# Voucher Entry- MVV – Multi-Vendor Voucher

1. Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.'**Add a New Value**'
2. **Enter**:
Voucher Style = Multi-Vendor Voucher
Supplier
Invoice Number
Invoice Date
Gross Invoice Amount
 **Click**: Add

3. In the Invoice Lines sections, click the  button at the right side of the page
to add a new line.

4. Use default "1" for number of rows to add and click OK.

5. In the Invoice Information section for Line 1
Enter:
Line Amount, Description, Invoice Description, Invoice, Ref Supplier ID

6. In the Distribution Line section:

Enter the GL chartfield values (Or select a Speedchart from the “Invoice Lines” section of Line 1).


1. In the Invoice Information section for Line 1, click the 'Copy Dates' link.

2. Enter: Invoice Receipt Date, Service Date, Rqsted Pmt. Date, Invoice Date
Click: OK
 
3. In the Invoice Information section for Line 2
Enter: Line Amount, Description, Invoice, Invoice Description, Ref Supplier ID.
4. In the Distribution Line section for Line 2
Enter the GL chartfield values. (Or select a Speedchart from the “Invoice Lines” section of Line 2)
5. Add as many lines as needed (Steps 3-6) to use the total voucher amount.
6. Go to the 'Voucher Attributes' tab. Enter an accounting template that will generate a 264/905 tcode.

7. Click OK on the Confidentiality warning message.
8. Click Save.
