

Printing Invoice Vouchers from Reporter

The Processing Location should be set to match the kind of invoice being printed, eg. acq/firm, acq/continuations, acq/approval. Reset before printing each specific group. Click on file/preferences/global & set the processing location.

The invoice voucher should have the date printed at the top. If it doesn't, check the template you have saved to your C drive. Refer to *Location of Voyager Files* document for setting all preferences & location of templates

To print vouchers:

- open Reporter
- set Processing Location
- check Process Notices *ONLY* (Process Reports is for purchase orders only)
- click Build Notices/Reports - the number of vouchers, claims, & cancellations in the queue will display
- select Run reports/notices

*** Voyager automatically builds & prints claims & cancellations with invoice vouchers. Firm order claims/cancellations are routed to the Ordering Clerk. All others are given to the Unit Head***

Attach each voucher to the corresponding invoice. Take invoices & vouchers to the Business Office no later than the morning after you print them.

5.21.2001/rev 6.30.2003;8.2007