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.

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

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.

![Preview Approval Screen](image)

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.*