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## STEPS TO ENTERING AN EXPRESS VOUCHER IN THE SPECTRUM SYSTEM

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*To correctly enter an Express Voucher the user must follow these steps:*

1. To enter a voucher select *GO* from the Menu Bar. A menu window will appear, select *Administer Procurement*. Another window will appear, select *Enter Voucher Information*. This will give the user access to the Voucher Module.
2. To start entering the voucher select *Use* from the toolbar. A menu window will appear, select *Express Voucher*. Another window will appear. Select *Add* to enter a new transaction or *Update/Display* for an existing one.
3. After selecting *Add* a dialog box will appear. **Do not change** the information; click *OK* to continue entering the transaction.
4. Before entering the transaction a *Disclaimer Message* will appear, read it carefully then click *OK* to continue. All transaction panel tabs will appear.
5. The user first step should be selecting a *vendor*. To select a vendor, enter short name, vendor ID number or click on the flashlight to perform a search.
6. Return to the *Invoice Header Information* Panel Tab and complete the following fields;
  - Date
  - Invoice Number
  - Received Date
  - Voucher Approval Type
  - Department ID / Project ID, depending on voucher approval type selected
  - SpeedCharts
  - Line Charges Information
  - Gross Amount
9. After completing entering all *Invoice Header Information* click on the *Comments Panel* Tab. Enter comments in the Voucher Comments field. These comments will not reach vendors.
10. After entering comments select the *Accounting Information Panel* Tab. Run Budget Check for this transaction by selecting the magnifying glass icon. For the transaction to continue its workflow it must have a valid Budget Check status.
  - Successful Budget Check – If successful a dialog box will appear with a success message, click OK to refresh and save the transaction.
  - Failed Budget Check – If budget check fails a dialog box will appear with a fail message, click ok to save transaction. Proceed to review transaction and make all necessary corrections. Run budget check process again.
11. To add another Express Voucher Click the green plus (+) sign in the tool bar. To quit this type of transaction and its panels, Click on the red X in the toolbar.