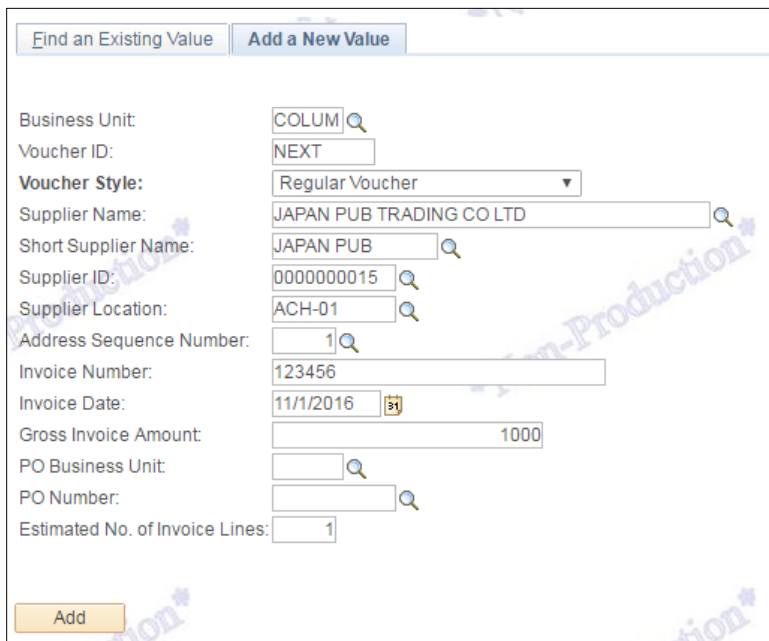


A Non-PO Voucher can be used to pay for invoices for goods and services where Requisition/Purchase Orders are not required and for Check Requests, Employee Reimbursements, Advance Reconciliations, and Petty Cash.

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**.



The screenshot shows a web form for creating a Non-PO Voucher. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The form contains the following fields and values:

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

At the bottom left of the form is an "Add" button.

3. In the **Supplier ID** field, enter or search for the desired Supplier 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

The screenshot shows the 'Invoice Information' tab of a voucher form. Red boxes and numbers highlight specific fields:
 1. A red box around the 'Invoice Received' date field, which is set to 11/01/2016.
 2. A red box around the '*Voucher Type' dropdown menu, which is set to 'Invoice'.
 Other visible fields include Business Unit (COLUM), Invoice No (123456), Accounting Date (11/01/2016), Invoice Date (11/01/2016), Basis Date Type (Inv Date), *Service Location (US), Supplier ID (0000000015), and Supplier Name (JAPAN PUB TRADING CO.LTD).

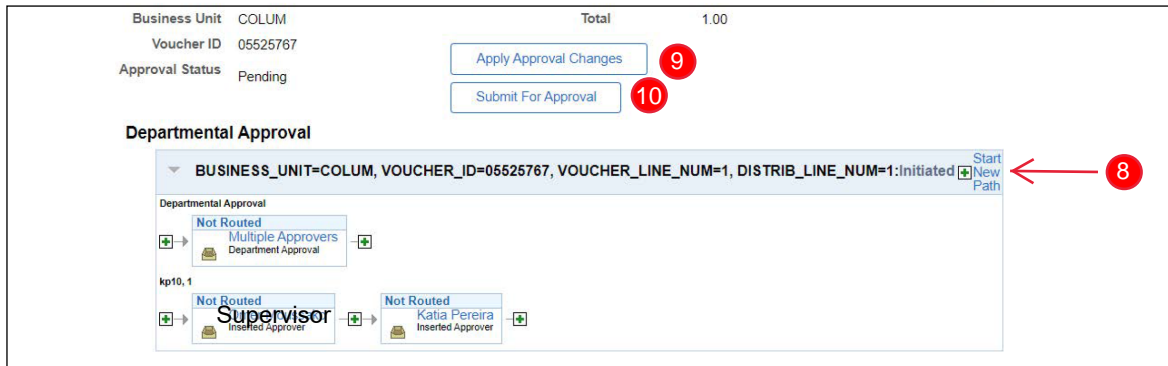
1. In the Header section, enter the **Invoice Received** date.
2. Click the **Voucher Type** dropdown and select **Invoice**.
3. Enter the ChartFields in the **Distribution** (ChartString) Line.


The screenshot shows the 'Distribution Lines' section of the voucher form. A table with columns for Line, Merchandise Amt, Quantity, GL Unit, Account, Dept, PC Bus Unit, Project, Activity, Initiative, Segment, and Site is visible.
 3. A red box highlights the first row of the table, which contains the following data: Line 1, Merchandise Amt 1,000.00, Quantity, GL Unit COLUM, Account, Dept, PC Bus Unit, Project, Activity, Initiative, Segment, Site.
 4. A red box highlights the 'Description' field in the 'Invoice Lines' section above the table, which is currently empty.

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.

The screenshot shows the 'Invoice Information' tab of the voucher form, similar to the first screenshot but with additional annotations:
 6. A red box highlights the 'Procurement EDM' link in the 'Supplier Hierarchy' section, which is located under 'Supplier 360'.
 7. A red box highlights the 'Preview & Submit For Approval' button at the bottom right of the form.

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.