


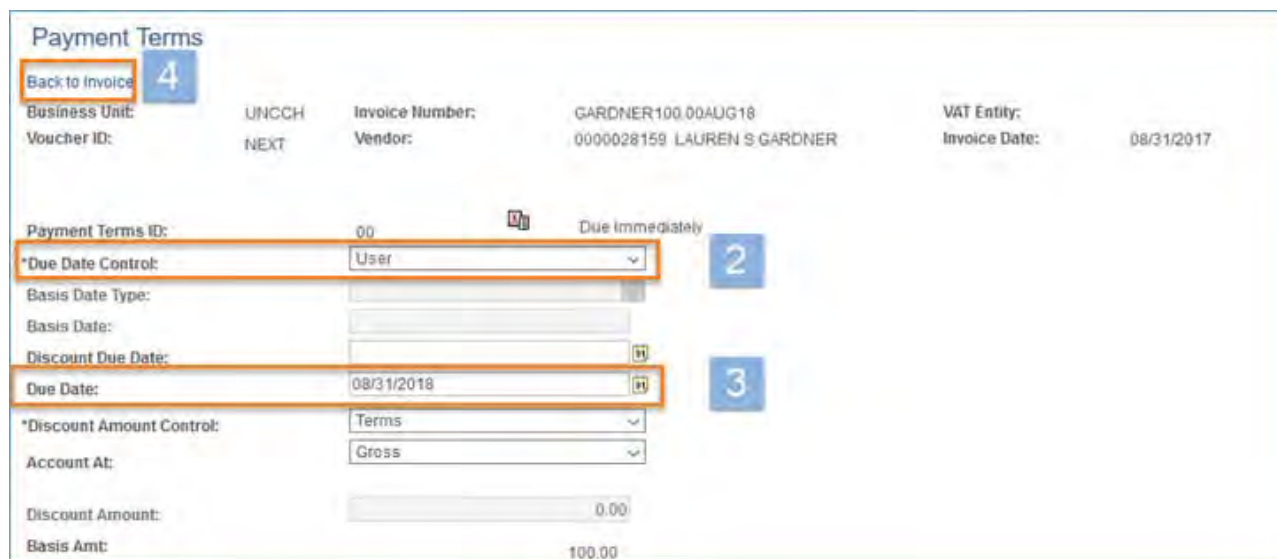
### Navigation

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

### Changing Pay Terms Date

Follow the normal steps for creating a campus voucher. On the "Invoice Information" tab within the voucher, complete the following steps to adjust the pay date. **It is important that you DO NOT save your voucher until you have made date adjustments to the Payment Terms.** If the voucher is saved prior to making Pay Terms adjustments this feature will not operate properly. While the payment terms can be modified for all voucher types, the process is most commonly used for processing student stipends or awards for which the scheduled pay date is not calculated based on a vendor invoice date.


1. There is a section titled "Pay Terms" in the center of the Voucher Invoice Information tab. Next to "Pay Terms" is this mini icon .
2. On the Payment Terms page change the "Due Date Control" filter from the Terms to User. This will allow you to enter a new due date.
3. Enter a date for this payment in the "Due Date" filter.
4. When all necessary changes have been entered, click "Back to Invoice" to direct you to the Voucher Invoice Information page. Then continue processing the campus voucher as normal.



**Payment Terms**

[Back to Invoice](#) **4**

Business Unit: UNCCH Invoice Number: GARDNER100.00AUG18 VAT Entity:  
 Voucher ID: NEXT Vendor: 0000028159 LAUREN S GARDNER Invoice Date: 08/31/2017

Payment Terms ID: 00  Due Immediately

\*Due Date Control: User **2**

Basis Date Type:

Basis Date:

Discount Due Date:

Due Date: 08/31/2018 **3**

\*Discount Amount Control: Terms

Account At: Gross

Discount Amount: 0.00

Basis Amt: 100.00