

## VOUCHER WORKFLOW EXERCISE

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

1. The vendor is Sage West. (Hint: Enter “SAGE” in the Short Vendor Name)
2. The Invoice Number should be today’s date and your last name (i.e. 101608-Bye)
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 15979.
7. The account is 53900.
8. The justification for the voucher is: office supplies for the budget office
9. Enter your voucher into workflow.

**Hint:** You will not be able to save this voucher until you change the Bank and Account on the Payment page.