

# 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.

Oracle PeopleSoft Finance Voucher creation screen. The breadcrumb trail is: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Voucher' section has a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below are various input fields: Business Unit (00730), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number (0), Invoice Number, Invoice Date, Gross Invoice Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). An 'Add' button is highlighted in yellow at the bottom left.

- 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.

Oracle PeopleSoft Finance Invoice Information screen. The breadcrumb trail is: Invoice Information | Payments | UHS Data Line | Voucher Attributes | Documents | Approval Log. The 'Invoice Information' section includes fields for Business Unit (00730), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID, ShortName, Location, \*Address, Accounting Date (11/08/2021), \*Pay Terms (30), Basis Date Type (Inv Date), Control Group, Pay Schedule (Other Non Transportation), and an 'Incomplete Voucher' checkbox. The 'Invoice Total' section shows Line Total (0.00), \*Currency (USD), Total (0.00), and Difference (0.00). The 'Copy From Source Document' section has fields for PO Unit, PO Number, and a 'Copy PO' button. The 'Invoice Lines' section shows Line 1 with fields for \*Distribute by (Amount), Item, Quantity, SpeedChart, Ship To, Description, and Packing Slip. A 'Calculate' button is visible in the bottom right.

- **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.