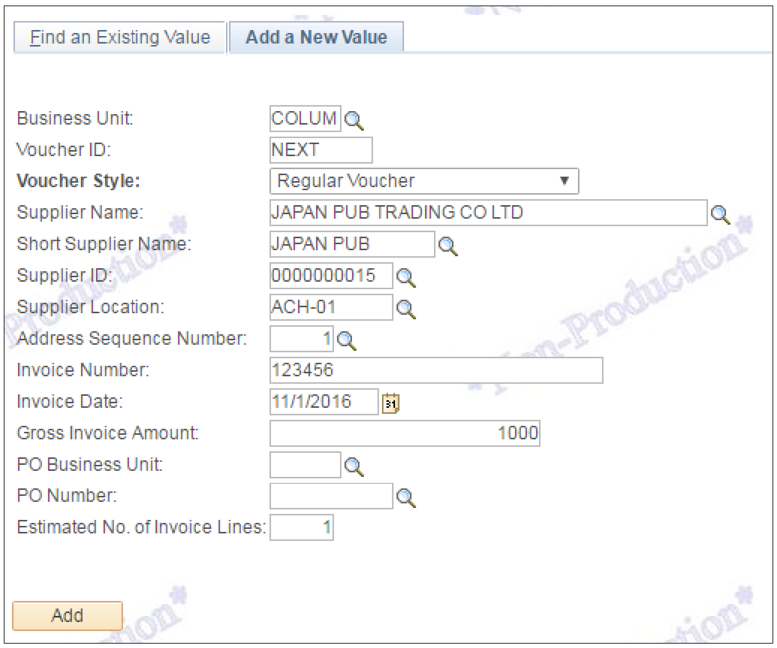
A Non-PO Voucher can be used to pay for invoices for goods and services where Requisition/Purchase Orders are not required and for Check Requests, Employee Reimbursements, Advance Reconciliations, and Petty Cash.

Creating a Non-PO Voucher

1. Click the NavBar > Main Menu >Accounts Payable > Vouchers > Add/Update > Regular Entry.

2. The **Voucher Style** should be **Regular Voucher**.

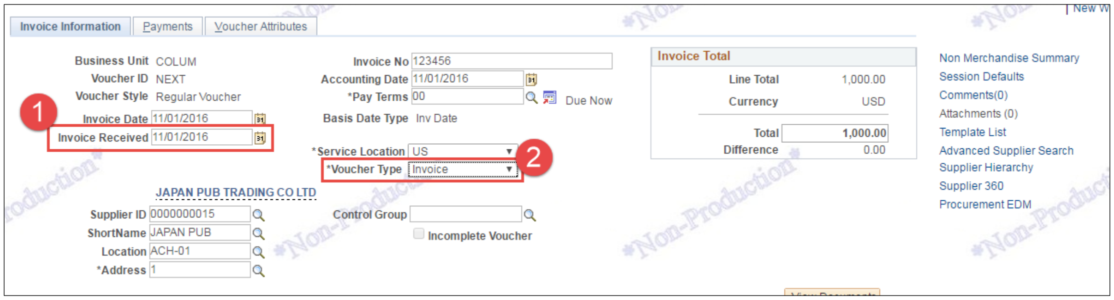

Find an Existing Value | Add a New Value

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Supplier Name: JAPAN PUB TRADING CO LTD
Short Supplier Name: JAPAN PUB
Supplier ID: 0000000015
Supplier Location: ACH-01
Address Sequence Number: 1
Invoice Number: 123456
Invoice Date: 11/1/2016
Gross Invoice Amount: 1000
PO Business Unit:
PO Number:
Estimated No. of Invoice Lines: 1

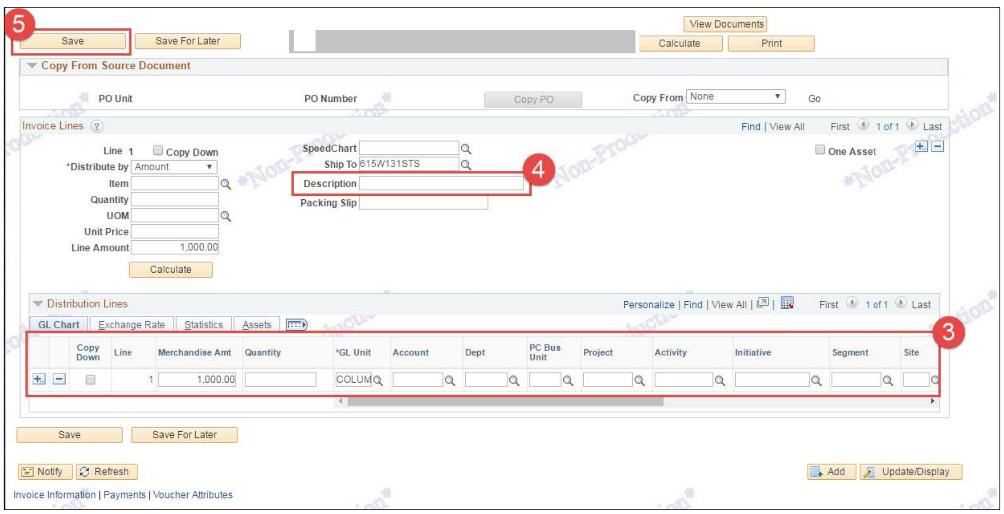
Add

3. In the **Supplier ID** field, enter or search for the desired Suppler ID for the vendor you are paying.
4. Enter the **Invoice Number**.
5. Enter the **Invoice Date**.
6. Enter the **Gross Invoice Amount**.
7. Click the **Add** button. The Voucher form appears on the Invoice Information tab.

Completing the Voucher Form



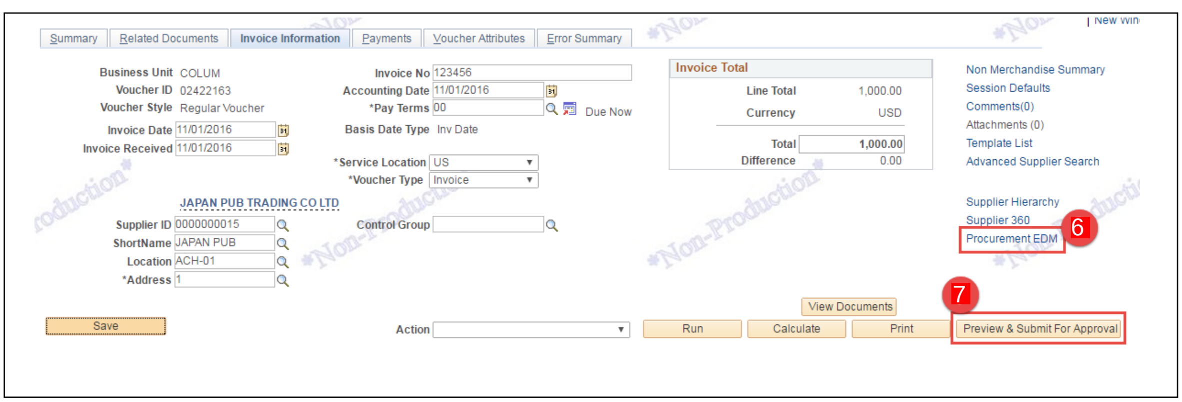
1. In the Header section, enter the **Invoice Received** date.
2. Click the **Voucher Type** dropdown and select **Invoice**.
3. Enter the ChartFields in the **Distribution** (ChartString) Line.



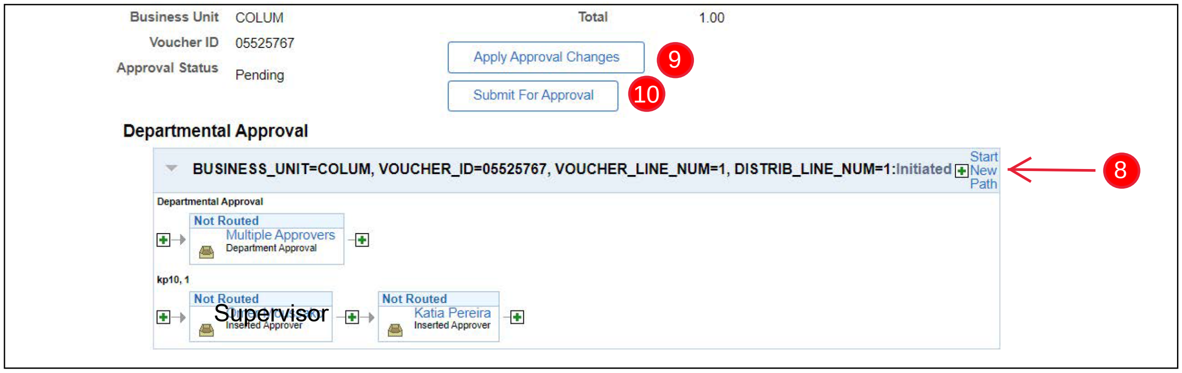
4. Enter a **Description** of the good or service.

5. Click **Save**.

6. Click the **Procurement EDM** link to upload the Invoice and any other required information.



7. Click the **Preview & Submit for Approval** button. The Preview Approval Screen appears.



8. Under **Departmental Approval**, click [+] next to **Start New Path**, then insert approvers.

9. Click on **Apply Approval Changes**.

10. Click the **Submit for Approval** button.

11. Click on the **Notify** button and enter the next approver in the workflow.

Follow up with supervisor to confirm timely approval.