

SMART Systems & Express

How to create a voucher payment to vendors from order placed in Express

When you receive the invoice and are transferring to a voucher you will have two options.

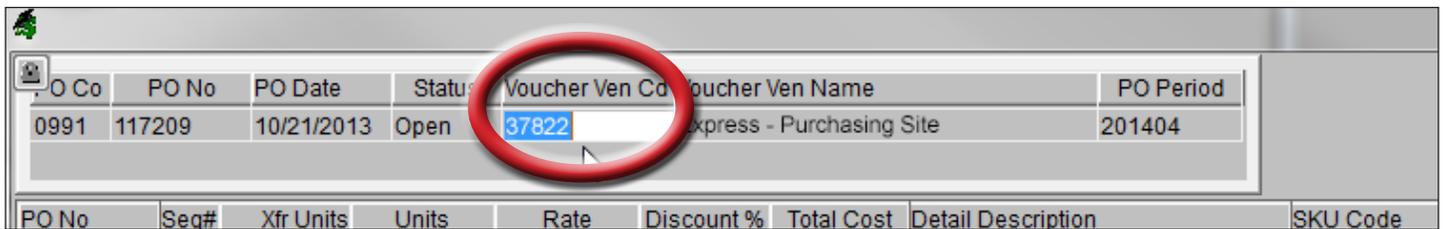
Option 1 is to change the vendor on the transfer screen:

Create a new voucher.

Key in the PO number.

Click on the transfer button.

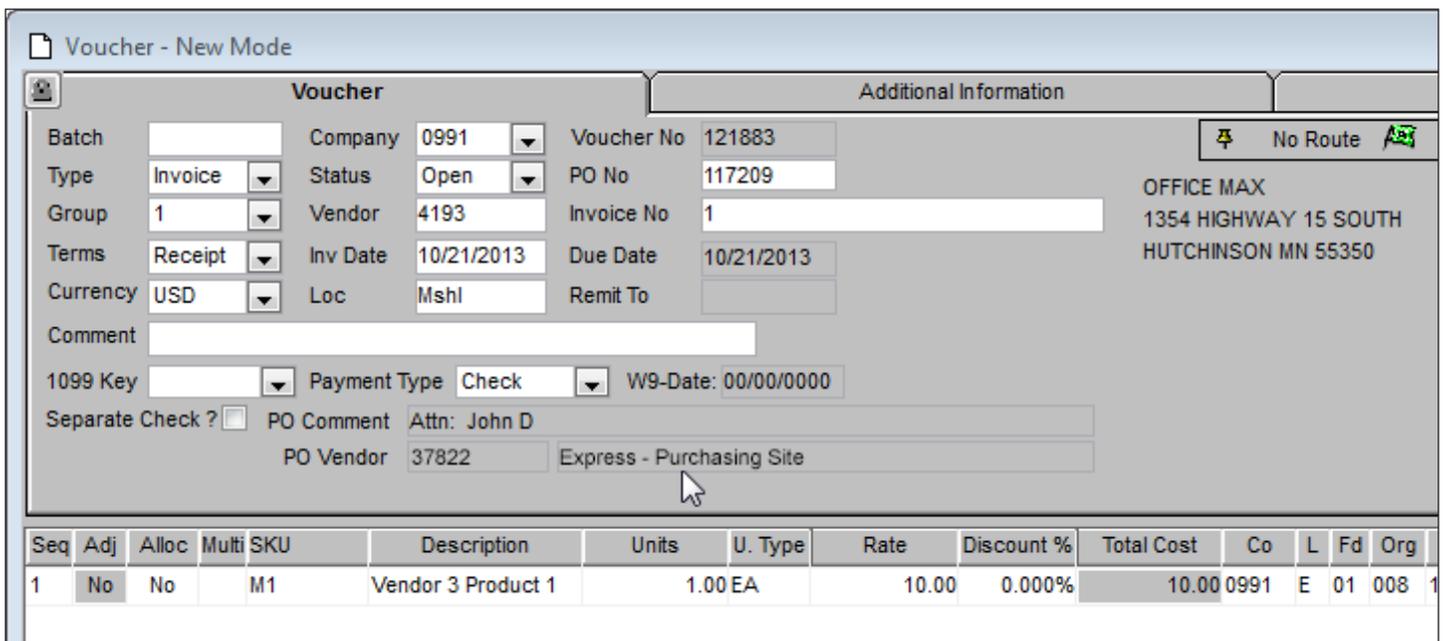
On the transfer screen change the vendor number.



PO Co	PO No	PO Date	Status	Voucher Ven Co	Voucher Ven Name	PO Period
0991	117209	10/21/2013	Open	37822	Express - Purchasing Site	201404

PO No	Seq#	Xfr Units	Units	Rate	Discount %	Total Cost	Detail Description	SKU Code
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Select the lines you wish to transfer on to this voucher. The voucher will be created with the new vendor number and on the bottom part of the header field you will see the original PO vendor name.



Voucher - New Mode

Voucher				Additional Information			
Batch		Company	0991	Voucher No	121883	No Route	
Type	Invoice	Status	Open	PO No	117209	OFFICE MAX	
Group	1	Vendor	4193	Invoice No	1	1354 HIGHWAY 15 SOUTH	
Terms	Receipt	Inv Date	10/21/2013	Due Date	10/21/2013	HUTCHINSON MN 55350	
Currency	USD	Loc	Mshl	Remit To			
Comment							
1099 Key		Payment Type	Check	W9-Date	00/00/0000		
Separate Check ?	<input type="checkbox"/>	PO Comment	Attn: John D				
PO Vendor	37822	Express - Purchasing Site					

Seq	Adj	Alloc	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	Co	L	Fd	Org
1	No	No		M1	Vendor 3 Product 1	1.00	EA	10.00	0.000%	10.00	0991	E	01	008

Option 2 is to change the vendor on the voucher screen after the transfer is complete:

Create a new voucher.

Key in the PO number.

Click on the transfer button.

Select the lines you wish to transfer on to this voucher.

After you have completed the process and are back to the voucher entry screen, change the vendor number on the voucher screen and click on save. On the bottom part of the header field you will see the original PO vendor name.

Voucher - New Mode

Voucher				Additional Information				Payment					
Batch		Company	0991	Voucher No	121884	No Route							
Type	Invoice	Status	Open	PO No	117209			SCHOOL SPECIALTY					
Group	1	Vendor	6536	Invoice No	2			PO BOX 1579					
Terms	Receipt	Inv Date	10/21/2013	Due Date	10/21/2013			APPLETON WI 54912-1579					
Currency	USD	Loc	Mshl	Remit To									
Comment													
1099 Key		Payment Type	Check	W9-Date	00/00/0000								
Separate Check ?	<input type="checkbox"/>	PO Comment	Attn: John D										
		PO Vendor	37822	Express - Purchasing Site									

Seq	Adj	Alloc	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	Co	L	Fd	Org	Pro	Crs
1	No	No		M1	Vendor 1 product 1	1.00	EA	10.00	0.000%	10.00	0991	E	01	008	105	370
2	No	No		M1	Vendor 1 product 2	1.00	EA	5.00	0.000%	5.00	0991	E	01	008	105	370
										15.00						