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 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 | 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(ogy) | TECH | United States | US | University | UNIV | Veterinary(ian) | VET |