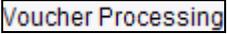


## Special Handling A Voucher Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Payable</b> link. 
3.	Click the <b>Voucher Processing</b> link. 
4.	Click the <b>Special Handle a Voucher</b> link. 
5.	Type a supplier number into the <b>Supplier Number</b> field or type the document number on the QBE line.
6.	Click the <b>Find</b> button. 
7.	<b>Note:</b> When special handling a payment, each pay item must be flagged with the handling code and the due date must be the same for all of the items to be included on the same warrant.  <b>Note:</b> Payments over \$75,000 will not be returned to the agency. These payments must be made electronically through State Accounting.
8.	Choose a specific document number by clicking the check box next to it. 
9.	Click the <b>Select</b> button. 
10.	<b>Note:</b> Payments placed on hold (Pay Status = H) will remain on hold indefinitely. These vouchers must be released manually for payment to be made.  <b>Note:</b> Change the Payee Number ONLY if the payment requires ACH or a specific remit address.
11.	Click in the <b>Payment Handling Code</b> field. 
12.	Click the <b>Visual Assist</b> button. 
13.	Choose your code by clicking the radio button next to it. 
14.	Click the <b>Select</b> button. 

Step	Action
15.	<b>Note:</b> The <b>Payment Handling Code</b> should now reflect your agency.
16.	Click the <b>OK</b> button. 
17.	<b>Note:</b> The Hdl Cod field on the grid will change.  <b>Note:</b> If the document has multiple lines, repeat these steps for each pay item.
18.	Click the <b>Close</b> button. 
19.	You have successfully completed this lesson. <b>End of Procedure.</b>