

How to Add Payables on Voucher

Here are the steps on how to add payables to your **Voucher** via **Add Payables** screen.

1. From **Purchasing (A/P) > Activities**, select **Vouchers**.
2. Click **New**
3. Select **Voucher** type.
4. Select vendor with existing payables
5. Once vendor is selected, **Add Payable** screen will open automatically.

The screenshot displays the 'Add Payables' window within a software application. The main window is titled 'Voucher - 1005630 - AP Vendor 1'. It features a menu bar with options like New, Save, Search, Delete, Undo, Print, Duplicate, Post, Pay, Void, Reverse, Debit Memo, Add Payables, Email, Recurring, Export, Import, and Close. Below the menu bar is a tabbed interface with tabs for Details, Prepaid and Debit memos, Additional Info, Post Preview, Attachments, Activities, Audit Log, and Approval. The 'Details' tab is active, showing fields for Type (Voucher), Post Date (02/13/2019), Ship From Entity (AP Vendor 1), Vendor (AP Vendor 1), Terms (Due on Receipt), Ship From (AP Vendor 1 Location), AP Account (20000-0001-000), and Invoice No. (1005630). A table titled 'Add Payables' is open, showing a list of items for billing. The table has columns for Source Number, Currency, Ship To Location, Cost Currency, Contract, Contract Seq, P.O., Scale, Product ID, and Product. The table contains two rows of data: one for 'IR-1363' and one for 'IR-1362'. The 'IR-1363' row shows a currency of USD, a ship to location of 0001-Fort Wayne, a cost currency of USD, a contract of 0001-Fort Wayne, a contract sequence of 0001-Fort Wayne, a P.O. of 0001-Fort Wayne, a scale of 0.00, a product ID of CORN, and a product of CORN. The 'IR-1362' row shows a currency of USD, a ship to location of 0001-Fort Wayne, a cost currency of USD, a contract of 0001-Fort Wayne, a contract sequence of 0001-Fort Wayne, a P.O. of 0001-Fort Wayne, a scale of 0.00, a product ID of CORN, and a product of CORN. The table also has a 'Ship From' column and a 'Ship To' column. The 'Ship From' column is currently empty. The 'Ship To' column is currently empty. The table has a 'Ready' status bar at the bottom.

6. This screen lists all items that are available for billing like:
 - a. Items and Other Charges from a posted Inventory Receipt
 - b. Others Charges from Purchase Orders, Inventory Shipments, Purchase Contracts, and Inbound Shipments.
7. Select the item and click **Add** button to add it on your voucher detail.
8. In any case that you still wanted to add items, click **Add Payables** button to reopen the screen.