

VOUCHER WORKFLOW EXERCISE

In this exercise, create a voucher with the following specifications:

1. The vendor is CHIN, OTT. (Hint: Enter “CHIN, OTT” for the Name when doing Advanced Vendor Search.)
2. The Invoice Number should be today’s date and your last name (i.e. 081121-Scardino)
3. Calc Basis Dates – use today’s date and yesterday’s date as was illustrated in the training materials.
4. Your total amount of the voucher is \$12.00.
5. You are paying for a Pen.
6. Your speedtype is 16016
7. The account is 53900.
8. The justification for the voucher is: office supplies for the budget office
9. **Please date voucher in December 2025 and use BP2026**
10. **You will not be able to budget check, please just print Voucher Coversheet** Hint: You will not be able to save this voucher until you change the Bank and Account on the Payment page.