


Editing Scheduled Vouchers

To edit a scheduled voucher:

1. From the **Modules** menu, select **Billings & Revenue**, and then **Vouchers**, and then **Browse**. The Vouchers screen is displayed:

Posted	Approved	ID	Scheduled Start Date	Scheduled EndDate	Bill Type Nam
<input type="checkbox"/>	<input type="checkbox"/>		11/30/2000	04/30/2001	Scheduled
<input type="checkbox"/>	<input type="checkbox"/>		06/01/2001	12/31/2001	Scheduled
<input type="checkbox"/>	<input type="checkbox"/>		07/01/2001	12/31/2001	Scheduled
<input type="checkbox"/>	<input checked="" type="checkbox"/>	-2			Transactional
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Transactional
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Transactional
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Transactional
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Transactional
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Transactional

Vouchers screen

2. Scheduled vouchers are marked **Scheduled** in the Bill Type Name column.
3. The currently selected voucher is marked with a yellow triangle. Click to select a scheduled voucher. Scroll down if necessary to find the scheduled voucher.
4. To edit the scheduled voucher, click the Edit button . The Edit Voucher screen is displayed:

Edit Vouchers

General | Schedule | Selected Amounts | Accounts

Client: A00001 | Name: ALPHA SERVICES | Voucher Type: Scheduled

ID: | Reference Prefix: AR | Ref #: 1 | Invoice Date: 11/30/2001

G/L Period: 11 | 2000 | Billing Period: 11 | 2000

Sales Tax Locality: MD

Approved
 Posted

Notes:

Edit Voucher screen: General tab

5. You can edit any information displayed in fields that are highlighted in white. You cannot edit any information displayed in fields that are highlighted in gray. To edit fields in the General and Schedule tabs, see Entering Scheduled Vouchers, p. 40.
6. To edit selected amounts for the scheduled voucher, click the Selected Amounts tab. The left-hand panel displays items currently defined for the scheduled voucher.
7. To add items to the scheduled voucher, see Adding EOC Items to Scheduled Vouchers, p. 42 or Adding IDC and Fee Items to Scheduled Vouchers, p. 43.
8. To edit any EOC, IDC, or fee item currently defined for the scheduled voucher, click to select the item. The selected item is highlighted in blue.