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Invoice Information tab

Effective: 04/18/2016

## Non-PO Voucher - Invoice Information tab

2. Validate **Invoice Date** based on the [Determining Invoice Date and Last Receipt Date](#) process.
3. Enter **Invoice Received** Date based on the [Determining Invoice Date and Last Receipt Date](#) process.
4. Update **Origin Code** field with the **Origin** Code of the agency location or division for which voucher is being created to route the voucher to the correct OSS participating agency approver. **EXPAND**
  - o Use the following priority of resources, in the order below, to determine correct origin code:
    - Agency-submitted PPF.
    - Origin listed on an invoice.
    - Purchase order comments from voucher view only.
    - PO Reference line, if available.
    - If an agency has multiple origin codes, refer to the "ship to" or "bill to/for" address from the invoice to select the correct code.
    - Click [here](#) to view DAS Guidelines.
    - Click [here](#) to view DMH Guidelines.
    - Click [here](#) to view DRC Guidelines.

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