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.

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.

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.

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.

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.

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.

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.