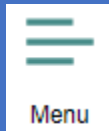# Pulling PO Information into Non-PO Voucher

Procedures for pulling PO information into Voucher in PeopleSoft

NavBar

Navigation

Menu

Menu

Financials >

Accounts Payable >

Vouchers >

Add/Update >

Regular Entry

Find Existing Voucher

- Click the "Find Existing Value"
- Enter Voucher ID number
- Click "Search"

Finding Source Document

- Click on the "Invoice Information" tab
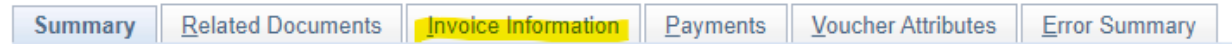
- Click the arrow next to "Copy from Source Document"

Finding Source Document

- Select "Purchase Order Only" from the drop-down menu
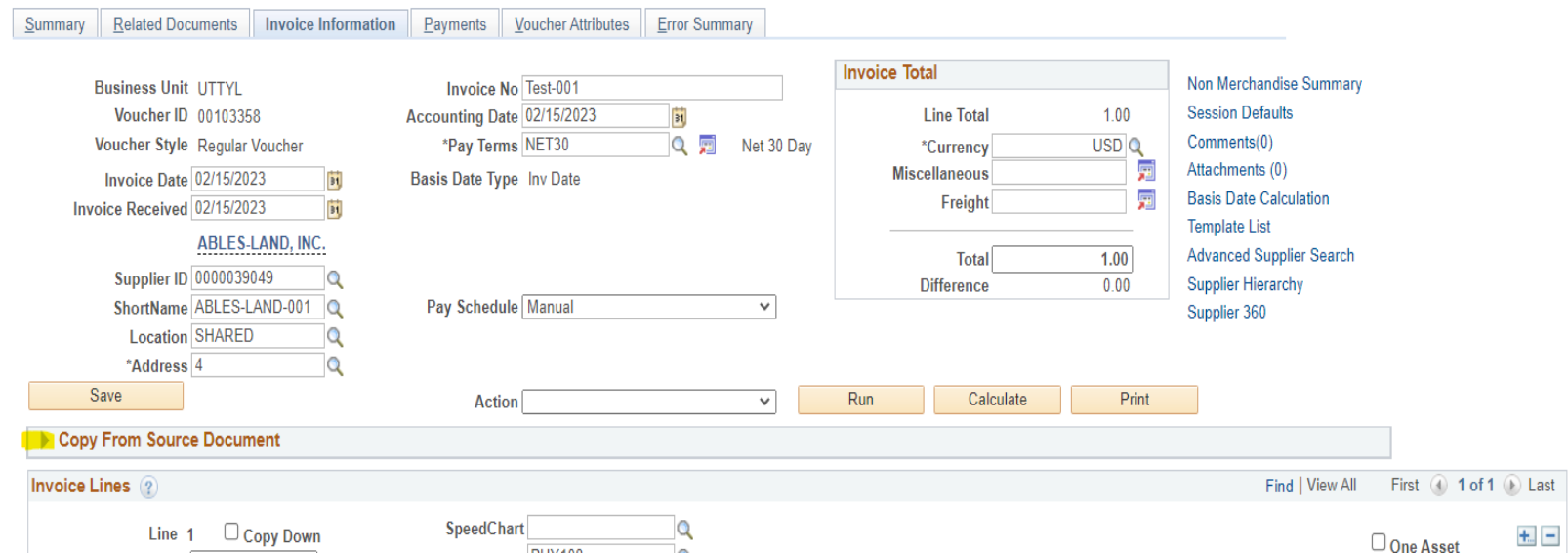- Click "Go"

- Fill in "PO Business Unit" by clicking magnifying class icon and selecting "UTTYL" or filling in manually
- Fill in PO number from which you wish to pull information
- Click "Search"

Copy PO Lines

- Select the lines you wish to pull into the voucher by checking appropriate box or clicking "Select All" to pull in all lines.

- Click the "Copy Selected Lines" box

Max Rows [ ]   Search   Copy Selected Lines

Select PO Lines   Find | View All   First ◄ 1 of 1 ► Last

PO Unit UTTYL   PO Number 0000037185
Supplier ID 0000039049   ABLES-LAND, INC.   PO Date 02/15/2023

☑ Select All   ☐ Deselect All

Select PO Lines   Personalize | Find | View All | 🔲 | 🔳   First ◄ 1 of 1 ► Last

| Main Information | Contract Information | UPN Information |

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
☑	1.00000	1	1		Item #1 - PO	1.0000	EA	1.00	USD	1.0000	EA	1.0000

☑ Select All   ☐ Deselect All   PO Line Count 1
PO Total $1.00

Delete Non-PO Voucher Lines

- Click "View All" so you can see every line on voucher

- You will notice that voucher now has both the lines created on original Non-PO voucher and the lines pulled in from purchase order. You will need to delete the original voucher lines leaving only the lines from PO.

- Click the minus sign next the lines you want to delete

Save

- Click "Save"

- End of Procedure