Vouchered Invoices

Usage

This report shows invoices received and vouchered for a department within the specified date range.

FRE_EXPENDITURES_BY_DEPT - Vouchered Invoices

Department: 83440

From Inv Dt: 07/01/2004

To Inv Dt: 02/14/2005

View Results

	SetID	Remit Vndr	Vendor Name	Invoice	Inv Date	Voucher	PO Number	Invoice Amt	Discount	Paid Amount	Dept

Steps

1. Key in Department
2. Key in the begin date of your search. Use the calendar feature if needed.
3. Key in the end date of your search. Use the calendar feature if needed.
4. Click on View Results

Report Fields

1. SetID
2. Remit Vendor
3. Vendor Name
4. Invoice
5. Invoice Date
6. Voucher
7. PO Number
8. Invoice Amount
9. Discount
10. Paid Amount
11. Department

Tips

1. Department listing: http://peoplesoft.csufresno.edu/Fin/ChartfieldInfo/Departments.pdf
2. Use calendar feature for dates.