW

This instruction guide shows how to pay a partial payment against a purchase order that is set up as a **Distribute By Amount Only**. These purchase orders, referred to as "blanket POs," are usually set up by the year for monthly payments throughout the year, such as monthly deliveries of products or services.

In the voucher:

- Use the **Copy Purchase Order** option to copy in the PO line
- Check to see that **Distribute By** is **Amount**, not Quantity
- Change the amount in the following places to match the invoice:
 1. Total
 2. Line Amount
 3. Merchandise Amount
 4. Gross Amount in the **Payments Tab** at the top
- Save and Budget Check

STEPS

To bring the purchase order line into the voucher:

1. Click **Click Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher**.
2. Click the **Add** button.
3. Enter the **Invoice number** in the **Invoice No** field.
4. Enter the **Invoice date** in the Invoice date field. Click the **Choose a date (Alt+5)** button to select the **invoice date**.
5. Click the **Copy From list**.
6. Click the **Purchase Order Only** list item.
7. Click the **Go** link.
8. Enter the PO Business Unit in the **PO Business Unit** field. For example, enter "6201".
9. Enter the PO number in the **PO Number From** field. For example, enter "0000000132".
10. Click the **Search** button.

If your PO does not pull up, check the box marked **"View Matched/Cancelled Only"**. Once you click that box, you will need to enter in the Business Unit and Purchase Order number again.

11. **Check the box** to select the purchase order lines needed.
12. Click the **Copy Selected Lines button** to bring the PO information into the voucher.

To pay this line against the blanket PO:

1. Enter the total paid today in the **Total** field.
2. Enter the amount needed into the **Line Amount** field.
3. Click the **scrollbar** to scroll down on the page.
4. Enter the amount needed into the **Merchandise Amt** field.

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- If your purchase order comes in as a quantity PO, change **Distribute By** from Quantity to Amount which will un-gray the amount fields so they can be changed (if need be).
- Make sure the **Total Amount**, the **Line Amount** and the **Merchandise Amount** on the distribution line are all equal. If you have multiple lines or distribution lines, the sum must equal the amount in the **Total** field for the voucher to be in balance and not go to recycle status.

The screenshot shows the 'Invoice Lines' section with the following details:

- Total: 100.00 (circled in red)
- Difference: 0.00
- Calculate button
- Copy From Source Document section with PO Unit, PO Number, and Copy From fields.
- Invoice Lines section with Line 1, *Distribute by: Amount, Ship To: B800003381, Unit Price: 1,500.00000, Line Amount: 100.00 (circled in red), and Description: Amount only PO for Beverages 1.
- Calculate button
- Purchase Order & Receiver Info and Associate Receiver(s) links.
- Override PO Pct. and Allocate by Pct. buttons.
- Distribution Lines table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, GL Unit, Dept, Fund, Program, Account, Source, Bud. The Merchandise Amt for Line 1 is 100.00 (circled in red).
- Save, Notify, Refresh, Add, and Update buttons.

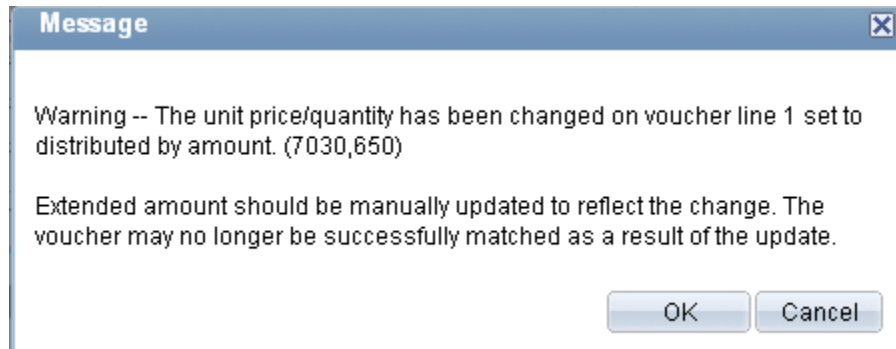
- Click the **scrollbar** to scroll back up to the top of the page.
- Click the **Calculate** button.
- Click the **Payments** tab. Enter the total amount paid today into the **Gross Amount** field. While on this tab, check the remit address to make sure payment is going to the correct place.

The screenshot shows the 'Payments' tab with the following details:

- Business Unit: UFLOR
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Total Amount: 100.00
- Vendor Name: HAV A CUP Beverage Service
- *Pay Terms: 10 Net 10
- Invoice No: 1235846
- Invoice Date: 05/13/2011
- Action: dropdown menu
- Run button
- Schedule Payments button
- Payment Information section with Payment: 1, *Remit to: 0000008279, Location: 01, Gross Amount: 100.00 USD (highlighted in red), and Discount: 0.00 USD.
- Payment Inquiry and Express Payment buttons.

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10. Click the **Invoice Information** tab.
11. Click the **scrollbar** on the right to scroll back down to the bottom of the page.
12. Click the **Save** button.
13. This **message** will display when you click Save. Click the **OK** button and continue.



Budget Check the voucher:

1. Click the **Action** list.
2. Click the **Budget Checking list** item.
3. Click the **Run button**.
4. Click the **Yes button**.
5. This message will display when you click Save. Click **OK** and continue.
6. Click the **Summary tab** to check the Budget Status.
7. The **Budget Status** should be "Valid".

For additional help, please contact Disbursement Services at 392-1241 or our [contact form](#).