Pulling PO Information into Non-PO Voucher

Procedures for pulling PO information into Voucher in PeopleSoft
Find Existing Voucher

- Click the “Find Existing Value”
- Enter Voucher ID number
- Click “Search”
• 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 the magnifying class icon and selecting “UTTYL” or filling in manually
- Fill in PO number from which you wish to pull information
- Click “Search”
• 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
• 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.
• Click “Save”

• End of Procedure