

Before Processing Invoices Set Preferences:

Open **Reporter** & click on **file** & the **preferences**. Set these preferences on the following tabs:

Global

- **check save setup selections as initialization defaults**
- **file archive options = always**
- **forms control = all notices/reports print on same paper**
- **processing location = this should be set to match the kind of invoice voucher being printed, e.g., acq/firm orders, acq/continuations, acq/approval. Reset before printing each specific group**

Email

- **email reply to address = enter your address**

Notices

- **notice archive processing options = print**

Reports

- **po style = portrait**
- **check = sort by vendor**

Address format

- **position of postal code relative to city = select after for all options**

Set email address in Voyager Prod.ini:

- **go to c:\voyager\prod.ini & open the document. Scroll to the end of the document & enter the following information. Save & close**

[E-MAIL]

Server=email.uga.edu

Port=25

Open **Acquisitions** & click on the **Workflows** icon (star) on the tool bar. Set the following:

- click on the **Approve Processing** tab & check **Print Voucher/Check Request**
- click on the **Line Items** tab & check all 3 options in the **Quick Line Items - Invoices** section
- click on the **Searching** tab & set the **Default Search:**
Orders: PO Number

Click on the **Set Preferences** icon (numbered list) on the tool bar & set the following:

- click on the **List Bar** tab & for the **Default Workspace** check **Search Orders**
- click on the **Colors & Fonts** tab & in the **Tab Color** section choose any color for the tabs. This enables all tabs in the **Acquisitions Module** to display in color if they contain processing notes

8.2001/rev9.2003;8.2007