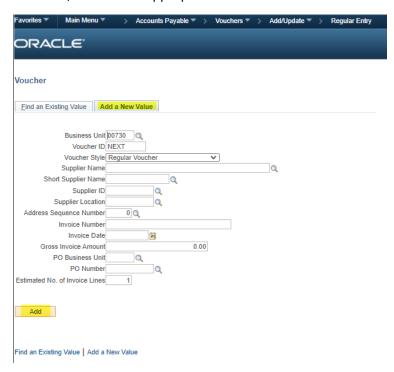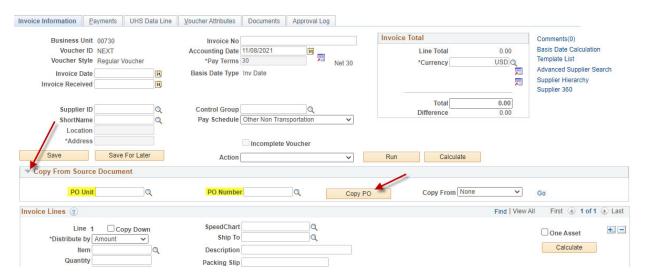# PO Voucher Creation

Use this in addition to the Voucher Creation instructions for the full PO Voucher instructions.

- To view or create a voucher, navigate in PeopleSoft Finance: Main Menu – Accounts Payable – Vouchers – Add/Update – Regular Entry.
- To add a new voucher, click on the appropriate tab and click Add.

- The first thing you will do when you create the new voucher is to click the arrow to open the Copy from Source Document section, enter the PO Unit (Business Unit for the PO) and PO Number and Click Copy PO.

- **Do NOT remove any of the lines on the PO voucher.** If they are not necessary to pay the invoice you are paying, zero the dollar amounts on each line.
- Modify each line of the voucher to the amount for that line on the invoice.
- Follow the remaining steps as if you are creating a regular voucher, found on the Voucher Creation instructions.