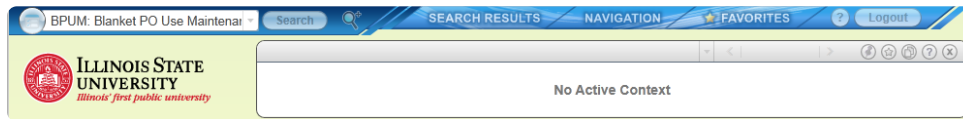


BLANKET PURCHASE ORDER MAINTENANCE

Step 1.

To begin the blanket purchase order payment process, type **BPUM** in the quick access box and select **SEARCH**.



Step 2.

In the **BPO Lookup** bar, type in the complete BPO number (i.e. B0XXXXXX). Click OK.

Step 3.

- 3.1. Enter the account number or customer ID from the Invoice. Include a brief description of the item, including term dates if applicable.
- 3.2. This field is typically "1"
- 3.3. Invoice Date or Date of Service
- 3.4. Enter your ULID

- 3.5. This field should always match **Qty Ordered** (3.2)
- 3.6. This field should match **Order Date** (3.2)
- 3.7. Enter your ULID
- 3.8. This field should be the total invoice amount
- 3.9. Enter an eclipse (...). This will bring up a list of all account numbers available for use on the BPO. Select the account number(s) you wish to charge.

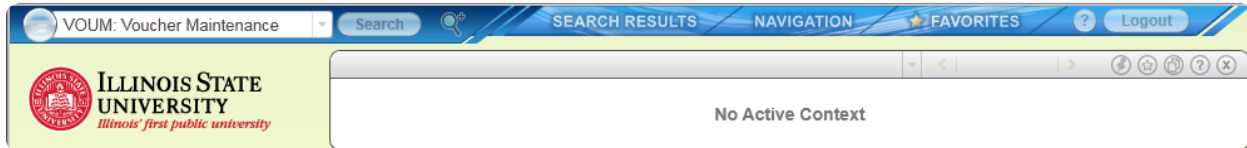
Step 4.

Select **Save** and update. You have removed the encumbered invoice amount from your blanket purchase order.

BLANKET PURCHASE ORDER PAYMENT

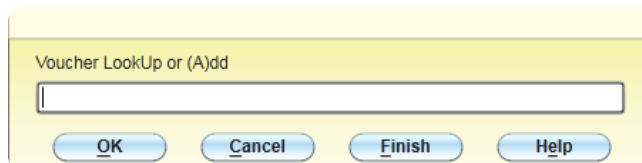
Step 1.

To create a voucher payment, type **VOUM** in the quick access box and select **SEARCH**.



Step 2.

In the **Voucher LookUp** bar, enter "A" to add a new voucher. Select **OK**.



Step 3.

In the **Voucher LookUp** bar, enter "A" to add a new voucher. Select **OK**.

This information will automatically populate from the BPO. Verify that the address is accurate.

The screenshot shows a form with the following fields and annotations:

- 3.1** → PO Number (highlighted in red)
- 3.2** ← Invoice Number (highlighted in red)
- 3.3** ← Invoice Date (highlighted in red)
- 3.4** ← Invoice Totals (highlighted in red)
- 3.5** ← Line Items (highlighted in red)

Other fields include Voucher Date, Maintenance Date, Vendor ID, Name, Address, CSZ, Country, Terms, Due Date, Take Discount, Types, Currency, Cash Discount, Check Group, Rcr Voucher, Approvals, Comments, AP Type, Voucher Done, Reference No, Pay Voucher, and Assoc. Emps.

3.1. Enter the complete BPO number (i.e. B0XXXXXXX)

3.2. Enter the Invoice Number

3.3. Enter the Invoice Date or Term Date

3.4. Enter the full Invoice amount

3.5. Select the icon next to the **Line Item** field

Step 4.

Drill down next to **Line Item 1**

Description	Quantity Extended	Price	Invoice
1 ←			
2			
3			

Step 5.

VOUM - Voucher Maintenance VOIL - Voucher Item List **VOUD - Voucher Item Maintenance**

Voucher ID : V1702778 Debit :
Voucher Date : 04/06/16 Credit :
Status : Net :

Vendor 1 PO Number
Cmnty Rcr Voucher
Desc 1 Qty Accepted
2
3
Price Fixed Asset
Quantity Vendor Part
Unit of Issue Form/Box/Loc
Trade Disc Amt Invoice No
Trade Disc Pct Invoice Date
Cash Discount Comments 1
Extended Price
Tax Codes 1

GL Account No	Percent	Quantity
1 <input type="text"/> ←5.1	<input type="text"/>	<input type="text"/>
GL Amt <input type="text"/> ←5.2	<input type="text"/>	<input type="text"/>
Proj ID <input type="text"/>		

Controller Desc New Record No Values

5.1. Enter an eclipse (...). This will bring up a list of all account numbers available for use on the BPO. Select the account number(s) you wish to charge. Select **ENTER**.

5.2. If necessary, adjust amount populated in the **GL Amt** field

Step 6.

Save and update the **VOUD** screen. To return to the **VOIL** screen, select cancel. Save and update the **VOIL** screen. Verify the Invoice Total and the Voucher Amount match.



DO NOT MARK THE VOUCHER AS DONE.

Leave the **Voucher Done** field marked No.

Step 7.

Save and update the **VOUM** screen.