

## Voucher Print

Navigation: Accounts Payable > Reports > Vouchers > Voucher Print

1. Click Search to view a list of existing Run Controls
2. If none exist, add a new Run Control (see instructions on page 8-3 of the PeopleSoft Financials User Manual).

The screenshot displays the 'Voucher Print' interface in the SCU Financials system. On the left is a navigation menu with 'Voucher Print' selected. The main area contains the following elements:

- Run Control ID:** ADHOC
- Language:** English
- Report Request Parameters:** Radio buttons for 'Quick Voucher' and 'Built Voucher'.
- Voucher Run Selection:** Radio buttons for 'By Operator ID' and 'By Voucher' (selected).
- Business Unit:** A search-enabled text field.
- Voucher ID:** A search-enabled text field.
- User ID:** SCU\_TEST\_USR

At the bottom of the form are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

3. Select either Quick Voucher or Built Voucher
  - Quick Vouchers may only be printed the same day they are entered. After the 'Build' process is run over-night, you will need to use the Built Voucher selection.
  - Built Voucher may be used for all vouchers that have been entered by your UserID.
4. By Operator ID or By Voucher
  - By Operator ID allows you to print ALL quick vouchers entered throughout the day, allowing you to postpone printing until you have completed all data entry. This option is only available for quick vouchers
  - By Voucher can be run at any time for either Quick or Built vouchers
5. Business Unit (only necessary using 'By Voucher' option)
  - APINT or BUEXT
6. Voucher ID (only necessary using 'By Voucher' option)
7. Click Run
8. Follow the instructions in Chapter 8-5 through 8-9 to finish running the Voucher Print report.

NOTE: The Voucher Print report will notify you when your quick vouchers are out of balance. Correcting out of balance errors before the 'Build' process is run overnight will help expedite payment.



# Santa Clara University Quick Voucher

**Voucher 00029872** Pickup

**Business Unit** APINT **Vendor** 0000011023 EISELEN, KELLEY

**Prepared By** KEISELEN

**Invoice Date** 2004-05-23 **Invoice** QKBDGT040608

**Ext**

**Gross** \$22.59 **Sales** \$0.00 **Freight** \$0.00 **Misc** \$0.00

<u>Line</u>	<u>Description</u>	<u>Distribution</u>	<u>Account</u>	<u>Fund</u>	<u>Dept ID</u>	<u>Program</u>	<u>Activity</u>	<u>Class</u>	<u>Project</u>	<u>Sub-Total</u>	<u>Amount</u>
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1	BUDGETING SETUP									\$22.59	
		1	6612	11001	BDGT	IS					\$22.59

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Approved by

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Signature