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.*

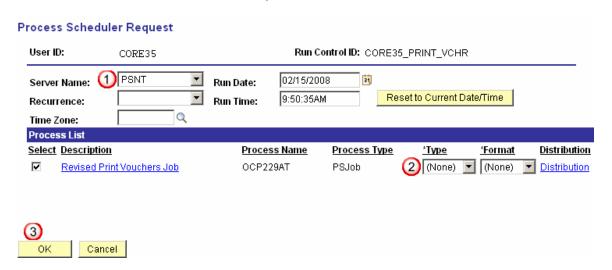
RUN_OCPAP0229_T
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search by: Run Control ID begins with CORE35_PRINT_VCHR
Case Sensitive
Search Advanced Search

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

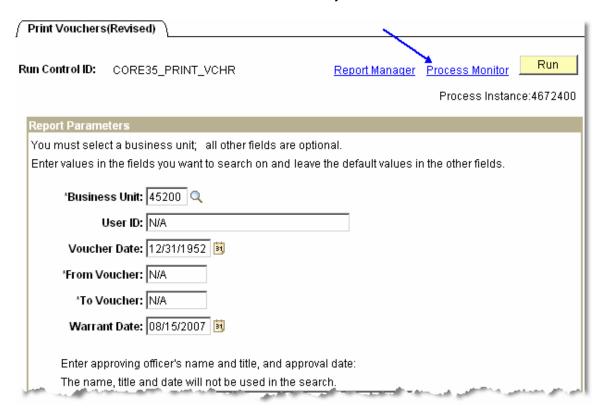


Process Scheduler Request:

- 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 Monitor Link: Select to access the job.



Process List: After the job runs to *Success* and is *Posted*, click on the blue hyperlink, *OCP229A*T, in the Process Name column to access the Process Details page and view the report.



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

