

Referencing a Purchase Order on an EDI invoice:

All EDI invoices will be loaded into OAKS with a status of “Recycle”. This is because EDI vendors do not have the ChartField values. Therefore, agency voucher processors can find their invoices in the Voucher Build Error Details link.

Path: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

1. Enter the agency Business Unit (BU) or use the magnify glass to look up the BU.
2. Agencies must know their Origin code because there is not a look up prompt.
3. Click Search.

The screenshot shows the 'Voucher Build Error Detail' search interface. On the left is a navigation tree with 'Voucher Build Error Detail' selected. The main area contains a search form with the following fields:

- Business Unit: begins with []
- Voucher ID: begins with []
- TSE Run ID: = []
- Origin: begins with []
- Control Group ID: begins with []
- Vendor ID: begins with []
- Buying Agreement ID: begins with []
- Invoice Number: begins with []
- Invoice Date: = []

There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

This will bring back the Recycled vouchers for the BU and Origin.

Note: These vouchers will be more than just EDI vouchers. They will be vouchers that are in Recycled status with the same Origin.

After a voucher has been selected this will take you to the Voucher Build Error Detail page. This page will show users the voucher errors. EDI vouchers will have a ChartField or Combo Edit error message.

1. Click the Correct Errors link.

The screenshot shows the 'Voucher Build Error Detail' results page. At the top, it displays 'Business Unit: BRB01' and 'Voucher ID: 00000065'. A blue link 'Correct Errors' is visible, with a white arrow pointing to it. Below this is a table titled 'Distribution Line Errors' with the following data:

Line	Distribution Line	Field Name	Message
1	1	GrantPrj	ChartField error for value 0 fieldname GrantPrj, (prompt table PROJECT_ID_WW).

At the bottom of the table are buttons for 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

After click on the Correct Errors link, it will take users to the Voucher. Select the Invoice Information tab at the top of the page.

1. Scroll to the bottom of the page and over to the right. If there is more than on page, click the View All link to see all lines.
2. Because this is the original invoice sent by the EDI vendor, users should take a screen shot or print out the invoice for their records.
3. To reference a purchase order, users must choose the Purchase Order Only option from the Worksheet Copy Option drop down menu.

Accounting Date: 02/16/2007
 Currency: USD

Copy from a Source Document
 PO Unit: Purchase Order: Worksheet Copy Option: **None**

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price
1	Amount		Office Supplies			

Ship To: BRB01
 SpeedChart:
 Use One Asset ID
 Term Contract ID: MBE Flag: N

Distribution Lines
 GL ChartFields 1 | GL ChartFields 2 | Exchange Rate | Statistics | Assets

Amount	Quantity	GL Unit	Fund	Account	ALI	Department	Program	Grant/Pri	Project	Serv Loc	Reporti
140.23		STATE		525900				0			

Save | Return to Search | Notify | Refresh

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

This will take you to the Copy Worksheet page.

1. Enter the PO Unit. This is the same as the agency BU. Note – If the user types in the PO Unit, they must press the enter key. If users don't press the enter key the search button will not be available.
2. The PO No. can be entered or use the magnify glass to look up the PO No.
3. The PO Date and PO Dt Opt fields can be used to narrow down the search results.
4. Click the search button.

Copy Worksheet

Unit: BRB01 Voucher: 00000065 [Back to Invoice](#)

PO Lookup Criteria

PO Unit: BRB01 Board of Barber Examiners Ohio PO No.: 0000000029 View Matched (Cancelled Only)
 PO Dt Opt: No Date PO Date:

The search results will return the PO lines, if the PO number was entered in the PO No field. If the PO has multiple lines click the View All link.

1. Click the Select box of the PO lines to be use on the voucher. Note: If necessary change the Quantity Vouchered field if only part of the PO needs pulled over to the voucher.
2. Click the Copy to Voucher button.

Copy Worksheet

Unit: BRB01 Voucher: 00000065 [Back to Invoice](#)

PO Lookup Criteria

PO Unit: BRB01 Board of Barber Examiners Ohio PO No.: 0000000029 View Matched /Cancelled Only

PO Dt Opt: No Date PO Date:

Select PO Lines [Find](#) | [View All](#) | First 1 of 1 Last

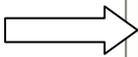
PO Unit: BRB01 PO No.:0000000029 PO Date: 05/01/2007

Vendor ID: 0000000001 PRIMARY TEST VENDOR

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price
<input checked="" type="checkbox"/>	1	1	po		1.0000	EA	5.00	5.00 USD		1.0000	EA	5.00

[Select All](#) [Clear All](#)

PO Line Count: 1 PO Total: \$5.00



This will return you to the Voucher.

1. Scroll to the bottom and far right of the page. Click the View All button to display all lines pulled over from the PO. Note: This has created a second line on the voucher.
2. Users must delete the first and/or original line of the voucher.
3. Click the “-“ button to delete the first line. A prompt box will appear asking you to confirm. Click ok.
4. After the line has been deleted scroll to the top of the voucher to confirm the total amount of the voucher is correct.
5. Make sure the Distribution Line contains the correct ChartField String.
6. Click the Save button.

Copy from a Source Document

PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Invoice Lines + - 

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	Office Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	140.23

Ship To: BRB01 SpeedChart: Use One Asset ID

Term Contract ID: MBE Flag:

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

Amount	Quantity	GL Unit	Fund	Account	ALI	Department	Program	Grant Pri	Project	Serv Loc	Reporting
140.23	<input type="text"/>	STATE	<input type="text"/>	525900	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

Line 2 + -

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Quantity	<input type="text"/>	po	1.0000	EA	5.00000	5.00

Ship To: CHR01 SpeedChart: Use One Asset ID

Force Price [View PO/Receiver](#) [Associate Receiver\(s\)](#)

Term Contract ID: MBE Flag:

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

Amount	Quantity	GL Unit	Fund	Account	ALI	Department	Program	Grant Pri	Project	Serv Loc	Reporting
5.00	1.0000	STATE	4A90	520100	878609	CHR300000	1000B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

After the voucher has been saved click on the Summary tab at the top of the voucher page. Verify the Entry Status field now displays Postable and the Match status field displays Ready.