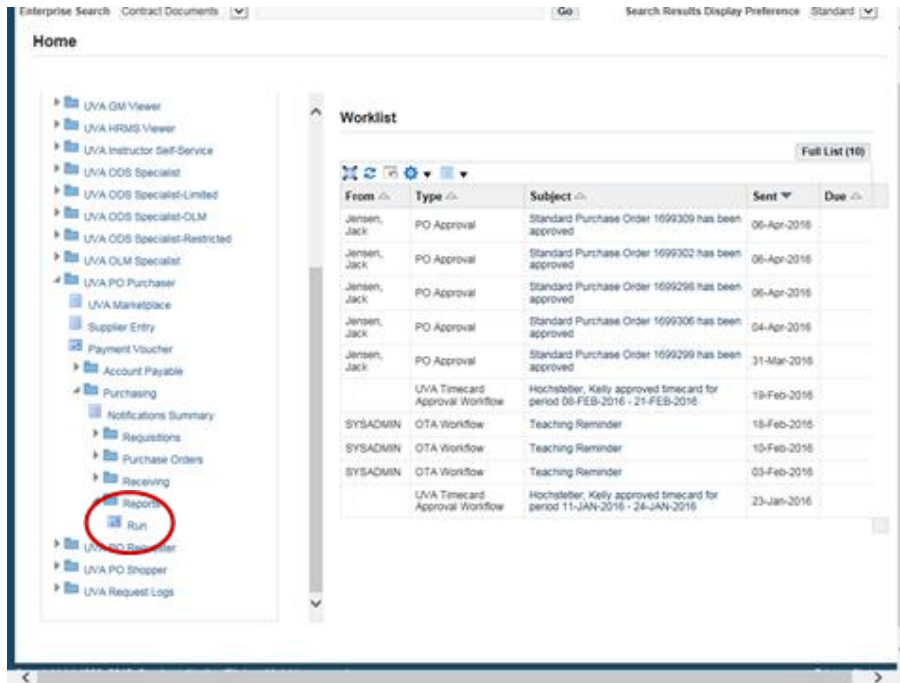
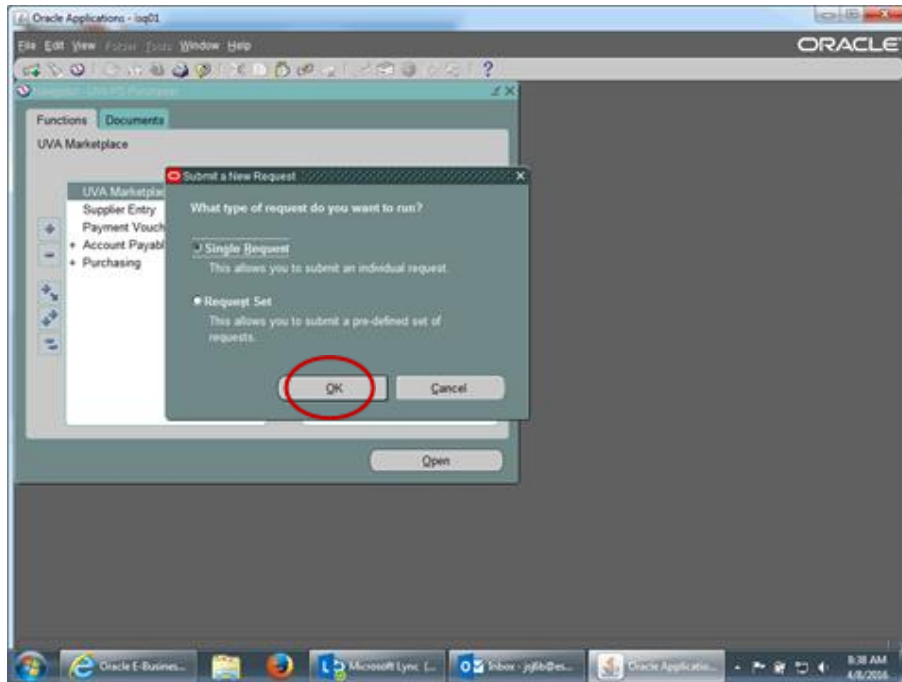


How do I print a payment voucher?

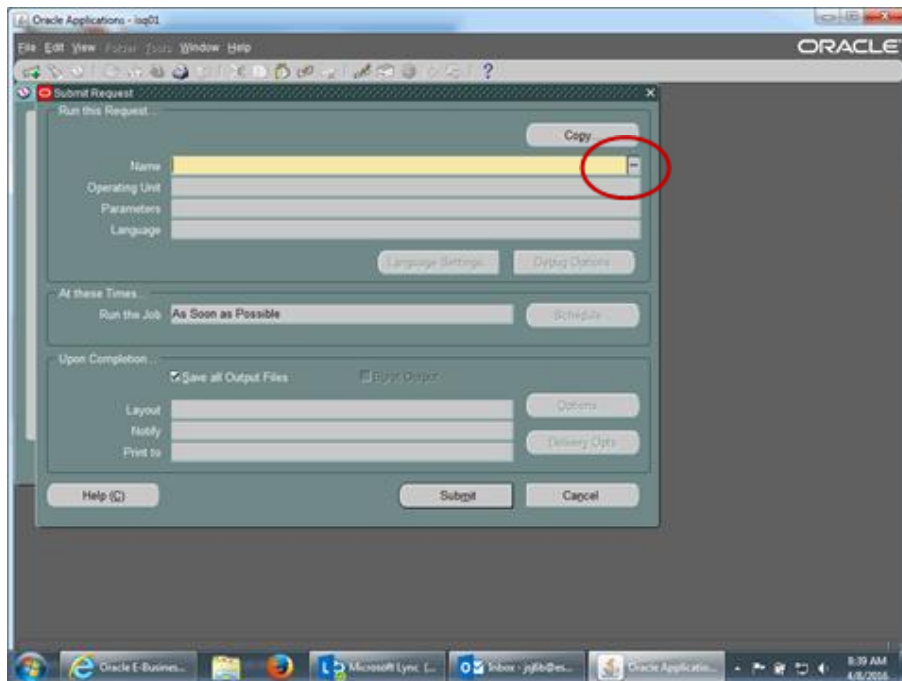
| Step | Action |
|------|--|
| 1. | From PO Purchaser >> Purchasing >> Reports Click on the Run link . |



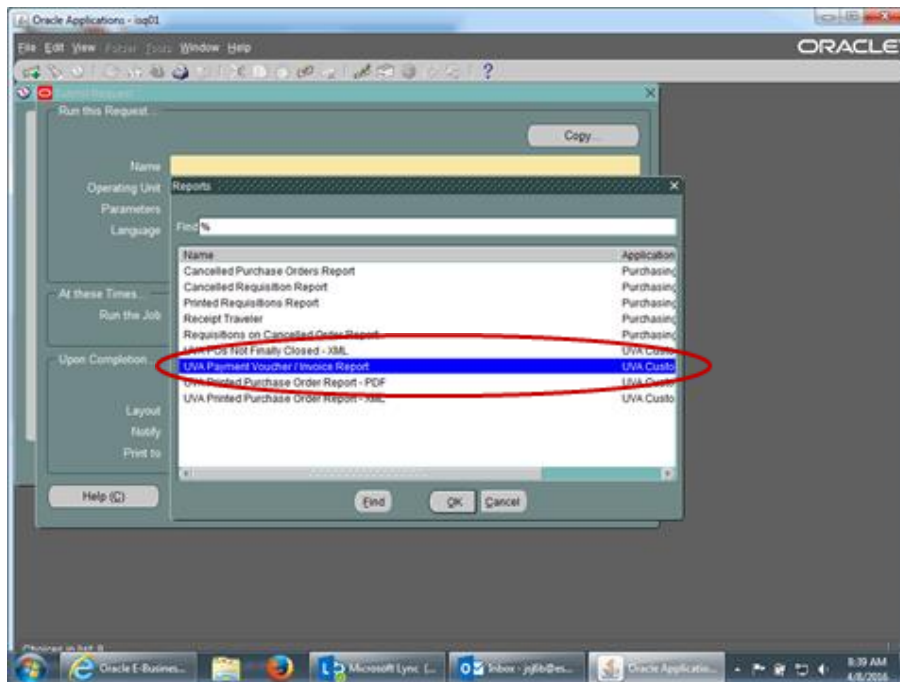
| Step | Action |
|------|--|
| 2. | The Submit a New Request page displays. It automatically defaults to " Single Request ". Click on the OK button. |



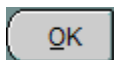
| Step | Action |
|------|--|
| 3. | Click on the drop down LOV for the Name field. |

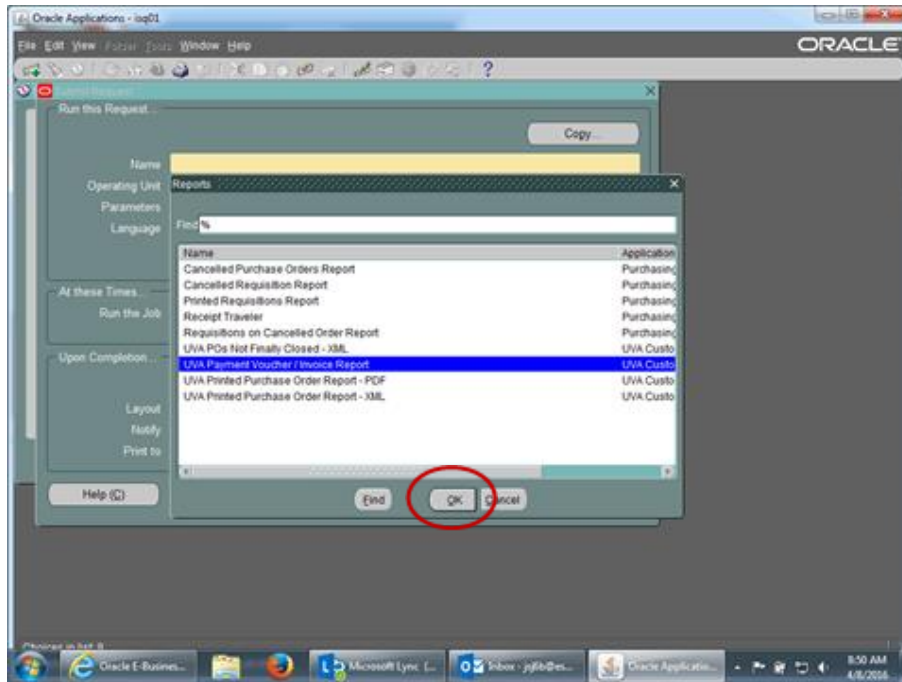


| Step | Action |
|------|---|
| 4. | Click the UVA Payment Voucher/Invoice Report . |

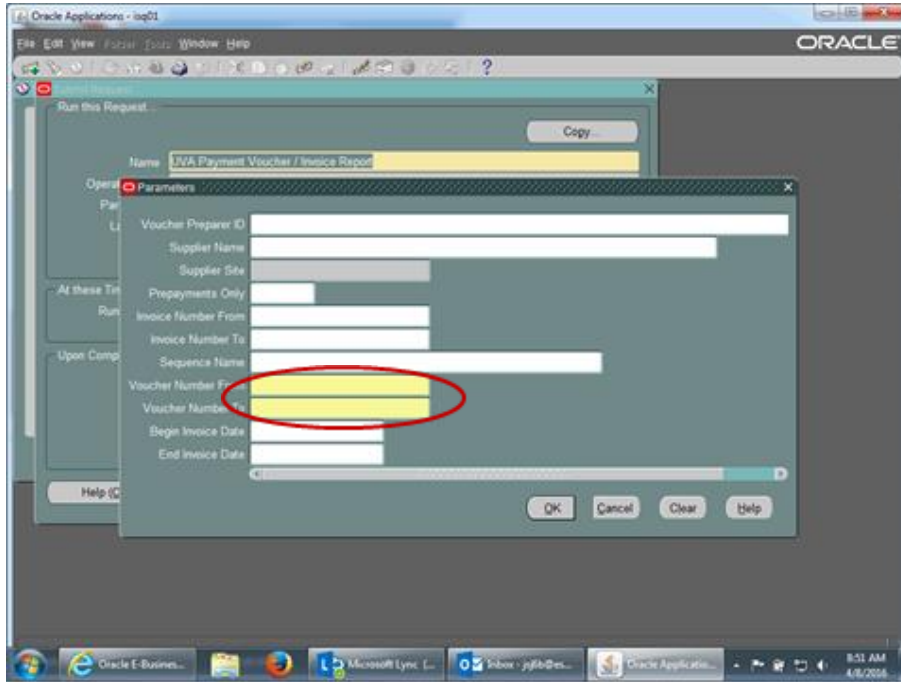


| Step | Action |
|------|-----------------------------|
| 5. | Click the OK button. |

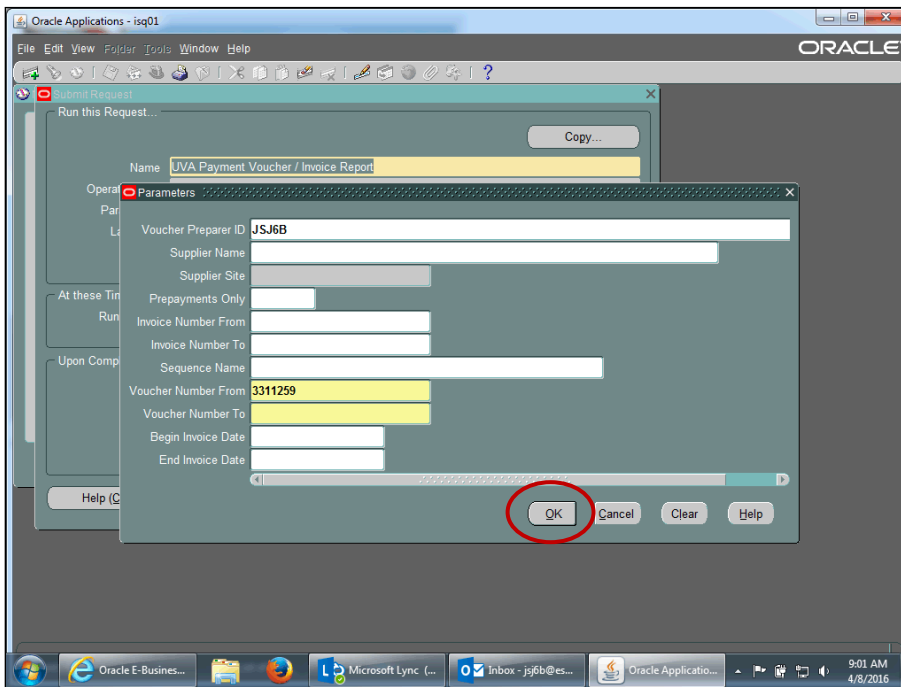




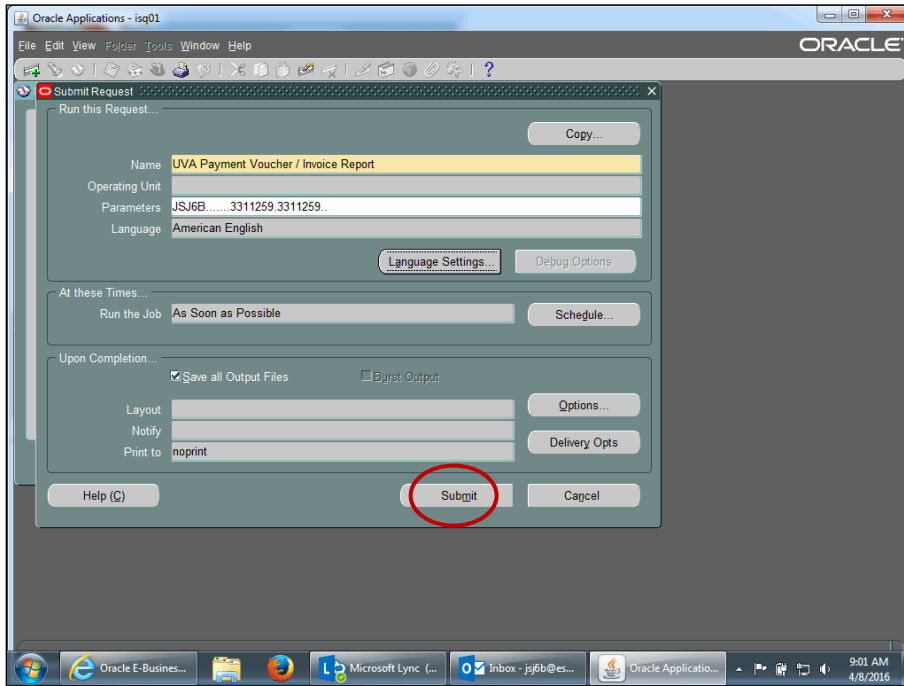
| Step | Action |
|------|--|
| 6. | <p>Enter parameters for your request.</p> <p>If you are printing a single payment voucher, enter the payment voucher number in the "Voucher Number From" and TAB.</p> <p>If you are running a report for multiple payment vouchers, enter a Voucher Preparer ID (user ID) AND a range of voucher numbers using the "Voucher Number From" and "Voucher Number To" fields.</p> |



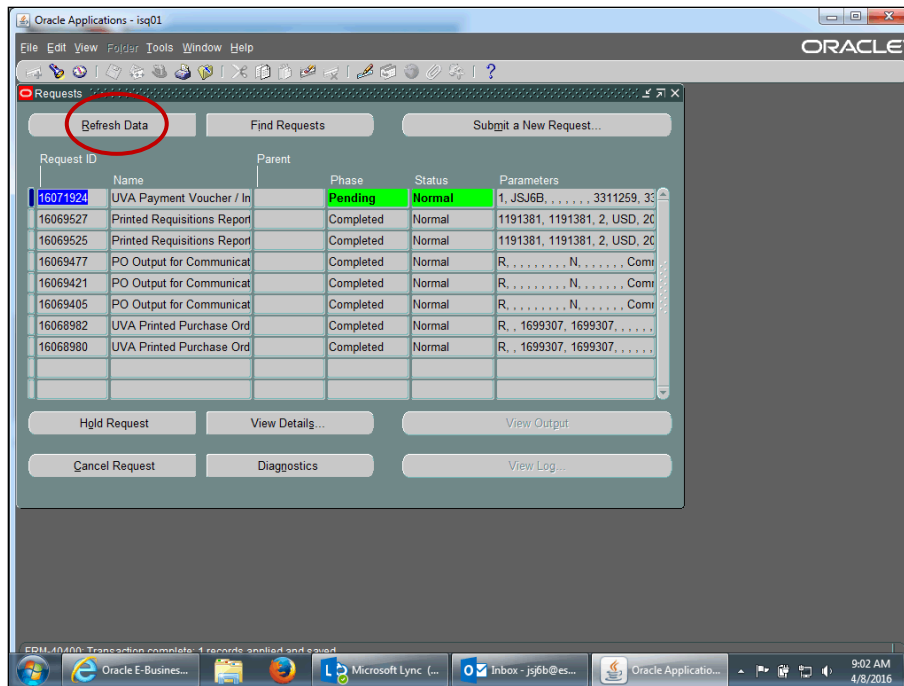
| Step | Action |
|------|--------------------------------|
| 7. | Click on the OK button. |



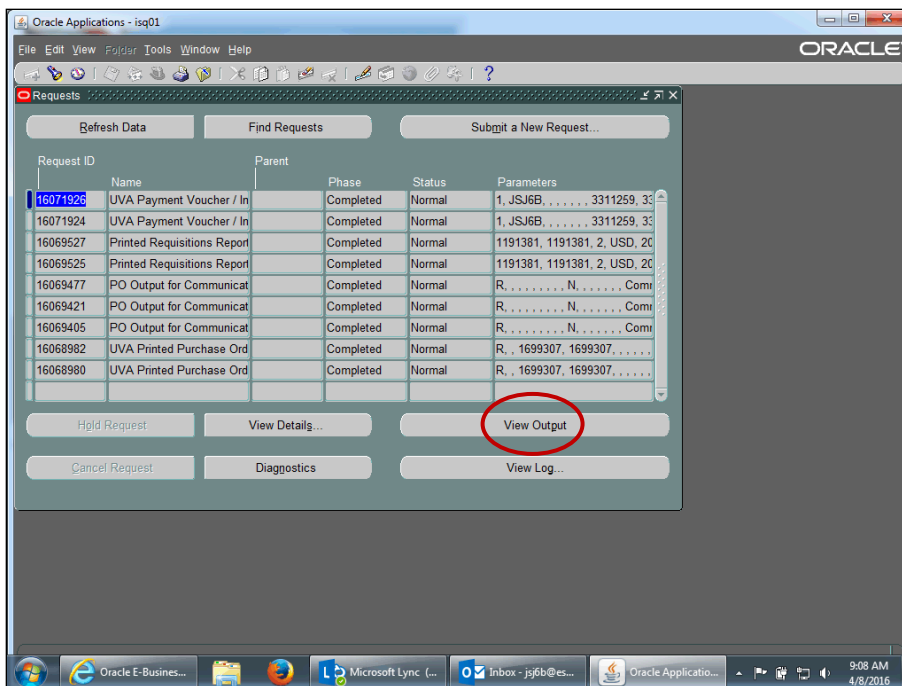
| Step | Action |
|------|------------------------------------|
| 8. | Click on the Submit button. |



| Step | Action |
|------|--|
| 9. | <p>There are many phases when submitting a request ID to print.</p> <p>This request ID is in a "Pending" phase.</p> <p>As you continue to click on the Refresh Data button, it will move to "Running" and finally "Completed".</p> |



| Step | Action |
|------|---|
| 10. | <p>Notice the phase is now "Completed".</p> <p>Note: You must have Adobe Reader software that is compatible with your Windows version. Contact your Local Support Partner (LSP) for assistance.</p> <p>Click on the View Output button.</p> |



| Step | Action |
|------|--|
| 11. | <p>You may print the Payment Voucher/Invoice report by selecting File>Print.</p> <p>Another way to print the report would be to click on the printer icon on the browser toolbar.</p> <p>This report should be printed in landscape orientation.</p> |

