

Quick Reference Tip Sheet

Last Revised Date: 03/21/2018

General Information


Task	Process Information
<p>Creating a PO (Purchase Order) Voucher</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>A voucher that is entered from an Express Purchase Order or Purchase Order <u>without</u> having a receipt.</p>

GEARS Navigation

<p>Accounts Payable > Vouchers > Add/Update > Regular Entry</p>	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	<p>Voucher</p>
2.	Click the  button.	

3.


On the **Invoice Information** tab - enter the following information:

Follow these Department of Budget and Finance standards:

Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.

- Invoice Number** – Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters.
Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.
Note: Where hyphenated or multiple last names are used, the last “last name” is to be utilized in the invoice number for all invoices.
Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.
- Invoice Date** – Enter this just as it appears on the vendor invoice.
- Accounting Date** – Using the format of mmddyyy enter the current date (today).

4.

On the **Invoice Information** tab – Click on the  next to **Copy From Source Document** to open the PO Copy area.

5. On the **Copy Worksheet** screen – select the Purchase Order.

Copy From [Go](#)

- Select “Purchase Order Only” from the drop down and select the “Go” hyperlink.

PO Lookup Criteria

PO Business Unit

PO Number From



You can search for the purchase order business unit and number by selecting the magnifying glass.

- Click the button.
- Under the **Select PO Lines** section, enter a check mark only in the check box next to the PO line which is being vouchered against.

Copy Worksheet

Business Unit MDJUD [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit Administrative Office of Court View Matched /Cancelled Only

PO Number From PO Number To

PO Line Number From PO Line Number To

*PO Date Option PO Date

Additional Search Criteria

Max Rows

Select PO Lines Find | View All First 1 of 1 Last

PO Unit MDJUD PO Number 0000058396
 Vendor ID 000010864 CIRDAN GROUP INC PO Date 01/04/2017

Select All Deselect All

Select PO Lines Personalize | Find | View All | First 1 of 1 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	U
<input type="checkbox"/>	138.38000	2	1		AY17 ITSM Business Process Imp	1050.0000	MHR	145299.00	USD	1050.0000	

Select All Deselect All PO Line Count: 1
PO Total: \$145,299.00

6. Click the button.

7. On the **Invoice Information** tab – enter the following information.

- **Note:** the Vendor, Invoice and Distribution line information have carried over from the PO. **DO NOT change the chartfields on the line (Account, Batch Agency, Fund, Program, Approp Number, Approp Yr, PCA).** If the chartfields are incorrect, then the PO needs to be modified by DPCGA before it can be used.
- **Note:** If the Vendor ID to be used for payment is different than the Vendor ID carried over from the PO, use the “Remit to” field on the Payments tab to provide the other Vendor ID.
- **Attachments** – Be sure to attach a copy of your invoice. **Note:** Your voucher will not save without an attachment.

The screenshot displays the 'Invoice Information' tab in the GEARS software. Key elements include:

- Business Unit:** MDJUD
- Invoice No:** Sample3
- Accounting Date:** 02/28/2017
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice Date:** 02/28/2017
- Pay Terms:** NET00
- Basis Date Type:** Acct Date
- Invoice Total:** Line Total 145,299.00, *Currency USD, Total 145,299.00, Difference 0.00
- Attachments (0):** A red circle highlights this field.
- Vendor:** CIR DAN GROUP INC
- Text:** A red box highlights the text "Invoice & Distribution info copied from Receipt".
- Buttons:** A red arrow points to the "Save" button.
- Copy From Source Document:** Fields for PO Unit, PO Number, and Copy From (set to None).
- Invoice Lines:** Line 1 details including Quantity (1,050.0000), UOM (MHR), and Line Amount (145,299.00).
- Purchase Order:** MDJUDJ0000058396J211 Associate Receiver(s).
- Distribution Lines Table:**

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
				1	100.0000	100.0000	145,299.00	1050.0000	MDJUD	C25	12173	3003	0898	T017	A0012	AY2017	

8.

For Amount Only POs:

On the **Invoice Information**

tab – adjust the total and amounts, if needed.


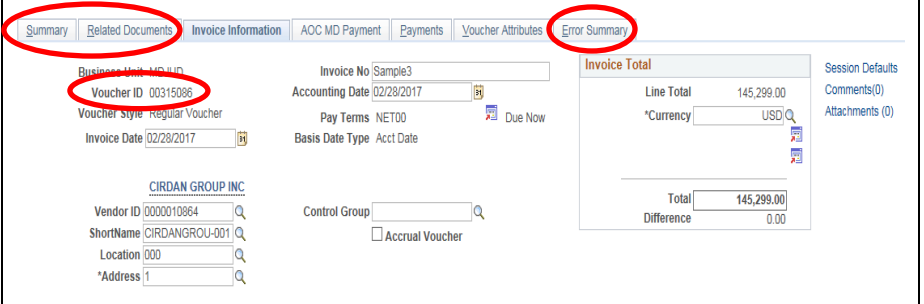

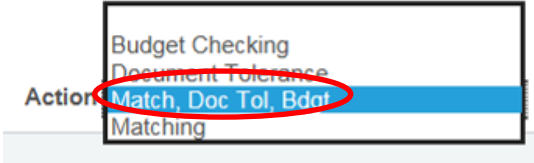

For Amount Only POs:

1. If needed, adjust the Total (header) and Amounts (line), to match your invoice.
2. Click on the “Calculate” buttons on the header and line to confirm that the header and lines all agree.

The screenshot shows the GEARS system interface for creating a PO Voucher. The 'Invoice Information' tab is active, displaying fields for Business Unit (MDJUD), Invoice No (Sample3), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (02/28/2017), and Vendor (CIRDAN GROUP INC). The 'Invoice Total' window shows a Line Total of 145,299.00 and a Total of 145,299.00. The 'Invoice Lines' tab shows Line 1 with a Line Amount of 145,299.00. The 'Distribution Lines' table below shows a Merchandise Amt of 145,299.00. Red circles highlight the 'Calculate' buttons in the 'Invoice Total' window, the 'Invoice Lines' section, and the 'Merchandise Amt' field in the 'Distribution Lines' table.

9.

Save the voucher by clicking the **Save** button.

<p>10.</p>	<div style="text-align: center;">  <p>Confirm your voucher is saved.</p> </div>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have “Actions” in your drop down box. 
<p>11.</p>	<p>Select the “Match, DocTol, Bdgt” action, and then click</p> <div style="text-align: center;">  </div>	 <p>NOTE: If you have already run the “Match, Doc Tol, Bdgt” Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</p> <p>For example, if the “Match, Doc Tol, Bdgt” action is run, and Budget Exceptions exist (though Matching is valid), resolve the budget issue and then re-run only the “Budget Checking” action.</p>
<p>12.</p>	<p>Click  to submit voucher for approval.</p>	