Purchase Vouchers

Purchase Vouchers view allows user to view and manage projects' purchase vouchers / invoices for service obtained from vendors. Issuing of the purchase vouchers itself is to be done from "*Projects*" application.

Below are available actions for the user from "Purchase Vouchers":

C ● View and search for purchase voucher details

G Issue purchase voucher / invoice: see "Projects" application

Purchase vouchers									
Vendor: < Select All	< Select All >				Activity: < Select All >				Search
Year:	✓				Brand: < Select All >				Create
Voucher Reference *	Voucher Date	Project Reference	Project Designation		Vendor	Activity	Brand	Grand Total	Status 🛱
PUV-15-050001	/-15-050001 May 19, 2015 PROJ-15		-	6002.001/AD001 - Adept Exhibiton Fixtures		AC02 - Promotion	BR004 - Pfizer	S\$1,000.00 Posted	
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Sea <u>r</u> ch:		< All Purch	hase Vouchers >	~				Te	otal 1 records.
Purchase Voucher List	Purchase Vouche	er Details							

View and Search for Purchase Voucher Details:

 Click on "Purchase Vouchers List" tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the "Vendor" text field box or select from drop-down list

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on voucher / invoice document to view full details of the document, it will bring up the details on *"Purchase Vouchers Details"* tab for the selected document