# Voucher Entry- Add Freight Line on PO Voucher

Use this job aid if you did not enter Freight on the PO.

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

3. On the Invoice Information page, click the **triangle button** to open
**Copy From Source Document**

4. In the **'Copy From**' dropdown list, choose **'Purchase Order Only**' and click **Go**.
5. In the **Copy Worksheet** page, enter **PO Business Unit** and **PO Number From** and click **Search**.

6. Select the line or lines needed and click **Copy Selected Lines**
Navigate the lines as needed to select the lines needed for payment before clicking
**Copy Selected Lines**.

7. Enter the **Inv Receipt Dt**, **Service Date** and **Invoice Description**.
8. Click the “+” button in order to add a new voucher line



1. Click “OK” to add 1 line.



1. **Enter** Description, Line Amount, Invoice Receipt Date, Service Date, Invoice Description, USAS Requisition Number (If the PCC <> 0, this field will be enabled and the value you enter here should be the same as your CAPPS PO #) and GL Chartfields (these vary by agency).



**NOTE:** Matching and Doc Tolerance will NOT apply to this voucher line since it was not copied from a PO.

1. **Update** the voucher Total amount on the voucher header to include the Freight and click the “Calculate” button



1. **Save** the voucher.

2. **Click** “OK” if you get a message saying “Difference between voucher and total payment amounts is ……”



1. Select **Match, Doc Tol, Bdgt** in the 'Action' dropdown list and click **Run**.

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

3. When the processes have completed, go to the Summary page to verify the voucher's **Match**, **Doc Tol** and **Budget** status.
