

## 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 use date voucher in August 2025 and use BP2025
  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.