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.

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.