The Spectrum System

The University's New State-of-the-Art Financial and Human Resources System

User Training Guide: Voucher Register Report
Navigation: Go, Administer Procurement, Enter Voucher Information

(Note: If you are already in this panel group, go to the next step.)
Navigation: Report, Voucher Register, Add (if this is the first time you have run this report) or Update/Display
If using the Add option, enter a Run Control ID: for example, Voucher_Register. Click the OK button.

(NOTE: The Run Control ID will not accept spaces.)

If using the Update/Display option, click the OK button and select from the list.
Enter the Voucher ID in the appropriate cell. Remember to include all the preceding zeroes.

Accept the default for the date range cells.

Check the Print Voucher Line and/or Print Distribution Line in the Print Options section.

Press the Run Icon (Traffic Light).
Activate the Client button (under Run Location) and the Window button (under Output Destination). Then click on the OK button.
The report shown above will be populated to your computer monitor.

Have Fun!