


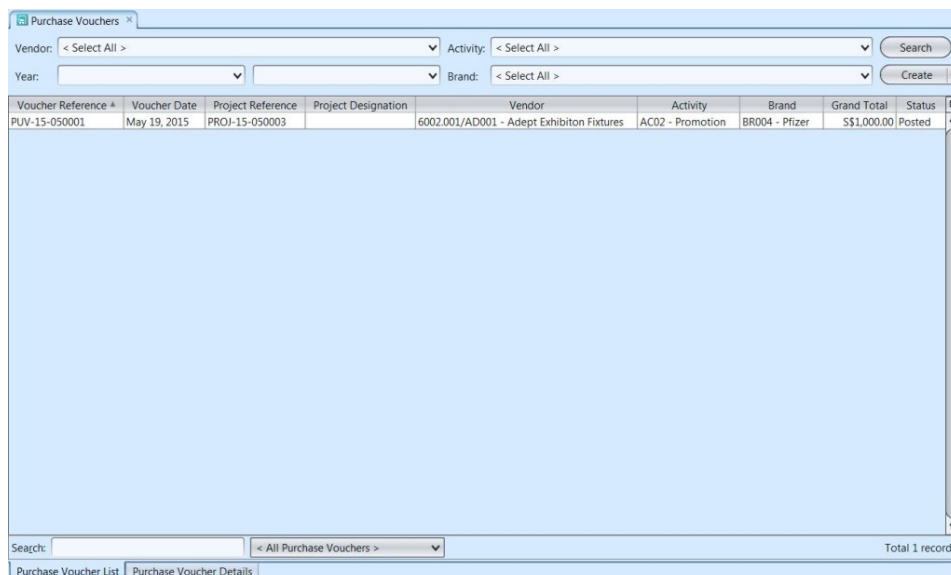
Purchase Vouchers

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"**:

 View and search for purchase voucher details

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



Voucher Reference *	Voucher Date	Project Reference	Project Designation	Vendor	Activity	Brand	Grand Total	Status
PLV-15-050001	May 19, 2015	PROJ-15-050003	6002.001/AD001 - Adept Exhibiton Fixtures	AC02 - Promotion	BR004 - Pfizer	\$51,000.00	Posted	

View and Search for Purchase Voucher Details:

1. 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
