

CHANGES to PRINT VOUCHERS REPORT

The **Print Voucher Report, OCPAP0229**, has been revised to run as a job rather than as a process. The purpose was to maximize efficiency when a voucher or warrant date is used as the only parameter, but it can be used to print vouchers using any of the available parameters.

The revised version is available February 19, 2008 and is displayed on the menu as Print Voucher (Revised). The existing Print Vouchers report will remain available until March 21, 2008 so that users can compare the results of the revised and original report. If any discrepancies are noted with the revised report, please contact the helpdesk at (405) 521-2444.

On March 24, 2008, the existing Print Vouchers report will be removed and the Print Vouchers (Revised) job will display as Print Vouchers on the menu. The report number of the new report is **OCPAP0229_T**. Run the report as follows:

Navigation: Accounts Payable>Reports>Vouchers>Print Vouchers (Revised)

Add or enter a Run Control ID. ***Make run controls unique, i.e. add your initials, agency number, etc.***

RUN_OCPAP0229_T

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

CHANGES to PRINT VOUCHERS REPORT

Parameters: Populate the report parameters and select the *Run* button. In the example, the warrant date is used as the only parameter.

Print Vouchers(Revised)

Run Control ID: CORE35_PRINT_VCHR [Report Manager](#) [Process Monitor](#) Run

Report Parameters

You must select a business unit; all other fields are optional.
Enter values in the fields you want to search on and leave the default values in the other fields.

'Business Unit:

User ID:

Voucher Date:

*From Voucher:

*To Voucher:

Warrant Date:

Enter approving officer's name and title, and approval date:
The name, title and date will not be used in the search.

Process Scheduler Request:

1. Enter *PSNT* in the server name field.
2. Leave the *Type* and *Format* fields as (None). The job has been set up to run as a PDF file. *Type* and *Format* populated on this page are ignored.
3. Select the *OK* button to run the job.

Process Scheduler Request

User ID: CORE35 Run Control ID: CORE35_PRINT_VCHR

Server Name: 1

Recurrence: Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Revised Print Vouchers Job	OCP229AT	PSJob	2 (None)	(None)	Distribution

3 OK Cancel

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Process Monitor Link: Select to access the job.

Print Vouchers(Revised)

Run Control ID: CORE35_PRINT_VCHR [Report Manager](#) [Process Monitor](#)

Process Instance:4672400

Report Parameters

You must select a business unit; all other fields are optional.
Enter values in the fields you want to search on and leave the default values in the other fields.

*Business Unit:

User ID:

Voucher Date:

*From Voucher:

*To Voucher:

Warrant Date:

Enter approving officer's name and title, and approval date:
The name, title and date will not be used in the search.

Process List: After the job runs to *Success* and is *Posted*, click on the blue hyperlink, *OCP229AT*, in the Process Name column to access the Process Details page and view the report.

Process List [Server List](#)

View Process Request For

User ID: Type: Last:

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4672400		PSJob	OCP229AT	CORE35	02/15/2008 9:50:35AM CST	Success	Posted	Details

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Process Detail: The bottom hyperlink will access the Process Detail screen with the *View/Log Trace* link that will access the PDF file.


Process Detail


Process Name: OCP229AT Refresh

Main Job Instance: 4672400

Left | Right

 [4672400 - OCP229AT Success](#)

 [4672401 - OCPAP229 Success](#)

 [4672402 - OCAP229T Success](#) 