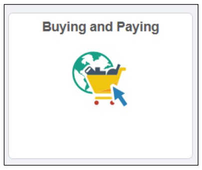
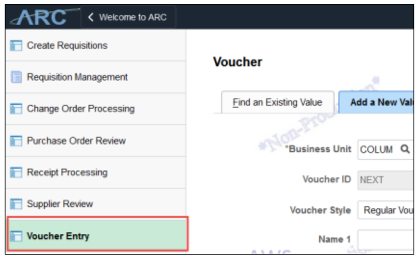
A Non-PO Voucher can be used to pay for invoices for goods and services where Requisition/Purchase Orders are not required and for Check Requests, Employee Reimbursements, Advance Reconciliations, and Petty Cash.

Creating a Non-PO Voucher

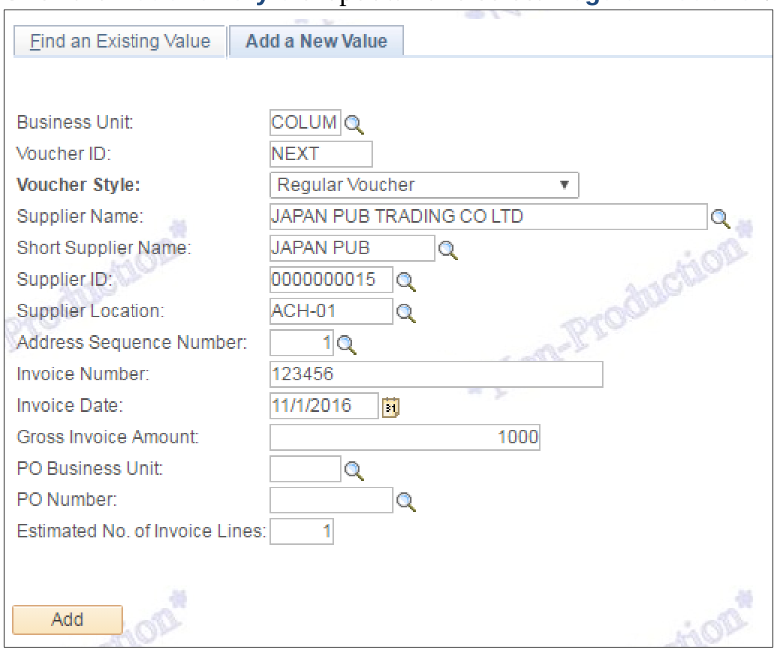
1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.





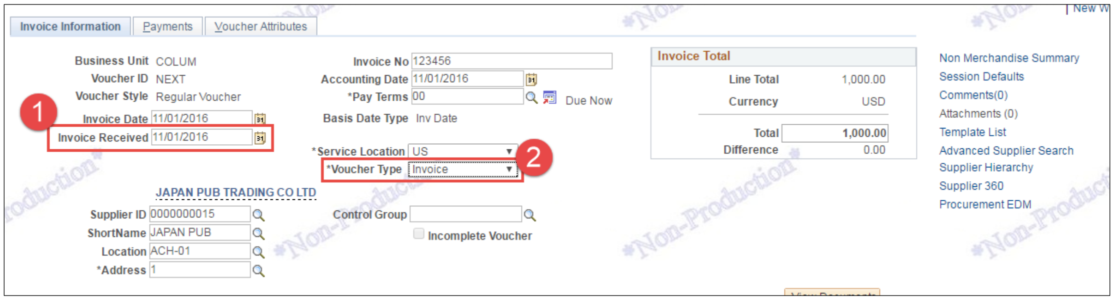
   Or, click the **NavBar** > **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**.

2. Click the **Voucher Style** dropdown and select **Regular Voucher**.

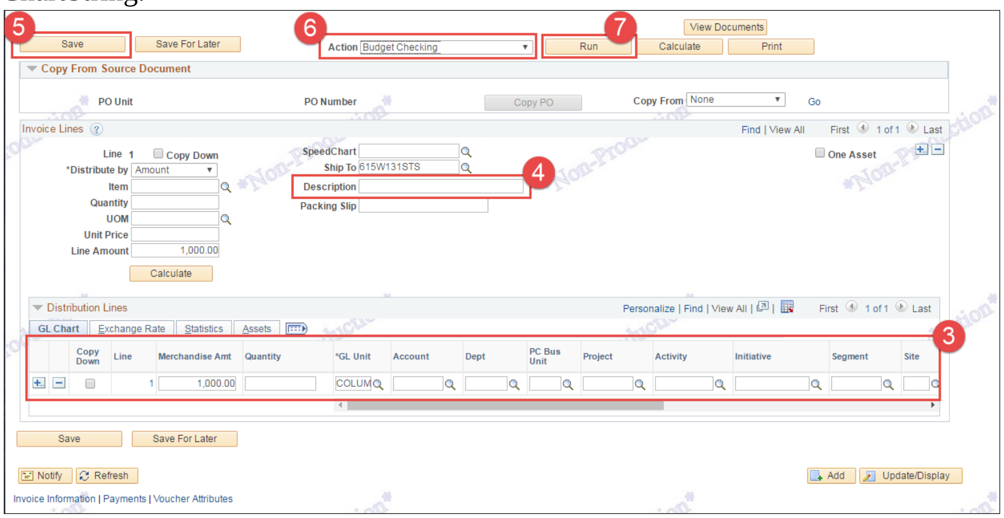


3. In the **Supplier ID** field, enter or search for the desired Suppler ID for the vendor you are paying.
4. Enter the **Invoice Number**.
5. Enter the **Invoice Date**.
6. Enter the **Gross Invoice Amount**.
7. Click the **Add** button. The Voucher form appears on the Invoice Information tab.

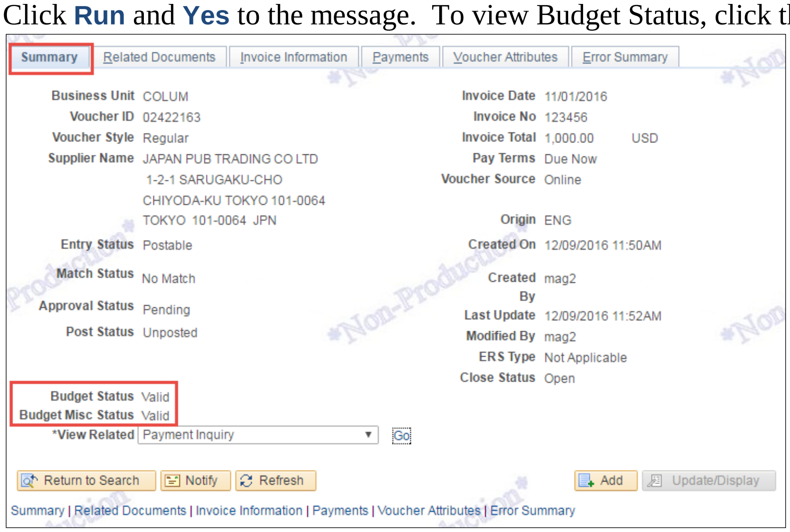
Completing the Voucher Form



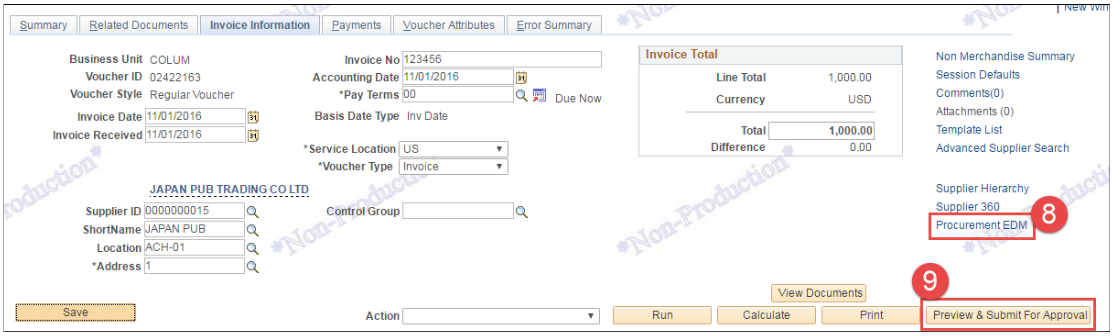
1. In the Header section, enter the **Invoice Received** date.
2. Click the **Voucher Type** dropdown and select **Invoice**.
3. Enter the ChartFields in the **Distribution** (ChartString) Line **or** you can select a **SpeedChart** to enter a preset ChartString.



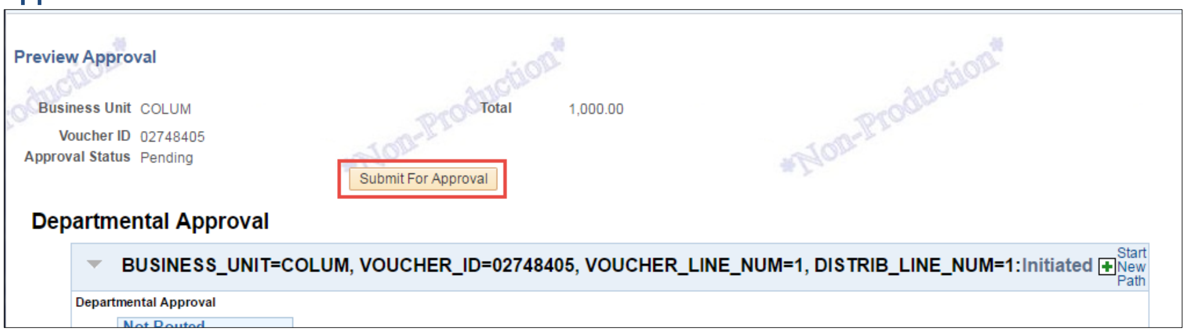
4. Enter a **Description** of the good or service.
5. Click **Save**.
6. Click the **Action** dropdown and select **Budget Checking**.
7. Click **Run** and **Yes** to the message. To view Budget Status, click the **Summary** tab.



8. Return to the Invoice Information tab and click the **Procurement EDM** link to upload the Invoice and any other required information.



9. Click the **Preview & Submit for Approval** button. The Preview Approval Screen appears. Click the **Submit for Approval** button.



Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122