How to Enter a Voucher

Cetec ERP

The first step is to click Accounting

Click A/P

Click Add Voucher

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ℹ️ Enter the Vendor Invoice Number

Search and enter the Vendor

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Enter the total invoice amount in the Vendor Requested field

Scroll down and search the PO(s) to pay on this invoice

Click Add All to add all receipt lines on the PO

Scroll up and click Add Break

Select additional splits on the Voucher to pay - freight, tax, etc.

Type the amount towards the split

Scroll up and click Submit

ℹ️ Note, you can manage the receive date manually, or let it auto populate based on *today's* entry.

![CETEC ERP]

Pay by date auto populates from the net terms on the vendor's profile. You can click the checkbox to edit that manually.
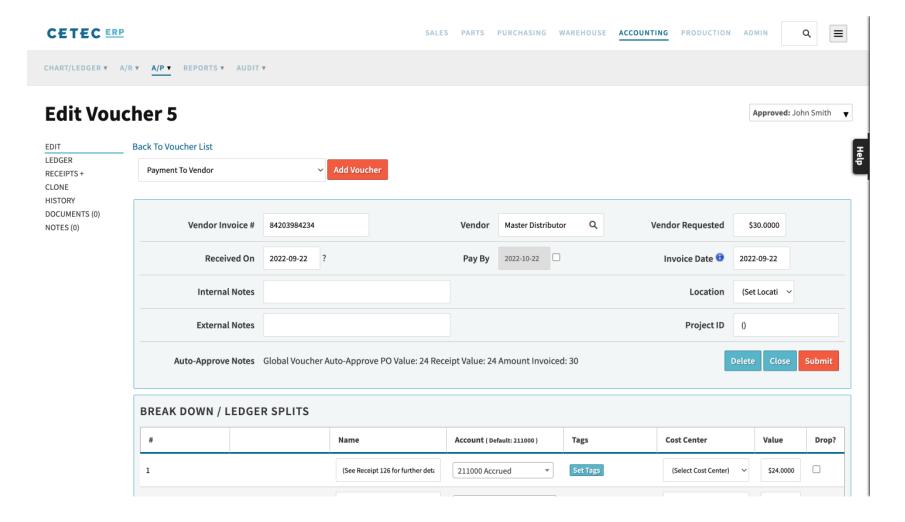
ℹ You can manually change the invoice date if that differs from the received on date.

Scan to go to the interactive player