Deltek Vision® 7.x Accounts Payable Quick Reference Card: Create a Voucher from a Purchase Order

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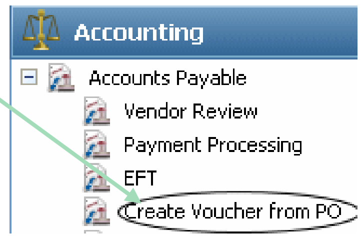
The procedure described in this card is also published in the Vision online help topic *Create a Voucher from a Purchase Order*. To access this topic, select **Accounting, Accounts Payable, Create VO from PO, Procedures** in the online help's Contents pane.

If you ordered equipment, goods or services using purchase order(s) created in Vision Purchasing, and you have received the vendor's invoice, you can create and post one or more vouchers in a batch file, then print one posting log report listing the batch files. You can also start a voucher batch file, partially complete it, save it, then retrieve it later and resume work on it.

Deltek recommends using the procedure in this card, to have the vouchering process also reverse the committed expense. If you use the Transaction Center to create the accounts payable voucher processing run or batch file, rather than the Accounts Payable feature described in this card, you will have to close a purchase order entirely in order to reverse the committed expense associated with it.

1. Select **Accounting, Accounts Payable, Create Voucher from PO** from the Vision main menu.

The Select Posting Run dialog box opens, listing any posting runs that are in process.

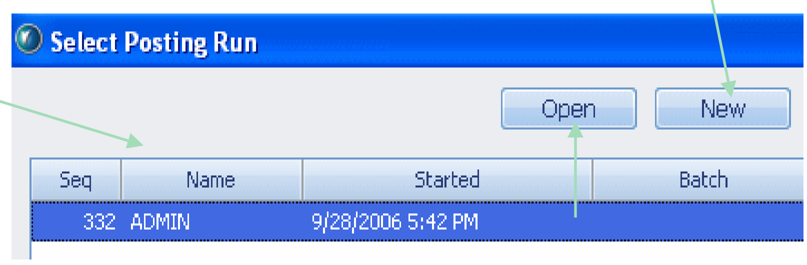


If you cannot access this feature, ask your system administrator to see that your security role has the **Create Voucher from PO** option selected in Accounting, Accounts Payable on the General tab of **Configuration » Security » Roles**.

2. In this dialog box, you can either of the following:

- Open an existing posting run. Select it and then click the **Open** button.
- Create a new posting run. Click the **New** button.

Either way, the Create Vouchers from PO form opens to the General tab.

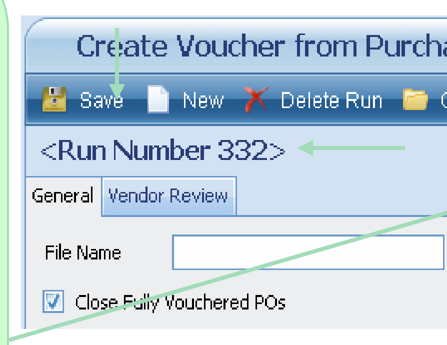


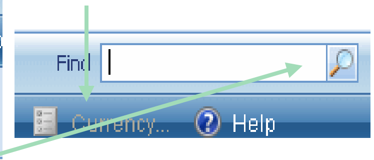
3. Complete the General Tab:

- Enter the voucher batch file name In the **File Name** field.
- (Optional) Select the **Close Fully Vouchered POs** option if you want Vision to close a purchase order once all its items have been vouchered.
- Click the **Save** button in the menu toolbar. The processing Run Number appears in the context area, and the remaining toolbar buttons become active.

4. Click the magnifying glass icon in the **Find** field to open the Vendor Lookup. In the lookup list, select the vendor(s) whose line item(s) you are vouchering.

Multicurrency
This activates the **Currency…** menu button.

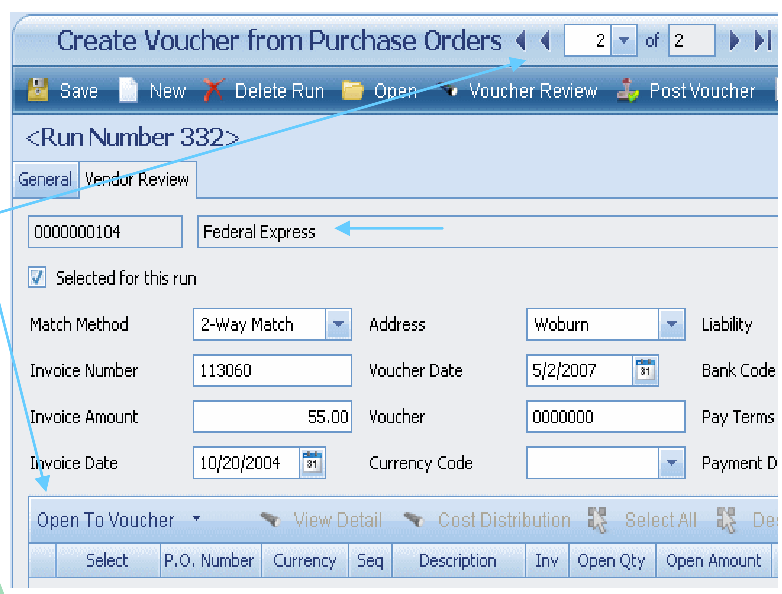




The Vendor Review tab opens, with a page for each vendor you selected. Use the navigation arrows to move among them. Each vendor's page displays the vendor's number and name.

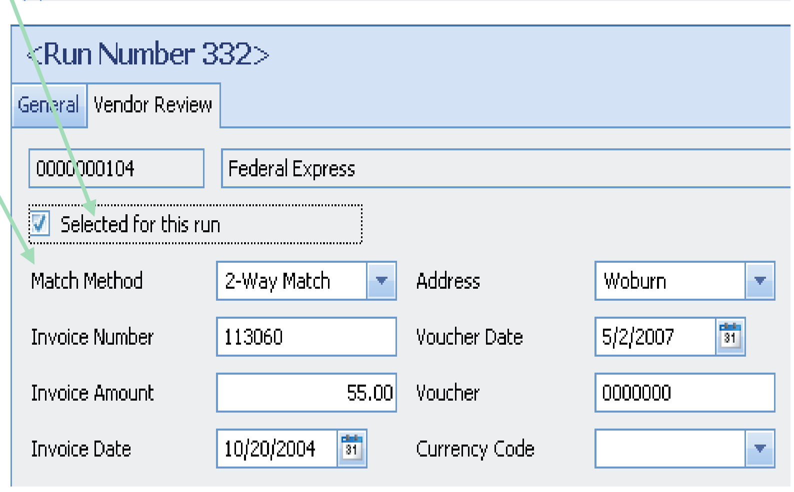
The Open to Voucher grid on a vendor's page lists all of the line items currently available to voucher for that vendor.

Multicurrency
The **Payment Amount** column displays the voucher amount in the payment currency of the bank selected in the **Bank Code** field. The bank's payment currency might differ from the voucher's transaction currency.



5. Click the **Selected for this run** option for the first vendor whose line item(s) you want to voucher.

6. Complete the fields in the form header.



Match Method — This is Vision's method for locating a vendor's line items that are available to voucher. By default, this field shows the vendor's **Match Method** as specified on the Accounting tab of the Vendor Info Center. This defaulting occurs whether or not your security role has access to the Accounting tab of the Vendor info Center.

You can change the vendor's match method for vouchering purposes. Click the drop-down arrow and select the match method you want to use:

2-Way Match — Select this method if your firm pre-bills its customers for items or services, whether or not they have been received.

3-Way Match — Select this method if your firm does not voucher goods or services until they have been received. Items appear in the grid only if they are recorded in **Purchasing, Receiving.**

If you are creating a voucher for an inventory item, you must use 3-Way Match.

Continued on reverse

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Invoice Number — Enter the vendor's invoice number.

Invoice Amount — Enter the total for your voucher. You can adjust this amount before posting. It must equal the total **Open Amount** plus shipping, taxes, and any extra amount(s).

Invoice Date — Enter the date from the vendor's invoice.

Address — This is the vendor's default address, as specified in the Vendor Info Center. You can select a different address.

Voucher Date — Select the voucher date.

Voucher — Enter the voucher number, if it is not auto-populated by company.

Multicurrency

The **Currency Code** field is auto-populated with the functional currency of the active company. This is the voucher's transaction currency.

Liability — Your company's default liability code appears here. You can specify a different liability code.

Bank Code — Select the bank from which payments will be made for this file. Completing this field enables the Open to Voucher grid. If you use the Multicurrency feature, the grid has a **Payment Amount** column.

Pay Terms — These are the vendor's default payment terms, as specified in the Vendor Info Center. You can select different payment terms.

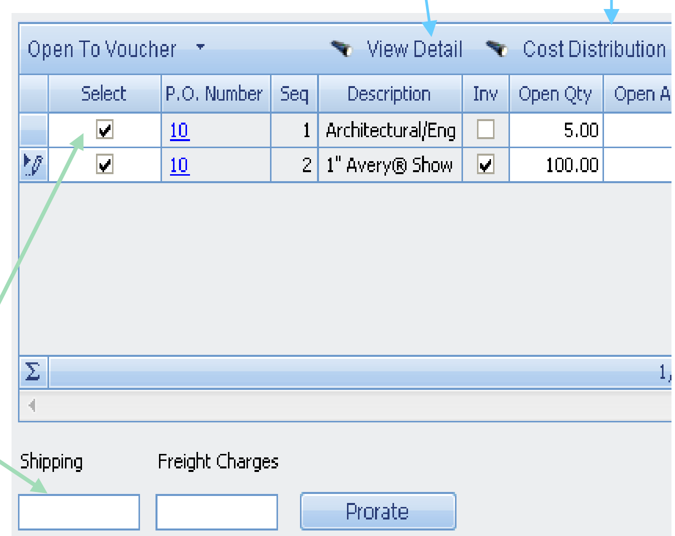
Payment Date — This field is active if **Pay Terms** is Date. Select the date when payment is due to this vendor.

After you complete the header fields, the Open to Voucher grid refreshes, listing the items available to voucher. You must manually review the items on the list and select the one(s) you want to voucher.

Multicurrency

Items in the grid are enabled only if they are in the currency of the **Currency Code** in the tab header.

If a line item's cost distribution was not defined in its purchase order, the Cost Distributions dialog opens. Or, open this dialog to edit a cost distribution by selecting the item and clicking **Cost Distribution**. To include tax, shipping, and extra amount in an inventory item's cost, click **Default Estimated Costs.** To view a line item's detail, select the line item, then click **View Detail** to open the item's Line Detail dialog.



7. Select the line item(s) you want to voucher.

Multicurrency

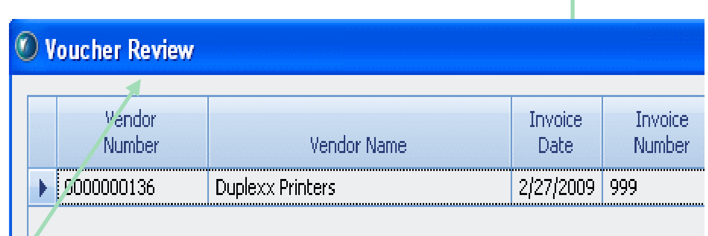
To enable and modify different rows in the list, change the **Currency Code**. You can select only one currency code per voucher.

8. In the footer, enter any tax, shipping, or other charges from the vendor's invoice, and prorate them among items as needed.

The grid refreshes, showing the total **Open Amount** for the selected item(s). When you are finished making selections and changes, review the **Invoice Amount** in the header and revise as needed, to equal the total **Open Amount** plus tax, shipping and any extra charges.

Multicurrency

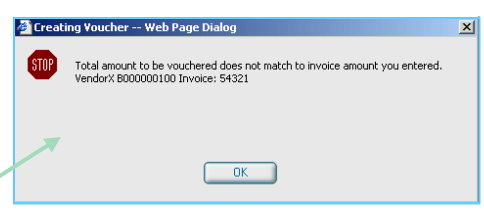
The **Payment Amount** displays the voucher amount in the bank's transaction currency. It matches the final **Invoice Amount** if the voucher's transaction currency matches the bank's payment currency, determined by the **Bank Code** displayed in the header.



9. Repeat steps 5 through 8 for each vendor in this run.

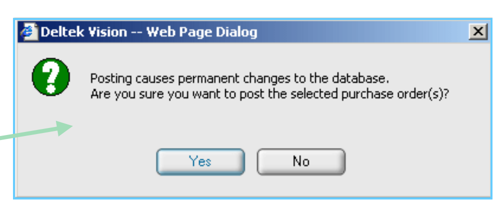
10. (Optional) If you are not completing your work now, click **Save** in the menu toolbar to save your selections for this processing run.

11. (Optional) Click the **Voucher Review** button to open the Voucher Review dialog, listing vendors and amounts selected for this voucher file.



12. Click **Post Voucher** when you are ready to proceed.

- Depending on the setting for **Print posting logs immediately after posting** on the Posting tab of **Configuration, Accounting, Company Settings**, Vision asks whether you want to print the posting log, and/or print the posting log after posting the file.
- If the Creating Voucher dialog opens, click **OK**, then click the **Voucher Review** button (step 11.) In the Voucher Review dialog, look for the item(s) causing the discrepancy between the **Invoice Amount** and the amount to be vouchered. In the Open to Voucher grid, edit them in the View Detail dialog, then click **Post Voucher** again.
- Before Vision posts the file, it prompts you to confirm that you want to proceed. Click **Yes** to proceed with the posting.



When the posting is complete, Vision displays the Transaction Posting dialog, summarizing your posting results. After you review the results, click **OK.**

The Create Voucher from PO form closes, and Vision displays the Welcome page.