# Voucher Entry- Amount Only PO Voucher (i.e., Blanket PO)

1. **Main Menu > Purchasing > Purchase Orders > Add/Update POs**

**Enter** an Amount Only PO –The key thing to remember about an Amount Only PO is to make sure that the “Amount Only” checkbox on the “Attributes” tab of the PO line is checked on. This will force the PO Qty = 1 and allow you to only enter an amount in the “Price” field for that PO line.





1. When it is time to make a payment on that PO, navigate to:

**Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**'**Add a New Value**'

1. Enter **Supplier ID or Supplier Name**, **Invoice** **Number** and **Invoice** **Date**
and click **Add**.

2. On the Invoice Information page, click the **triangle button** to open
**Copy From Source Document**

In the **'Copy From**' dropdown list, choose **'Purchase Order Only**' and click **Go**.


1. In the **Copy Worksheet** page, enter **PO Business Unit** and **PO Number From** and click **Search**.

2. Select the line or lines needed

**Enter** the amount you are paying in the **“Merchandise Amount”** field

**Click** the **Copy Selected Lines** button



1. Enter the **Inv Receipt Dt**, **Service Date** and **Invoice Description**.

**Click** “Save”

1. Select **Match, Doc Tol, Bdgt** in the 'Action' dropdown list and click **Run**.

2. Click the **Refresh** button to determine when the process has completed.

3. When the processes have completed, go to the Summary page to verify the voucher's **Match**, **Doc Tol** and **Budget** status.
