# Voucher Entry- PO Only Worksheet

1. **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**'**Add a New Value**'
2. Enter **Supplier ID**, **Invoice** **Number** and **Invoice** **Date**
and click **Add**.

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

4. In the **'Copy From**' dropdown list, choose **'Purchase Order Only**' and click **Go**.
5. In the **Copy Worksheet** page, enter **PO Business Unit** and **PO Number From** and click **Search**.

6. Select the line or lines needed and click **Copy Selected Lines**

7. Navigate the lines as needed to select the lines needed for payment before clicking
**Copy Selected Lines**.

8. Enter the **Inv Receipt Dt**, **Service Date** and **Invoice Description**.
9. **Save** the voucher.

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

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

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