Changing Pay Terms Date When Creating a Campus Voucher

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Changing Pay Terms Date

When creating a campus voucher, you can change the Pay Terms Date. If the voucher is saved prior to making Pay Terms adjustments the feature will not operate properly. **It is important that you do not save your voucher until you have made the date adjustments to the Payment Terms.**

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.

On the Invoice Information tab within the voucher, follow these steps to adjust the pay date.

1. In the Pay Terms field in the center of the Voucher Invoice Information tab, click the **Transfer Pay Detail** icon.
2. On the Payment Terms page, change the **Due Date Control** filter to User. This allows you to enter a new due date.
3. Enter a date for this payment in the Due Date field.
4. Click the **Back to Invoice** link.
5. Continue processing the campus voucher as normal.