# Voucher Entry- Enter a Non PO Voucher

1. **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**'**Add a New Value**'
2. Enter **Supplier ID**, **Invoice** **Number, Invoice** **Date,** and **Gross Amount**
and click **Add**.

3. On the “Invoice Information” tab, scroll down to the “Invoice Lines” section.

Enter the **Inv Receipt Dt**, **Service Date** and **Invoice Description**.

1. **Scroll down to** the “Distribution Lines” section to the “GL Chart” tab and enter the GL Coding (i.e., the GL Chartfield values) information.

*\*\* Note:**The required GL Chartfield values and combinations vary by agency.*


1. On the “Voucher Attributes” tab, verify that the value in the “Template” field is the correct value and correct TCode is displayed



1. **Click** “Save”
2. On the **“Invoice Information”** tab,Select “Budget Checking” in the 'Action' dropdown list and click **Run**.

3. Click the **Refresh** button to determine when the process has completed.

4. When the “Budget Checking” process has completed, go to the Summary page to verify the voucher's **Budget** status.


**NOTE**: The Voucher must be posted before it can be journal generated and sent to USAS.