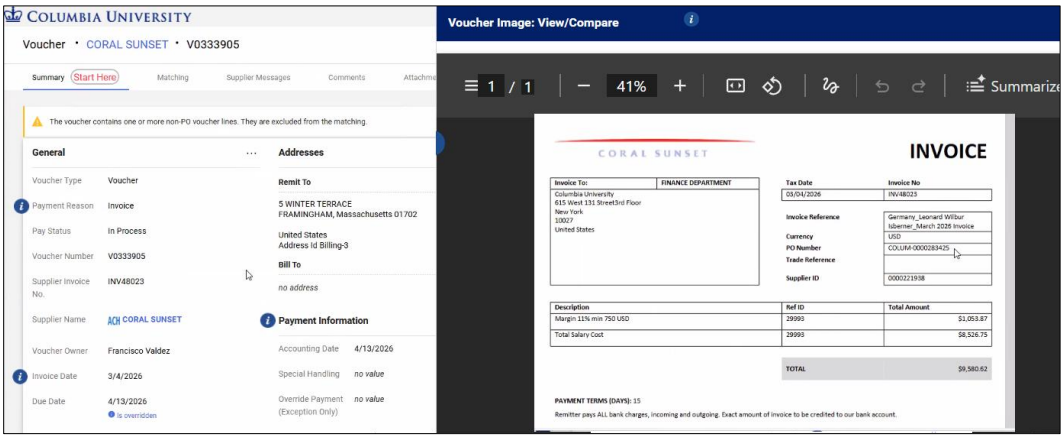
This job aid covers how to convert a Non-PO Voucher to a PO Voucher for an invoice submitted that should have been associated with a Purchase Order. For PO Vouchers, you can edit the lines to match the invoice you are paying.

Converting a Non-PO Voucher to a PO Voucher

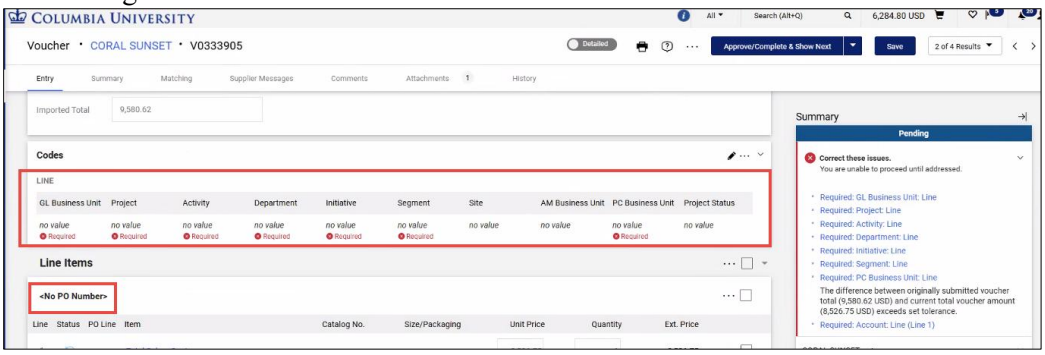


Assign the Voucher to yourself and view the invoice. If the invoice is associated with a Purchase Order, it should have the Purchase Order number indicated but it may not have been correctly entered on the invoice. If so, the Voucher may appear as a Non-PO Voucher. If you determine that you need to associate the Voucher with a Purchase Order, follow the steps below:

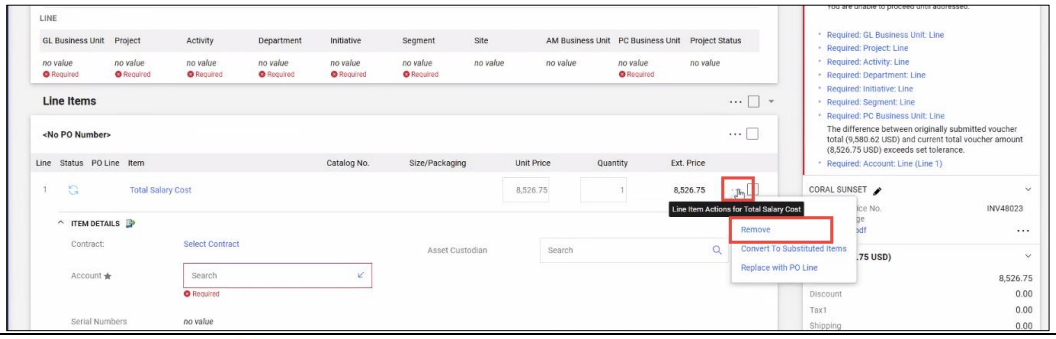
1. Click the **Summary** tab to view the Voucher without the invoice image and click the **Assign & Further Actions** button to process the Voucher.



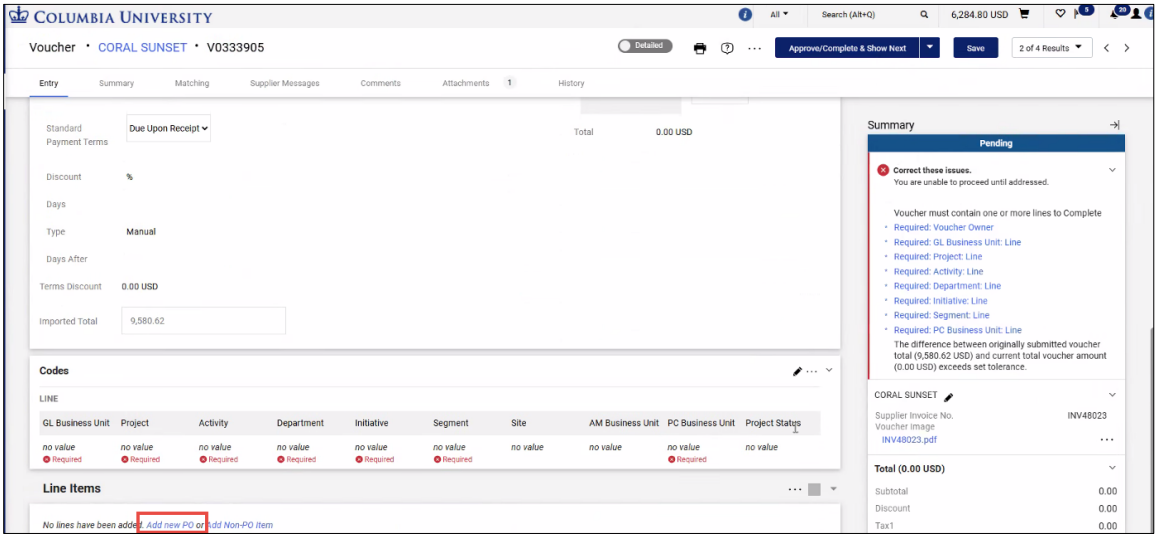
2. Scroll down to view the ChartString (Codes) and Voucher **Line Items**. Non-PO Vouchers will not display a ChartString and the Line Items section will indicate "No PO Number".



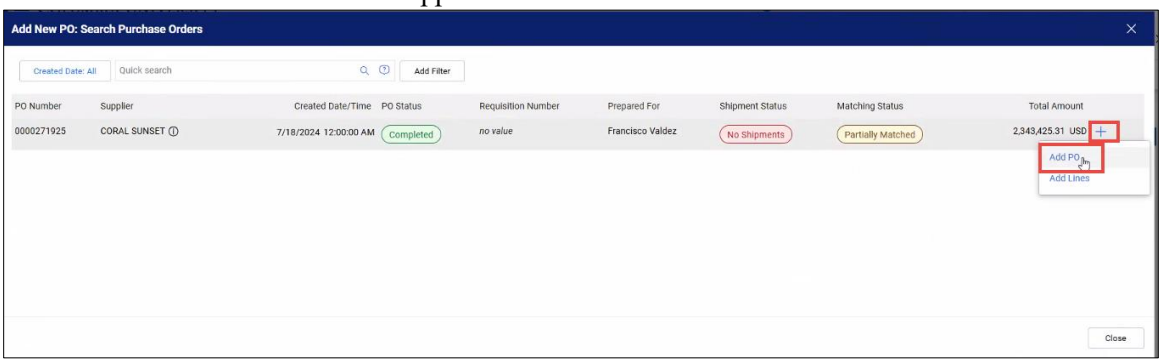
3. Remove all Line Items from the Voucher. For each Line Item, click the **Line Items Action** ⋯ icon (three dots) and select **Remove**.



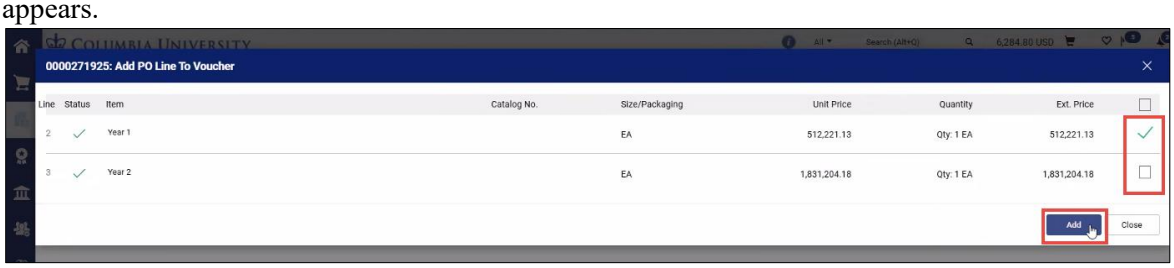
4. Click the **Add new PO** link in the Line Items section.



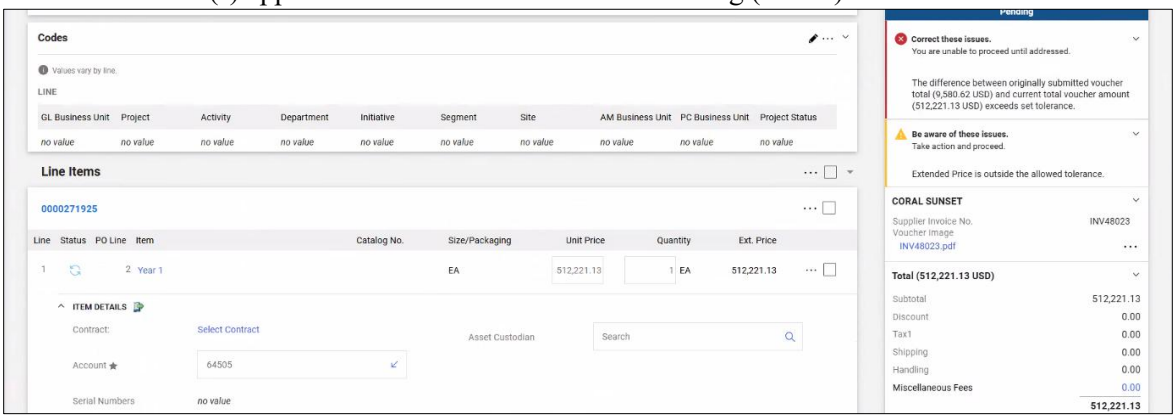
The Add New PO Search window appears and lists all active Purchase Orders associated with the Supplier.



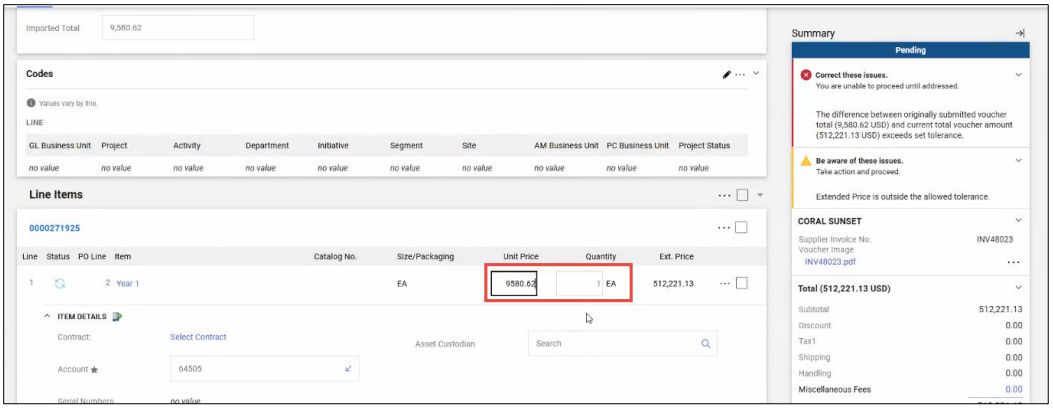
5. Click the **Add** + icon for the matching Purchase Order and select **Add PO**. The Add PO Line To Voucher window appears.



The selected Line(s) appear in the Voucher and the ChartString (Codes) are entered to match the Purchase Order.



6. Ensure the Line Items **Unit Price** and **Quantity** match the invoice to be paid. Edit as necessary.



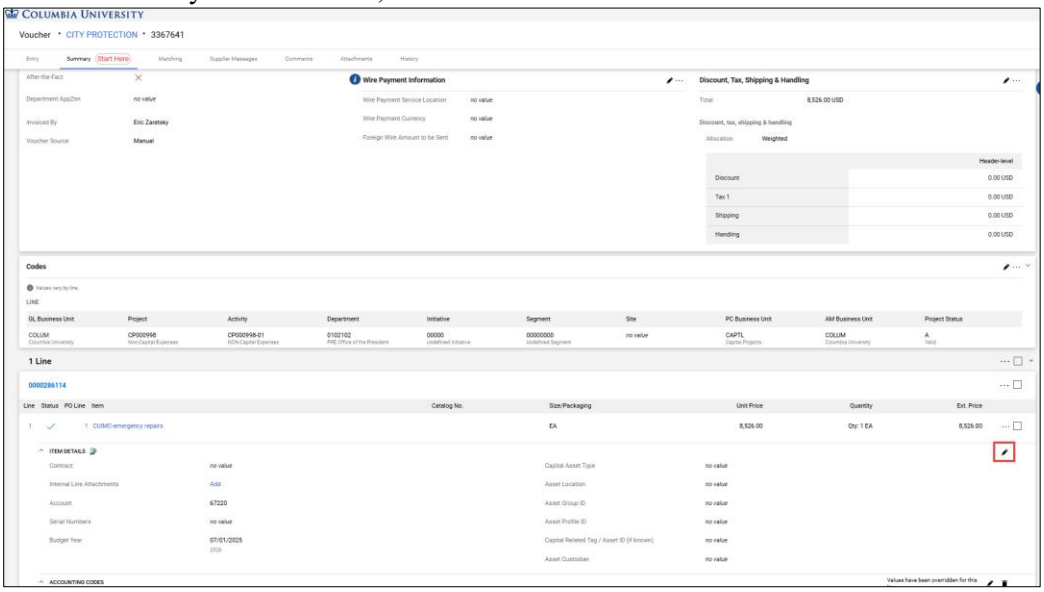
When the Voucher matches the invoice, you can click the **Approve Complete** button.

Editing PO Lines Items

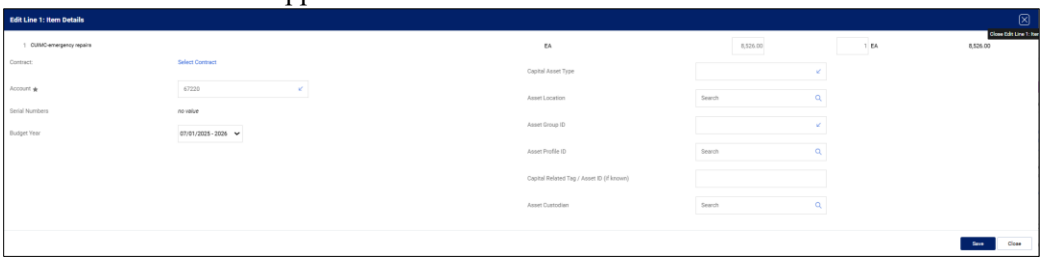
On PO Vouchers, you may need to edit the Line Items that initially appear on the Voucher to match the invoice you are paying. In some cases, you might only need to edit the Unit Price/Quantity. In other cases, you may need to Reject a Line that is not relevant to the invoice or add a PO Line that you are paying. Before taking action, Click the **Summary** tab to view the Voucher without the invoice image and click the **Assign & Further Actions** button to process the Voucher.

Editing Unit Price/Quantity

1. On the line that you need to edit, click the **Edit Line** icon.



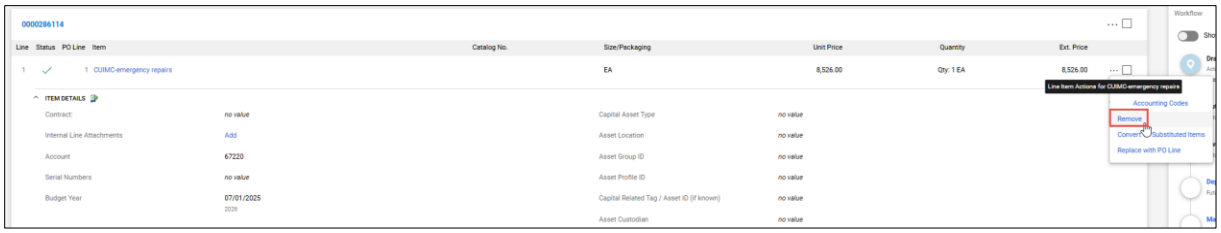
The Edit Line window appears.



2. Edit the **Price** and **Unit** as needed. Other fields related to the PO Line can be also edited.
3. Click the **Save** button.

Removing a Line

If a Line is included on the Voucher which does not match the invoice, you can remove it. For the Line Item to be removed, click the **Line Items Action** ⋯ icon (three dots) and select **Reject**.



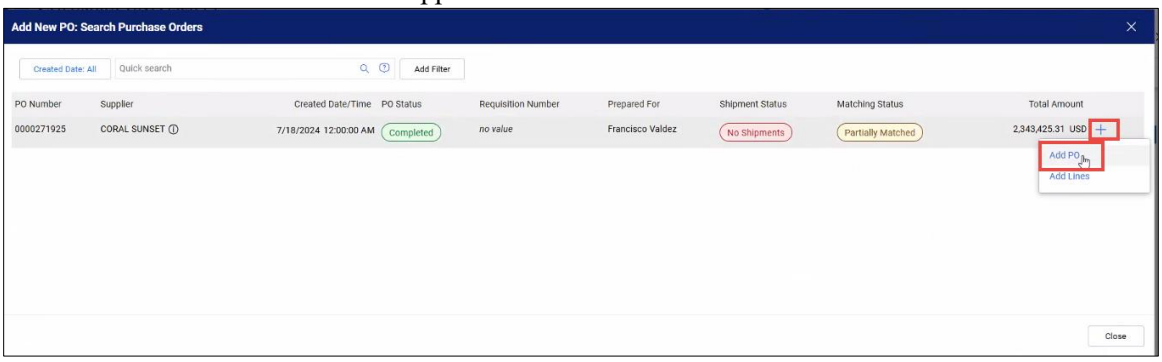
Adding PO Lines

If the Lines have been removed, you can add the relevant PO Lines.

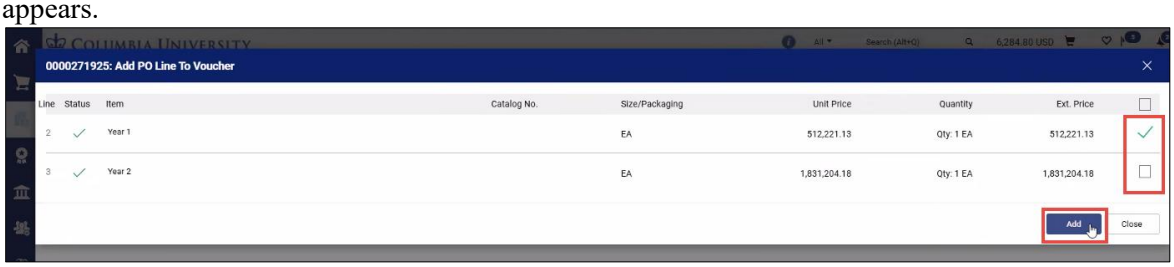
1. Click the **Add new PO** link in the Line Items section.



The Add New PO Search window appears and lists all active Purchase Orders associated with the Supplier.



2. Click the **Add** + icon for the matching Purchase Order and select **Add PO**. The Add PO Line To Voucher window appears.



The selected Line(s) appear in the Voucher and the ChartString (Codes) are entered to match the Purchase Order.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com