

Change the Discount Due Date or Due Date of a Voucher Document Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Voucher Processing link. 
4.	Click the Special Handle a Voucher link. 
5.	Enter a supplier number in the Supplier Number field, or type the document number in the Document Number field on the QBE line.
6.	Click the Find button. 
7.	Choose a specific document number by clicking the check box next to it. 
8.	Click the Select button. 
9.	Update the Discount Due Date and/or Due Date fields to corrected date. Note: If you change the Due Date and the voucher is not eligible for a discount, be sure the Due Date and Discount Due Date are the same.
10.	Click the OK button. 
11.	Click the Close button. 
12.	You have successfully completed this lesson. End of Procedure.