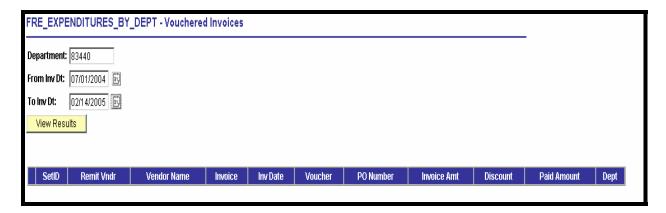
Vouchered Invoices

Usage

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



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.