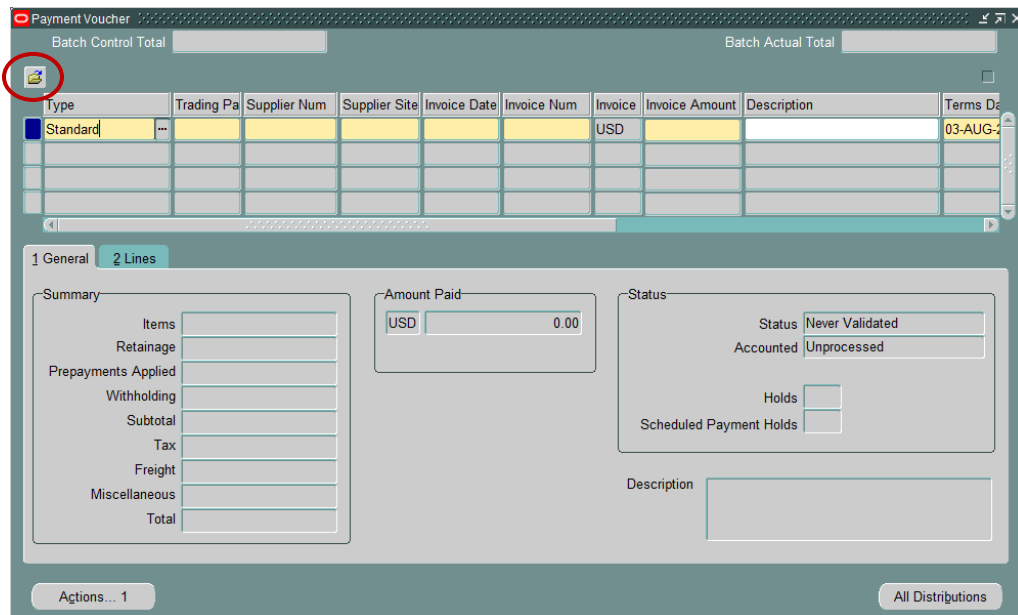


How can I move the Payment Voucher Number column to the far left of the Payment Voucher form in the Integrated System?

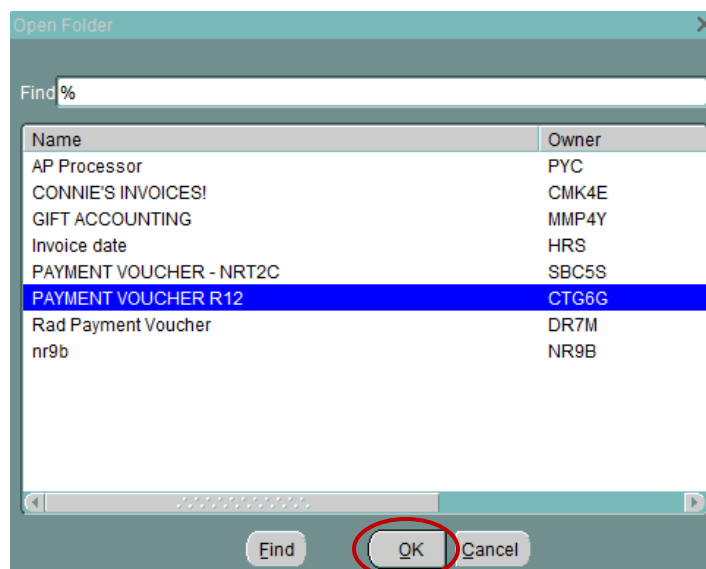
Users can create their own versions of the Payment Voucher folder using Folder Tools.

1. Open a blank Payment Voucher screen
2. Click on the Yellow Folder in the left hand corner



The screenshot shows the 'Payment Voucher' window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below these is a table with columns: Type, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice, Invoice Amount, Description, and Terms De. The first row is highlighted in yellow and contains 'Standard', a dropdown arrow, and several empty fields. Below the table are tabs for '1 General' and '2 Lines'. The '1 General' tab is active, showing a 'Summary' section with fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. To the right of the summary is an 'Amount Paid' section with a dropdown for 'USD' and a value of '0.00'. Further right is a 'Status' section with dropdowns for 'Never Validated' and 'Unprocessed', and checkboxes for 'Holds' and 'Scheduled Payment Holds'. At the bottom, there are buttons for 'Actions... 1' and 'All Distributions'.

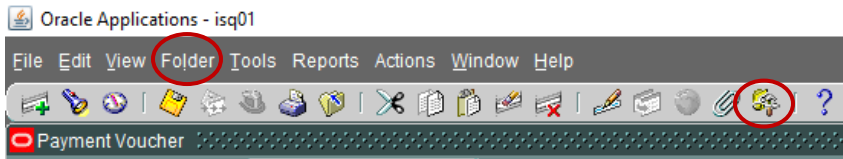
3. Select Payment Voucher R12 folder and click OK



The screenshot shows the 'Open Folder' dialog box. It has a search field at the top with 'Find %'. Below is a list of folders with two columns: 'Name' and 'Owner'. The 'PAYMENT VOUCHER R12' folder is highlighted in blue. At the bottom, there are buttons for 'Find', 'OK', and 'Cancel'. The 'OK' button is circled in red.

Name	Owner
AP Processor	PYC
CONNIE'S INVOICES!	CMK4E
GIFT ACCOUNTING	MMP4Y
Invoice date	HRS
PAYMENT VOUCHER - NRT2C	SBC5S
PAYMENT VOUCHER R12	CTG6G
Rad Payment Voucher	DR7M
nr9b	NR9B

4. Select Folder Tools either from the drop down menu under Folder or from the icon on the tool bar.



5. Use the left and right arrows in folder tools to move fields to your preferred order. Once completed, save the folder, using the Folder Tools icon or Folder menu.

Upon saving you will get the following pop up: "The changes you have made to this public folder will cause it to be saved as your own private folder. Do you want to proceed with saving the folder?" Click OK. From that point forward when you select Folder on the payment voucher, you'll see a version with your ID as the owner. Select that folder for your column arrangement.