

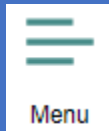
Pulling PO Information into Non-PO Voucher

Procedures for pulling PO information into Voucher in PeopleSoft

NavBar



Menu



Financials



Accounts Payable



Vouchers



Add/Update



Regular Entry

Navigation

Find Existing Voucher

- Click the “Find Existing Value”
- Enter Voucher ID number
- Click “Search”

 Find an Existing Value





Voucher


Find an Existing Value

 Add a New Value

▼ Search Criteria


Enter any information you have and click Search. Leave fields blank for a list of all values.

 Recent Searches   Saved Searches 


Business Unit = 

Voucher ID begins with

Invoice Number begins with

Invoice Date = 

Short Supplier Name begins with

Supplier ID begins with 

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

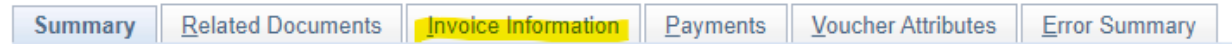
Incomplete Voucher =

[^ Show fewer options](#)

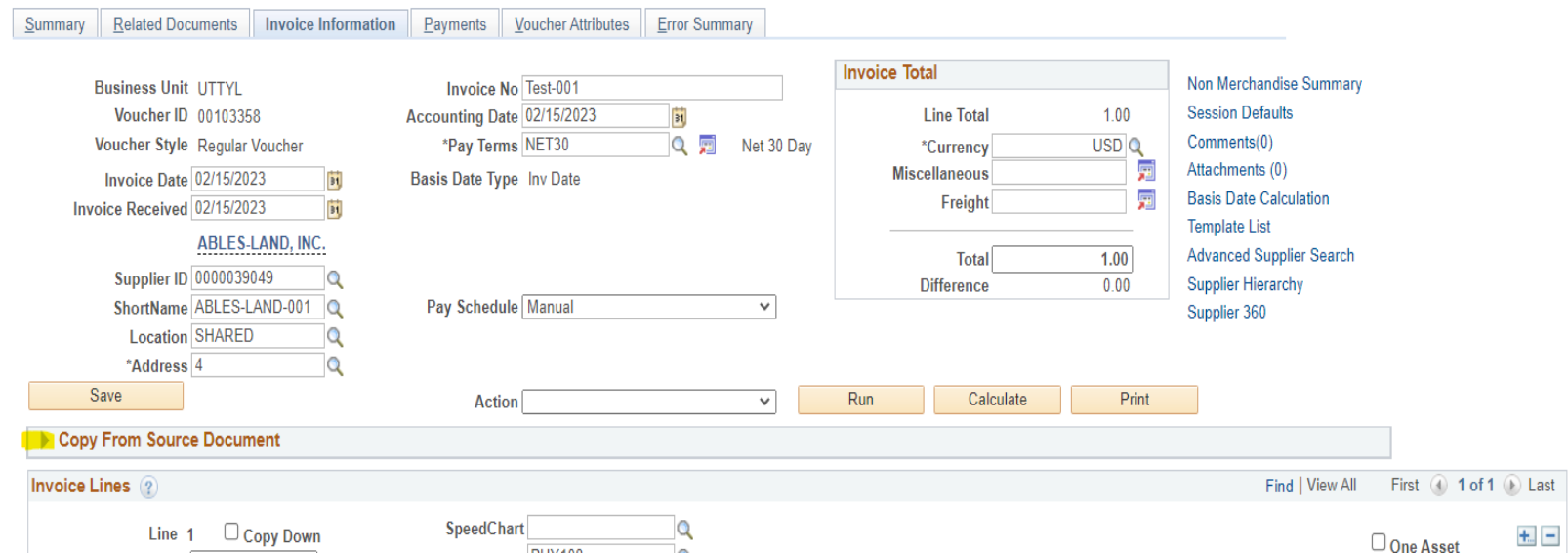
Case Sensitive

Finding Source Document

- Click on the “Invoice Information” tab



- Click the arrow next to “Copy from Source Document”



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit UTYYL
Voucher ID 00103358
Voucher Style Regular Voucher
Invoice Date 02/15/2023
Invoice Received 02/15/2023
ABLES-LAND, INC.
Supplier ID 0000039049
ShortName ABLES-LAND-001
Location SHARED
*Address 4

Invoice No Test-001
Accounting Date 02/15/2023
*Pay Terms NET30 Net 30 Day
Basis Date Type Inv Date
Pay Schedule Manual

Invoice Total	
Line Total	1.00
*Currency	USD
Miscellaneous	
Freight	
Total	1.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Action Run Calculate Print

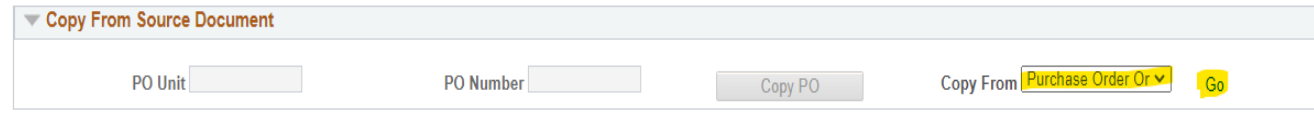
Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart One Asset

Finding Source Document

- Select “Purchase Order Only” from the drop-down menu
- Click “Go”

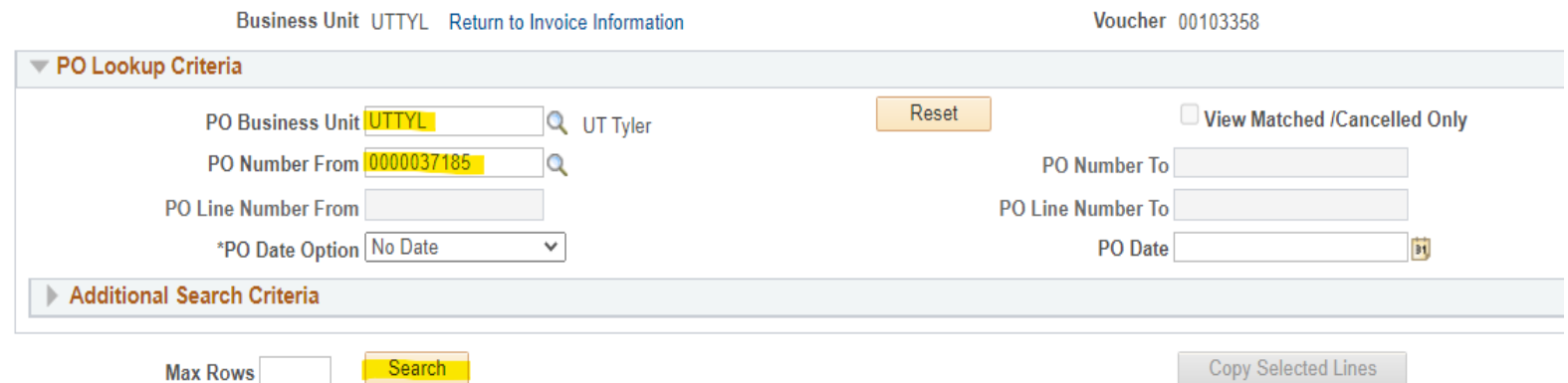


Copy From Source Document

PO Unit PO Number Copy PO Copy From **Purchase Order Or**

- Fill in “PO Business Unit” by clicking magnifying glass icon and selecting “UTTYL” or filling in manually
- Fill in PO number from which you wish to pull information
- Click “Search”

Copy Worksheet



Business Unit UTTYL [Return to Invoice Information](#) Voucher 00103358

PO Lookup Criteria

PO Business Unit **UTTYL** View Matched /Cancelled Only
UT Tyler

PO Number From **0000037185** PO Number To

PO Line Number From PO Line Number To

*PO Date Option **No Date** PO Date

Additional Search Criteria

Max Rows

Copy PO Lines

- Select the lines you wish to pull into the voucher by checking appropriate box or clicking “Select All” to pull in all lines.
- Click the “Copy Selected Lines” box

Max Rows Search

Copy Selected Lines

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

PO Unit UTTYL PO Number 0000037185
Supplier ID 0000039049 ABLES-LAND, INC. PO Date 02/15/2023

Select All Deselect All

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

Main Information | Contract Information | UPN Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	1.00000	1	1		Item #1 - PO	<input type="text" value="1.0000"/>	EA	1.00	USD	1.0000	EA	1.0000

Select All Deselect All PO Line Count 1
PO Total \$1.00

Delete Non-PO Voucher Lines

- Click “View All” so you can see every line on voucher

Find View All First 1 of 2 Last

- You will notice that voucher now has both the lines created on original Non-PO voucher and the lines pulled in from purchase order. You will need to delete the original voucher lines leaving only the lines from PO.

- Click the minus sign next the lines you want to delete 


Invoice Lines Find | View 1 First 1-2 of 2 Last

Line 1 Copy Down
*Distribute by: Amount
Item:
Quantity: 1.0000
UOM: EA
Unit Price: 1.00000
Line Amount: 1.00


SpeedChart:
Ship To: PHY108
Description: Item #1 - Voucher

*Service Start: 02/15/2023
Date:
Empl ID:

*Service: 02/15/2023
End Date:

One Asset 
Calculate


Distribution Lines Personalize | Find | View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
	1	1.00	1.0000	UTTYL	63110		3100	115900		700	

Line 2 Copy Down
*Distribute by: Quantity
Item:
Quantity: 1.0000
UOM: EA
Unit Price: 1.00000
Line Amount: 1.00

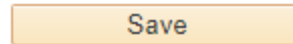
SpeedChart:
Ship To: PHY108
Description: Item #1 - PO

Purchase Order
UTTYL|0000037185|1|1
Associate Receiver(s)
 Force Price
Adjust PO Percentage
Allocate by Percentage

One Asset 
UPN
Calculate

Save

- Click “Save”



- End of Procedure