


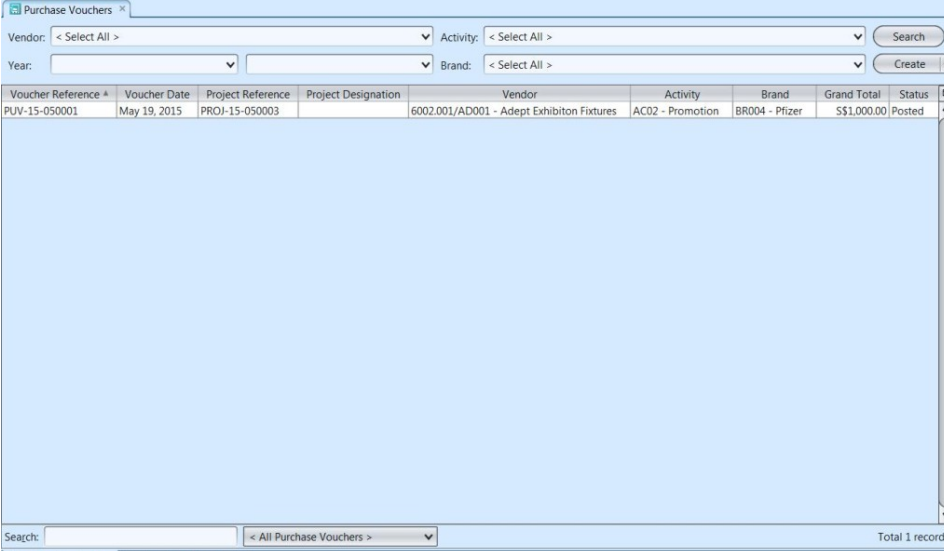
Purchase Vouchers

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



The screenshot shows the 'Purchase Vouchers' application interface. At the top, there are search filters for Vendor, Activity, Year, and Brand, each with a dropdown menu set to '< Select All >'. A 'Search' button is located to the right of the Activity filter, and a 'Create' button is to the right of the Brand filter. Below the filters is a table with the following data:

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

At the bottom of the table, there is a search bar with the text 'Search:' and a dropdown menu set to '< All Purchase Vouchers >'. The text 'Total 1 records.' is displayed on the right side of the bottom bar. At the very bottom, there are two tabs: 'Purchase Voucher List' and 'Purchase Voucher Details'.

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
