

Non-PO Voucher Create Quick Reference Guide

<https://fsprd.umssystem.edu/prd/signon.html>

Select: Accounts Payable > Vouchers > Add/Update > Regular Entry

1. Lookup and select a **vendor** by name or by ID. (See *vendor naming information* on page 2.)
2. Verify the correct **address** is selected. Click on lookup icon.
3. Enter **Invoice Number** (prints on the check stub)
4. Enter **Invoice Date**
5. Enter **Gross Invoice Amount**
6. Click the **Add** button

Enter Invoice Line(s) and Distribution Line(s) information:

7. Review the Invoice Information and change information if necessary.
8. Enter **Description** (refer to [Invoice Description Guide](#)). First 17 characters print on the check stub.
9. Enter **MoCode** in SpeedChart box
10. Enter **Account**

11. Comments are required. Click on the **Comments** link [Comments](#) to enter the reason for payment. (Link is located toward the top-right of the screen, above the Invoice Lines).
12. Click Save.
13. After saving, note the **Voucher ID** number and then print the voucher. *See printing instructions on page 2.*

Printing a Non-PO Voucher

(Refer to the [Non-PO Voucher Create Guide](#) to set up printing for the first time.)

1. From the Main Menu, Select: **Accounts Payable > Vouchers>** [Non-PO Voucher Print](#)
2. Select: **Find an Existing Value** tab
3. Type: “**voprint**” in the Run Control ID search box and click **Search**.
4. Enter Report Parameters (**voucher IDs** or **dates** and **User ID**) and click **Run**.

Enter Voucher ID in *both* voucher fields.

OR Enter User ID and date range, using *both* date fields.

5. Click **OK** on the process scheduler request screen

Result: SQR Process window displays. After the process runs your **Voucher will display in Adobe Acrobat**. Click the **print icon** on the Adobe Acrobat tool bar.

Vendor Naming Convention Quick Reference

- 🔥 Search for Vendor Short Name using up to 10 characters. If you search using more than 10 characters, you will not find your vendor.
- 🔥 No acronyms, spaces, or punctuation are used in Vendor Short Name.
- 🔥 Two letter postal abbreviations are used in States listed in the vendor’s name.
- 🔥 Directional abbreviations (N, NE, etc.) are used for directions listed in the vendor’s name.

Common Abbreviations

Administration	ADMN
Agriculture	AG
American	AMER
Associate(s)	ASSOC
Association	ASSN
Biology(ical)	BIO
Building	BLDG
Center	CTR
Chemistry (ical)	CHEM
Columbia	COL
Commission	COMM
Company	CO
Cooperative	COOP
Corporation	CORP
County	CTY
Department(al)	DEPT
Development(al)	DEV
Diagnostic	DIAG
District	DIST
Division(al)	DIV
Economic	ECON

Education	EDUC
Employment	EMPL
Engineer(ing)	ENGR
Environment(al)	ENV
Equipment	EQUIP
Executive	EXEC
Extension	EXT
Federal/Federated	FED
Foundation	FNDTN
General	GEN
Government	GOVT
Hospital	HOSP
Incorporated	INC
Information	INFO
Institute	INST
International	INTL
Kansas City	KC
Laboratory	LAB
Library	LIB
Limited	LTD
Management	MGMT

Manufacturing	MFG
Marketing	MKTG
Medical	MED
National	NATL
Nutritional	NUTR
Production	PROD
Professional	PRO
Psychiatry/Psychology	PSYCH
Publication/Publishing	PUB
Rehabilitation	REHAB
Saint Louis	STL
Science(s)	SCI
Service(s)	SVC
Society	SOC
System(s)	SYS
Technical(ology)	TECH
United States	US
University	UNIV
Veterinary(ian)	VET