# Voucher Entry – PO Voucher - Copy and Pay the Whole PO

**NOTE:** Use this method **ONL**Y if you are paying **ALL** of the lines on the PO for their **FULL** amounts.

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

2. On the Invoice Information page, click the **triangle button** to open
**Copy From Source Document**
**Enter** your business unit in the **“PO Unit”** field and select the PO you wish to pay in the **“PO Number”** drop down field.

Click the **“Copy PO”** button

1. **Enter** “Invoice Receipt Date”, “Service Date”, “Invoice Description”

**Click** “Save”
