

Super Voucher

In the process of maintaining POs it may be necessary to modify the purchase order price, tax levels, discounts offered, freight amount, etc. The *Super Voucher* screen lets you do this.

A single voucher can be created for Multiple Purchase Orders or receipts for a vendor. The super voucher can be limited to only those orders that were created for specific vendors. The dashboard provides the facility to drilldown various vouchers created against the vendor. The Freight, Tax, Price, and Order Discount information can also be modified before the voucher is generated.

No vouchers can be generated on this screen for a vendor who is on Hold. However, debit memos are permitted.

Go To: Purchase → Purchase Order → Super Voucher.



Prerequisites: A Purchase Receipt should be processed.

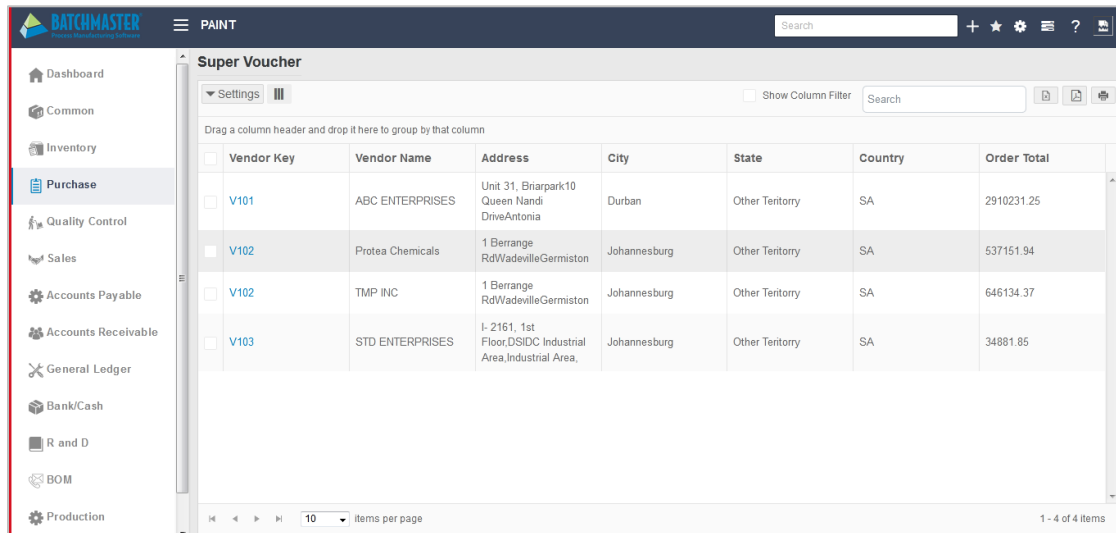
Super Voucher – Dashboard

You can manage vouchers against all types of POs for a vendor from this dashboard. By default, the system displays all the existing vendors as maintained for your business/company. You can click on any of the vendor record to view their receipts pending for voucher processing.

Vendor Key	Vendor Name	Address	City	State
V101	ABC ENTERPRISES	Unit 31, Briarpark10 Queen Nandi DriveAntonia	Durban	Other Territory
V102	Protea Chemicals	1 Berrange RdWadevilleGemiston	Johannesburg	Other Territory
V102	TMP INC	1 Berrange RdWadevilleGemiston	Johannesburg	Other Territory
V103	STD ENTERPRISES	I- 2161, 1st Floor,DSIDC Industrial Area,Industrial Area,	Johannesburg	Other Territory

The *Super Voucher* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

By default, this dashboard displays all the vendor records. You can click on any vendor record to view the receipts.



Vendor Key	Vendor Name	Address	City	State	Country	Order Total
V101	ABC ENTERPRISES	Unit 31, Briarpark10 Queen Nandi DriveAntonia	Durban	Other Territory	SA	2910231.25
V102	Protea Chemicals	1 Berrange Rd/WadervilleGermiston	Johannesburg	Other Territory	SA	537151.94
V102	TMP INC	1 Berrange Rd/WadervilleGermiston	Johannesburg	Other Territory	SA	646134.37
V103	STD ENTERPRISES	I- 2161, 1st Floor,DSIDC Industrial Area,Industrial Area,	Johannesburg	Other Territory	SA	34881.85

The *Super Voucher* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of pages provided per page.

Super Voucher - Screen

Click on the vendor record from the dashboard. The system displays the *Super Voucher* screen, where you can process the vouchers for the vendor.

Receipt Tab

Super Voucher

Receipt | Line Item | Miscellaneous

Vendor Key: V101 | Vendor Name: Chemtrade

Branch Key: BR01 | Ship To Name:

Voucher Date: 08/28/20

Ship Via Key: 002 | Ship Via Description: ROADWAYS

FOB Key: | FOB Description:

Comment Key: HWC | Comment Description: Handle with care

Tax Level: Line Level | Tax Description:

Order Level Tax: | Order Discount %: 0.00

Discount Level: Line Level

Process Search Close

Vendor Key: The value of this field is defaulted with the Vendor of the selected Purchase Order.

Vendor Name: This field displays the vendor name associated with the vendor key. This is a read-only field.

Branch Key: The value of this field is defaulted with the Ship To Key of the selected Purchase Order and may be changed.

Ship To Name: This field displays the description associated with the Ship To key. This is a read-only field.

Voucher Date: This field stores a date to be printed on the selected document. The user should not enter a voucher date preceding the receipt date.

Ship Via Key: The value of this field is defaulted with the Ship Via key of the selected Purchase Order and may be changed.

Ship Via Description: This field displays the description associated with the Ship Via key. This is a read-only field.

FOB Key: The value of this field is defaulted with the FOB key of the selected Purchase Order and may be changed.

FOB Description: This field displays the description associated with the FOB key. This is a read-only field.

Comment Key: The value of this field is defaulted with the Comment key of the selected Purchase Order and may be changed.

Comment Description: This field displays the description associated with the Comment key. This is a read-only field.

Tax Level: The value of this field is defaulted with the Tax Level of the selected Purchase Order and may be changed.

Order Level Tax: The value of this field is defaulted with the Order Level Tax of the selected Purchase Order and may be changed if 'Order Level' is the option selected in the 'Tax Level' field.

Tax Description: This field displays the description associated with the tax. This is a read-only field.

Discount Level: The value of this field is defaulted with the Discount Level of the selected Purchase Order and may be changed.

Order Discount %: The value of this field is defaulted with the Order Discount of the selected Purchase Order and may be changed if Discount level is of 'Line and Order' type.

Terms Key: The value of this field is defaulted with the Terms key of the selected Purchase Order and may be changed.

Terms Description: This field displays the description associated with the Terms Key. This is a read-only field.

Terms Discount: This field displays the discount percentage as specified in Terms key of the selected Purchase Order.

Nontaxable Freight: The value of this field is defaulted with the Nontaxable Freight Amount of the selected Purchase Order. This value may be changed.

Freight Breakups: The freight breakup is defaulted with the Freight Breakups of the selected Purchase Order and may be changed.

Currency: The value of this field is defaulted with the Currency of the selected Purchase Order.

Line Item Tab

Super Voucher

Receipt Line Item Miscellaneous

Select All UnSelect All Totals

Discount Total 0.00 Tax Total 140231.25 Order Total 2910231.25

Action	Seq No	Select	PO No	PO LinNo	PR No	PR LinNo	Item Key	Description	Location	PO Unit	QTY Accepted	Price Unit	PO Price	Extension
	1	<input checked="" type="checkbox"/>	000000	1	8	1	RM-1001	Red PR53.1	01	KG	10,000.00000000	KG	50.0000...	500,000.00
	2	<input checked="" type="checkbox"/>	000000	2	8	1	RM-1002	Red PR48.2	01	KG	10,000.00000000	KG	55.0000...	550,000.00
	3	<input checked="" type="checkbox"/>	000000	3	8	1	RM-1003	Wax AC6A	01	KG	10,000.00000000	KG	15.0000...	150,000.00
	4	<input checked="" type="checkbox"/>	000000	4	8	1	RM-1004	Knox 1010	01	KG	10,000.00000000	KG	39.0000...	390,000.00
	5	<input checked="" type="checkbox"/>	000000	5	8	1	RM-1005	ZS	01	KG	10,000.00000000	KG	25.0000...	250,000.00
	6	<input checked="" type="checkbox"/>	000000	6	8	1	RM-1006	CS	01	KG	10,000.00000000	KG	3.000000	30,000.00
	7	<input checked="" type="checkbox"/>	000000	7	8	1	RM-1007	Polymer 2650	01	KG	10,000.00000000	KG	60.0000...	600,000.00
	8	<input checked="" type="checkbox"/>	000000	1	11	1	PK-1001	Woven sack -	01	EACH	10,000.00000000	EACH	10.0000...	100,000.00
	9	<input checked="" type="checkbox"/>	000000	2	11	1	PK-1002	Woven sack -	01	EACH	10,000.00000000	EACH	20.0000...	200,000.00

Process Search Close

Select All: Click this button to select all the receipt lines in a single shot in the grid.

Un Select All: Click this button to unselect all the receipt lines in a single shot in the grid.

Totals Button: Click this button to view all the statistics of the Purchase Order.

Super Voucher

Receipt Line Item Miscellaneous

Select All UnSelect All Totals

Discount Total 0.00 Tax Total 140231.25 Order Total 2910231.25

Action	Seq No	Select	PO No	PO LinNo	PR No	PR LinNo	Item Key	Description	Location	PO Unit	QTY Accepted	Price Unit	PO Price	Extension
	1	<input checked="" type="checkbox"/>	000000	1	8	1	RM-1001	Red PR53.1	01	KG	10,000.00000000	KG	50.0000...	500,000.00
	2	<input checked="" type="checkbox"/>	000000	2	8	1	RM-1002	Red PR48.2	01	KG	10,000.00000000	KG	55.0000...	550,000.00
	3	<input checked="" type="checkbox"/>	000000	3	8	1	RM-1003	Wax AC6A	01	KG	10,000.00000000	KG	15.0000...	150,000.00
	4	<input checked="" type="checkbox"/>	000000	4	8	1	RM-1004	Knox 1010	01	KG	10,000.00000000	KG	39.0000...	390,000.00
	5	<input checked="" type="checkbox"/>	000000	5	8	1	RM-1005	ZS	01	KG	10,000.00000000	KG	25.0000...	250,000.00

Totals

Sub Total 2770000.00

Tax Amount 140231.25

Discount 0.00

Non-taxable Freight Amt 0.00

Open Order Total 2910231.25

Order Total (R) 2910231.25

Totals: This section displays various totals and sub-totals for all the line item(s) associated with this Purchase Order. vgv

Sub Total: Field displays the sum of the extension amounts for all the lines entered in the purchase order minus the tax amounts for those lines for which the tax is included in the price.

Tax Amount: Field displays the sum of all the tax for all the lines in the purchase order.

Discount: Field displays the sum of all the discounts for all the lines in the purchase order.

Non-taxable Freight Amt.: Field is defaulted with the freight amount displayed in the nontaxable freight amount field of the Receipt Tab.

Open Order Total: Field displays the order total amount.






Order Total (Currency): Field displays the order total and the currency used for this purchase order.

Discount Total: This field displays the sum of all the discounts for all the lines in the purchase order.

Tax Total: This field displays the sum of the Tax Amounts for all the lines in the purchase order.

Order Total: This field displays the currency of the vendor and the Order total amount.

Grid Fields

Action	Seq No	Select	PO No	PO LinNo	PR No	PR LinNo	Item Key	Description	Location	PO Unit	QTY Accepted	Price Unit	PO Price	Extension
	1	<input checked="" type="checkbox"/>	000000	1	8	1	RM-1001	Red PR53:1	01	KG	10,000.00000000	KG	50.0000...	500,000.00
			000000	2	8	1	RM-1002	Red PR48:2	01	KG	10,000.00000000	KG	55.0000...	550,000.00
			000000	3	8	1	RM-1003	Wax AC6A	01	KG	10,000.00000000	KG	15.0000...	150,000.00
			000000	4	8	1	RM-1004	Knox 1010	01	KG	10,000.00000000	KG	39.0000...	390,000.00
			000000	5	8	1	RM-1005	ZS	01	KG	10,000.00000000	KG	25.0000...	250,000.00

Action: The following options are available under this section:

- **Edit** : Clicking this icon displays the *Edit Line Item* Screen.

Edit Line Item

Seq No
1
☒

PO No
PO000327
PO LinNo
1

PR No
379
PR LinNo
1

Description
Sugar Powder
Item Key
R0001

Description
Sugar Powder
Location
BHP

PO Unit
KG
QTY Accepted
1.000

Invoice No
Invoice Date
01/24/2018

Price Unit
KG
PO Price
0.692719

Base Price (Stk UOM)
0.692719
Extension
0.69

Extra Discount %
0.00
Tax

Account Key
91030015508016
Discounts
0.00

Cancel
OK

Seq No.: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the add line button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1. This is an editable field; thus, user can enter the sequence number for individual inventory line to specify its position in the sequence.

PONO: Read only field displays the Purchase Order number. The value gets defaulted from the Purchase Order Entry screen against which user needs to process the receipt.

PO Line No.: This is the Purchase Order line number as stored in the database table. If a line is deleted from a Purchase Order, then the remaining lines are not re-sequenced on the order in such cases, the line number shown here may not match with the line number shown on the *Purchase Order Entry* screen.

PR No.: This is the receipt number that is system-generated for this purchase receipt. A new receipt number is generated whenever a new receipt is inserted and then saved.

PRLinNo: The value of this field is defaulted with PRLinNO of a receipt line on the selected Purchase Receipt.

Item Key: This field specifies the Item to be received for inventory type item that cannot be modified. This is defaulted from the purchase order lines.

Description: This is the description of the selected item is displayed in case of both the Inventory and Non-Inventory type purchase order lines and it cannot be modified. This is defaulted from the purchase order lines.

Location: This field contains the location to which the item being purchased will be shipped for an item of Inventory type. This is defaulted from the purchase order Lines and may be modified.

PO Unit: Purchasing unit of the selected item is displayed in this field. This is defaulted from the purchase order lines.

QTY Accepted: Enter the accepted quantity for the selected item if QC is not applicable or skipped. The accepted quantity cannot exceed the received quantity.

Invoice No: The value of this field is defaulted with the Invoice number of a receipt line on the selected Purchase Receipt and may be changed.

Invoice Date: The value of this field is defaulted with the Invoice Date of a receipt line on the selected Purchase Receipt and may be changed.

Price Unit: The value of this field is defaulted with the Price UOM of a receipt line on the selected Purchase Receipt.

PO Price: The value of this field is defaulted with the Base Price of a receipt line on the selected Purchase Receipt and may be changed.

Base Price (Stk UOM): This is the base price of the line item in stock UOM.

Extension: The value of his field is calculate as Quantity Accepted * PO Price.

Extra Discount %: Displays the percentage of discount for the line item.

Tax: This field displays the tax rate key applicable to this line item.

Account Key: For an Inventory line, this field is defaulted with the Inventory Control Account of the Item Class to which this Item Location belongs. When this Non-Inventory Item is not fetched via lookup, this field is defaulted to the Expense Account of the Vendor. However, when this Non-Inventory Item is fetched via lookup, this field is defaulted to the Expense Account of the Non-Inventory Item master. The account displayed may be changed. Entering a valid value in this field is mandatory.

Discounts: This field displays the total discount amount for the line. See Calculations for details on how this field is calculated.

Tax Amount: Field displays the sum of all the tax for all the lines in the purchase order.


Line Discount: This column displays the line discount amount for a line item. This discount is fetched as per the Line Discount Methodology.

Extra Discount Amount: This is the extra discount amount for each line.

Order Discount: This is the order discount amount for a line item.

Back Order: If this is a second or subsequent shipment for a PO line, then the value displayed is 'Yes'. In all other cases, the value will be 'No'.

Tax Detail/Qty Button: Clicking this button provides a window popup having the details of Tax Distribution if the Tax Type defined as VAT on the Purchase Setup Screen. If the Tax Type is defined as Flat Tax a grid is displayed with the details of various levels of tax associated with the Line Item.

- **More Actions** : Clicking this button displays the following options:
 - **View Item Location:** You may click this option to view inventory details at all locations where the selected item is maintained.

View Item Location

Item Key: R-1014 Description: Orange Tint

Stock UOM: L Display UOM: L

Location Detail Lot/Bin No Detail (01)

Location	Description	Status Code	Qty On Hand	Qty On Order	Qty Commit T...	Qty Commit T...	Transit In
01	Manufacturing	A	4767.1333334	3334.0000000	0.0000000	0.0000000	0.0000000

Qty On Hand: 4767.1333334 Qty On Order: 3334.0000000

Qty Commit To Sales: 0.0000000 Qty Commit To Production: 0.0000000

Qty Under Purchase QC: 0.0000000

- **View Tax Details:** Clicking this option provides a window popup having the details of Tax Distribution if the Tax Type defined as VAT on the Purchase Setup Screen. If the Tax Type is defined as Flat Tax a grid is displayed with the details of various levels of tax associated with the Line Item.
- **View Landed Cost:** You can view the Landed Cost details maintained on the selected receipt line by clicking on the *View Landed Cost* option. While the line status is Not Processed, the user may change the Apportioned amount for the selected line if desired.

Landed Cost Calculation

Purchase Order No.: 00000018

Receipt No.: 22

Item Key: R-1014

Landed Cost Group Id: [Search]

Accured Landed Cost A/c: [Search]

Landed Cost A/c: [Search]

Currency: R

Row No.: 1

Location Key: 01

Landed Cost Group Description: [Search]

Accured Landed Cost A/c Desc: [Search]

Landed Cost A/c Desc: [Search]

Landed Cost Id	Apportioned By	Percent/Value	Apportioned Amt
No records yet created.			

Save Cancel

Seq No: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the add line button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1. This is an editable field; thus, user can enter the sequence number for individual inventory line to specify its position in the sequence.

Select: Mark this option to select the row line.

PONO: Read only field displays the Purchase Order number. The value gets defaulted from the Purchase Order Entry screen against which user needs to process the receipt.

PO Line No.: This is the Purchase Order line number as stored in the database table. If a line is deleted from a Purchase Order, then the remaining lines are not re-sequenced on the order in such cases, the line number shown here may not match with the line number shown on the *Purchase Order Entry* screen.

PR No. : This is the receipt number that is system-generated for this purchase receipt. A new receipt number is generated whenever a new receipt is inserted and then saved.

PRLinNo: The value of this field is defaulted with PRLinNO of a receipt line on the selected Purchase Receipt.

Item Key: This field specifies the Item to be received for inventory type item that cannot be modified. This is defaulted from the purchase order lines.

Description: This is the description of the selected item is displayed in case of both the Inventory and Non-Inventory type purchase order lines and it cannot be modified. This is defaulted from the purchase order lines.

Location: This field contains the location to which the item being purchased will be shipped for an item of Inventory type. This is defaulted from the purchase order Lines and may be modified.

PO Unit: Purchasing unit of the selected item is displayed in this field. This is defaulted from the purchase order lines.

Qty Accepted: Enter the accepted quantity for the selected item if QC is not applicable or skipped. The accepted quantity cannot exceed the received quantity.

Price Unit: The value of this field is defaulted with the Price UOM of a receipt line on the selected Purchase Receipt.

PO Price: The value of this field is defaulted with the Base Price of a receipt line on the selected Purchase Receipt and may be changed.

Extension: The value of this field is calculated as Quantity Accepted * PO Price.

Miscellaneous Tab

Vendor Class Key: The value of this field is defaulted with the Vendor Class key of the selected Purchase Order.

Vendor Class Description: This field displays the description associated with the Vendor Class key. This is a read-only field.

Cash Account Key: The value of this field is defaulted with the Cash Account key of the selected Purchase Order and may be changed.

Cash Account Description: This field displays the description associated with the Cash Account key. This is a read-only field.

Reference: The value of this field is defaulted with the Reference of the selected Purchase Order and may be changed.

Comments: You can enter any additional information related to the voucher in this field.

Prepayment

Check Number: The value of this field is defaulted with the Check Number of the selected Purchase Order and may be changed.

Check Date: The value of this field is defaulted with the Check Date of the selected Purchase Order and may be changed.

Check Amount: The value of this field is defaulted with the Check Amount of the selected Purchase Order and may be changed.

Vendor Address:

Vendor Name: This is the name or a description for the vendor being defined.

Address Line 1: Reports and correspondence related to the defined vendor in BatchMaster Web access this address data. Depending on the report, it then appears in the address and salutation of correspondence or in the report lists.

Address Line 2: This is Line-2 of the vendor's address serving the same purpose as of Line 1.

Address Line 3: This is Line-3 of the vendor's address serving the same purpose as of Line 1.

City: This is the city of the vendor.

State: This is the state, province or region of the vendor.

Zip Code: This is the postal zip code of the vendor.

Vendor Country: This is the country of the vendor.

Description: This field displays the description associated with the country key. This is a read-only field.

Attention: This is the name of the individual or department to whose attention correspondence to the vendor may be addressed.

Ship To Address:

Address Line 1: This is Line-1 of the Ship To address.

Address Line 2: This is Line-2 of the Ship To address.

Address Line 3: This is Line-3 of the Ship To address.

City: This is the city of the Ship To.

State: This is the state, province or region of the Ship To.

Zip Code: This is the postal zip code of the Ship To.

Ship To Country: This is the Country of the Ship To.

Description: This field displays the description associated with the Ship To Country key. This is a read-only field.

Attention: This is the name of the individual or department to whose attention correspondence to the ship to may be addressed.

Entering Updated Values for Generating the Voucher or Debit Memo

1. Open the Super Voucher Dashboard.
2. Click the vendor of your choice against which multiple voucher needs to be processed. .
3. The field values on all the tabs are defaulted from the selected vendor.
4. If desired, modify the respective fields on the tabs listed below:
 - *Receipt tab: Branch Key, Ship Via Key, FOB Key, Comment Key, Tax Level, Discount Level, Terms Key, and Freight Breakups fields.*

- *Miscellaneous* tab: *Cash Account Key*, *Reference*, *Check Number*, *Check Date*, and *Check Amount* fields.
 - *Address* tab: *Address Line 1*, *Address Line 2*, *Address Line 3*, *City*, *State*, *Zip Code*, *Country*, and *Attention* fields.
 - *Address* tab (*Ship To address*): *Ship To Name*, *Address Line 1*, *Address Line 2*, *Address Line 3*, *City*, *State*, *Zip Code*, *Country*, and *Attention* fields.
 - *Line Item* tab: *InvoiceNo*, *InvoiceDate*, *PO Price*, and *Tax* fields.
5. Press the *Calculate Tax and Discount* button if required.
 6. Finally, click the *Process* button to generate a voucher as applicable.
 7. Once processed, the latest currency conversion rates would be obtained from finance in the case of a foreign currency vendor. An E-type transaction would be generated to adjust the cost in the following cases:
 - While modifying the order, if the PO price is changed and the order is processed.
 - If the currency conversion rate used during generating a voucher differs from that used for creating the corresponding PO.
 8. If vouchers have been generated for all lines of a PO, the status of that order would be set to *Processed*.
 9. When a Voucher is generated, the vendor's pending voucher amount will be decreased by the amount of the voucher. The vouchers, along with the associated General Ledger, are uploaded to finance when the *AP Online Update* and *GL Online Update* fields on the *Finance Setup* screen are set to *Yes*.

Special Functions



Calculate Tax and Discount: Click this button to get the computed tax and discount on the *Line Items* tab.