

Process P.O Payment

Eservices/PS Finance/Sign-In

Accounts Payable

Vouchers

Add/Update

Regular Entry

Click "add"

Click "Copy from Source Document"

Enter PO unit and PO #, then click copy PO

Enter information: Invoice #, Voucher total, Voucher Line Amount, Merchandise Amount

Click "Basis Date Calculation" enter the four dates

Click "back to invoice"

Click "Comments" and enter any necessary comments

Go to Documents Tab and upload required backup documentation

Click "save" and voucher ID generates

Go to "Action" default, select "Match, Doc Tol, Bdgt"

Click on the "Run"

Click "yes" when the system asks if you want to wait for the process to be completed?

Submit the voucher into workflow

Route to "Accounts Payable"

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