

**Staple Here**

# ADMIN VOUCHER

**Voucher No.** \_\_\_\_\_

**Vendor:** \_\_\_\_\_ (not for One-Off Vendor)

Goods checked in by: \_\_\_\_\_

Piece Count ☐ or Checked against Invoice ☐

Invoice checked & approved for payment by: \_\_\_\_\_

Invoice entered in Acumatica by: \_\_\_\_\_ **Ref#: 20** \_\_\_\_\_

Expect ☐ ( If invoice not received by our Monday deadline, place Acumatica record on HOLD ) ? ☐

## PAYMENT METHOD

- ☐ **CHECK**  
**Due Date (Must match Acumatica's Due Date)** \_\_\_\_\_ - -
- ☐ **PAID by Check** (complete PAID SECTION below)
- ☐ **ACH/Autopay** \_\_\_\_\_ - -
- ☐ **Credit Card** (name on Credit Card): \_\_\_\_\_

**Voucher Amount:** \_\_\_\_\_  
( Must match Acumatica's Amount )

## Optional Worksheet Section

	Description	Amount	Sales Tax Due?	Account #	
<b>Sales Tax Due/Use Tax</b> If sales tax is owed, remember to check the box on the voucher and select the matching 'use tax' # within Acumatica.	Prepaid Service Contr_Offc Equip	+ _____ .		Dr 12310	} Ppd Svc Contracts
	Prepaid Service Contr_Store Equip	+ _____ .		Dr 12320	
	Office Equipment	+ _____ .	<input type="checkbox"/>	Dr 23400	} Fixed Assets
	Store Equipment	+ _____ .	<input type="checkbox"/>	Dr 23600	
	Purchases_Packaging	+ _____ .		Dr 41400	} CoGS
	Store Supplies	+ _____ .	<input type="checkbox"/>	Dr 52700	
	Office Supplies	+ _____ .	<input type="checkbox"/>	Dr 52800	} Expense
	Repairs_Tools & Maintenance	+ _____ .		Dr 53000	
	Repairs & Service Contr_Offc Equip	+ _____ .	<input type="checkbox"/>	Dr 53010	
	Repairs & Service Contr_Store Equip	+ _____ .	<input type="checkbox"/>	Dr 53020	
	Employee Health Benefits	+ _____ .		Dr 53300	
	Payroll Preparation	+ _____ .		Dr 53970	
	Advertising / Promotion	+ _____ .	<input type="checkbox"/>	Dr 54600	
	Other _____	+ _____ .		Dr _____	
	Other _____	+ _____ .		Dr _____	
	<b>Subtotal</b>	<div>_____ .</div>		Cr 35000 Dr 35000	
	<b>Terms Discount</b>	<div>_____ .</div>		Cr 66700	( Tracked by Acumatica )

**PAID Section** Paid by: \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Scanned & Uploaded by: \_\_\_\_\_ (Please enter your initials on the line).