

Voucher Create Quick Reference Guide

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

Select: Accounts Payable > Vouchers > Add/Update > Regular Entry (or select your "Favorite")

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

Voucher

Find an Existing Value
Add a New Value

Business Unit: 🔍

Voucher ID:

Voucher Style: ▼

Short Vendor Name: 🔍

Vendor ID: 🔍

Vendor Location: 🔍

Address Sequence Number: 🔍

Invoice Number:

Invoice Date: 📅

Gross Invoice Amount:

Estimated No. of Invoice Lines:

Add **6**

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

7. Enter Description (refer to the *Invoice Description Guide*). 1st 17 characters print on the check.
8. Enter MOCODE in SpeedChart box
9. Enter Account

Invoice Lines

Find | View All | First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount ▼	<input type="text"/> 🔍	<input type="text"/> 🔍 7				50.00

Ship To: 🔍

SpeedChart: 🔍 Use One Asset ID

Distribution Lines Customize | Find | View All | First 1 of 1 Last

GL ChartFields 1 GL ChartFields 2 Exchange Rate Statistics Assets

Amount	Quantity	*GL Unit	*Account	Fund	Department	Program	Class
50.00		STLOU 🔍	<input type="text"/> 🔍 9			Projects	

10. Click on Comments link [Comments](#) to enter comments. (Located mid screen, above Invoice lines)
11. Click Save

See reverse side for printing instructions and Vendor Naming Conventions.

Printing a Voucher

(Refer to the *Non-PO Voucher Training Guide* to setup 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 voucher criteria (**voucher ID** or date(s)) and click **Run**.
5. Click **OK** on the process scheduler request screen

Result:

SQR Process window displays, then your **Voucher will display in Adobe Acrobat**. Click the **print icon** on the Adobe Acrobat tool bar.

Vendor Naming Convention Quick Reference

- Vendor Name searches are case sensitive, use ALL CAPS.
- No spaces or punctuation used in Vendor Short Name.
- Two letter postal abbreviations are used in States 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