PO Voucher - Invoice Information tab

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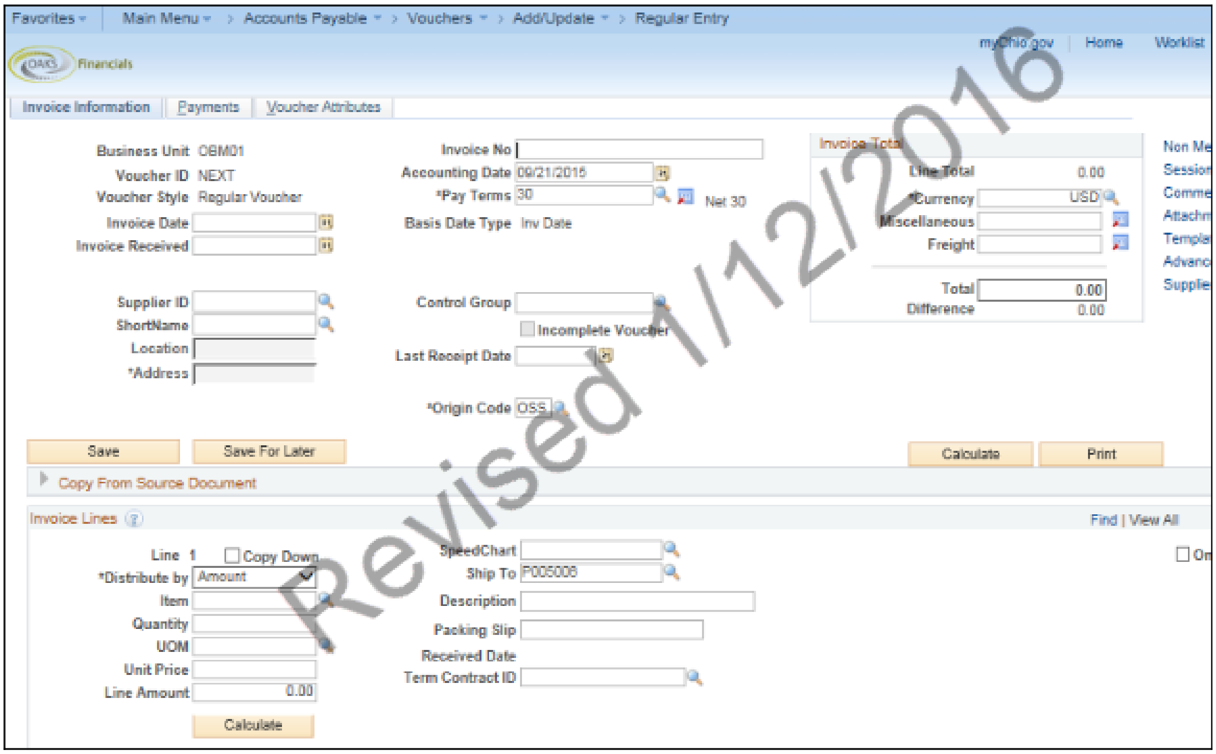
Updating the Invoice Information Tab

The **Invoice Information** tab displays with the invoice details previously entered on the **Add a New Value** tab. Continue entering additional invoice data (e.g., pay terms, invoice lines, distribution lines, etc.) using the steps below.



1. Validate **Invoice Number**.
2. Validate **Invoice Date**.
3. Enter **Last Receipt Date** based on the Determining Invoice Date and Last Receipt Date process.
4. Click **Comments** link to enter necessary voucher comments.

Enter Comments anytime deviation from the standard process is necessary. Some specific deviation examples are:
- The amount on the receipt does not match the amount on the invoice.
- OAKS rounding issues.
  - If account code(s) can not be debited, pay closest to invoice amount.
  - If account code(s) can be debited, debit code the remaining balance of the invoice.
- CRM Cases (Include CRM Case number).

... why the receipt was not used ... a the Comm... link).

9. Click **View All** to the right of the "Select PO Lines" heading.
10. Click the **Search** checkbox to the left of each Receiver Lines(s) of the applicable Receiver.
    - The entire receipt (all receiver lines) has to match the invoice total exactly (excluding shipping). If shipping is included on the invoice, but not on the receipt, create another distribution line using "Purchase Order Only."

All Receiver Lines have to be used.

11. Select PO Lines section displays
12. Click Copy Selected Lines.

The voucher line and distribution line details on the **Invoice Information** tab update based on the receiver selected and **cannot** be modified.

13. Continue to update the remaining invoice details.

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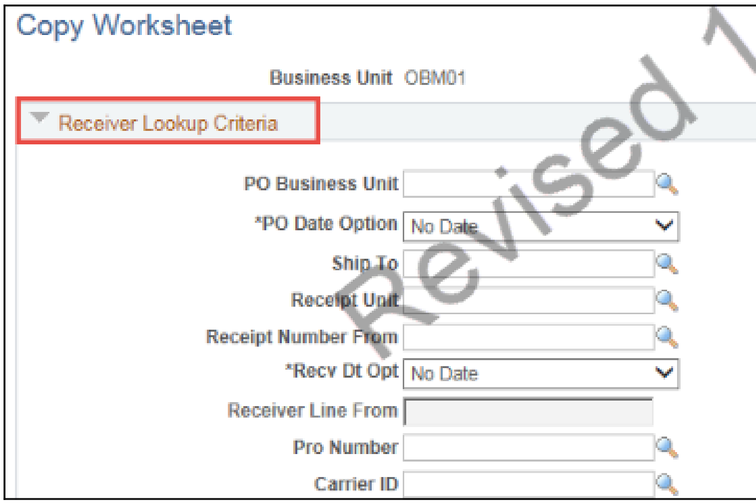
Purchase Order Only

If the agency did not create a receipt that matches the invoice, create the voucher using only the Purchase Order.

1. Select "Purchase Order Only" from the Worksheet Copy Option dropdown list.

The **Copy Worksheet** page displays to capture the PO lookup criteria.



Use the **Copy Worksheet** page to specify the PO number and copy the appropriate purchase order lines into the voucher.

2. Update the **PO Unit** with the Business Unit of the agency who created the purchase order.
3. Enter the purchase order number entered on the **Sorter** page in the PO Number field.
4. Click Search to view the purchase order lines.

- The ... PO Lines display

5. Click **OK**.
6. Add additional invoice lines (if needed).
   - Purchase order references are not required on additional invoice lines.
   - More than 1 purchase order can be referenced on a voucher. If necessary, 1 purchase order can be quantity-based and the other purchase order can be amount-based.
7. Update Origin Code field with the **Origin** Code (agency for which voucher is being created) to route the voucher to the correct OSS participating agency approver. EXPAND
8. Update Total (Invoice Total) with the invoice total entered on the **Gross Amnt** field on the **Sorter** page.

When creating vouchers with the EFT payment method, do not enter a single voucher exceeding $99,999,999.99 (the payment must be split into separate payments). If processing the voucher to pay via warrant (CHK), the total may exceed the $99,999,999.99 ceiling.

Enter or update the **Gross Amt** with the lesser of "current charges" or "balance due" as it appears on the invoice image.

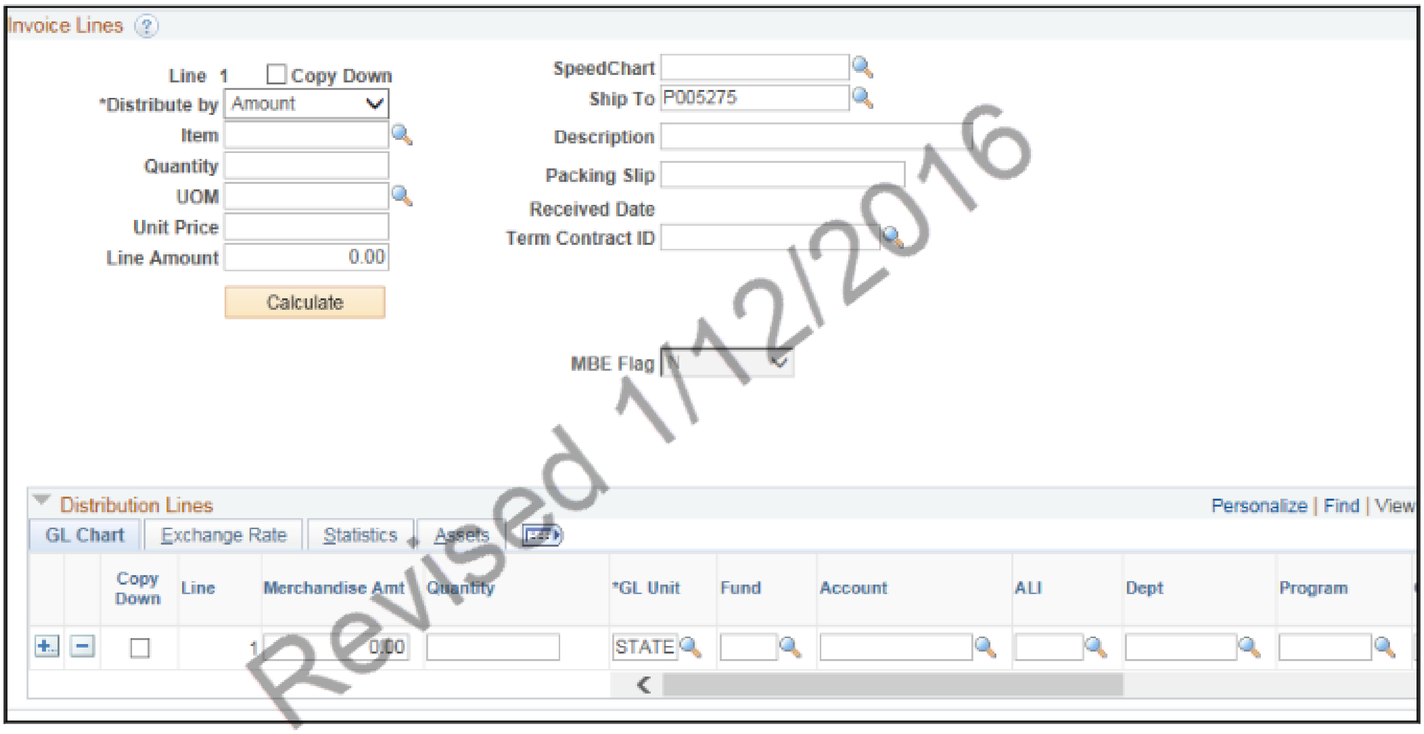
- The amount entered should exclude "sales tax" listed on the invoice image when the vendor's "remit to" is in Ohio (other taxes such as county tax or bed tax should be included).
- The amount entered should exclude past due charges.
- The amount entered should exclude late payment fees (unless the vendor and service is a utility regulated by the Public Utilities Commission [PUCO]).

9. Confirm that the **Supplier information** (i.e., **Supplier, Name, Location, and Address**) (populated by the purchase order) matches the supplier information reflected on the invoice image. EXPAND

10. Select the **Pay Terms** from the drop-down list (automatically displays the supplier's preferred payment terms, based on the supplier record). **EXPAND**

Reviewing/Updating the Invoice Lines

11. Review the invoice, PO Comments, and/or OSS Standard Invoice Pre-Processing Form for additional invoice line item information.



12. Verify **MBE Flag** field with "E," "M," or "N" based on the OSS Standard Invoice Pre-Processing Form. **EXPAND**

Account Code is acceptable if the description of account code closely relates to the goods or services received.