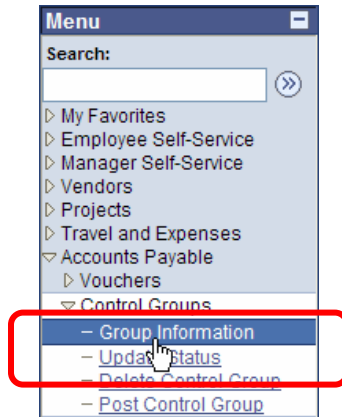
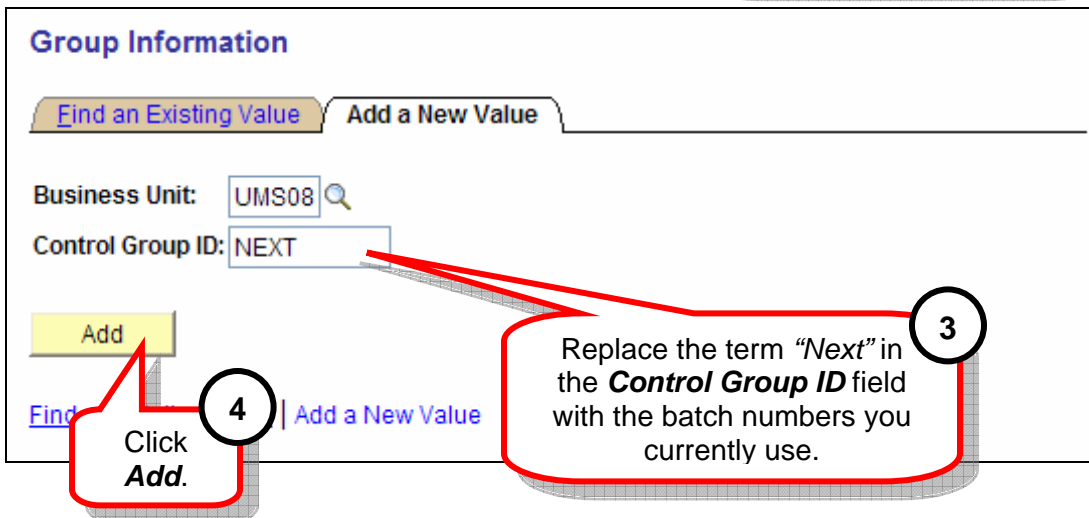
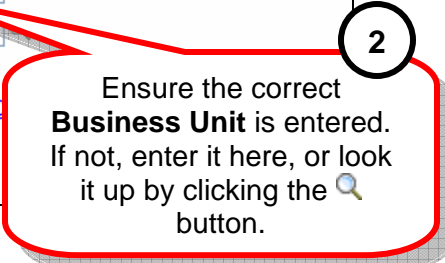
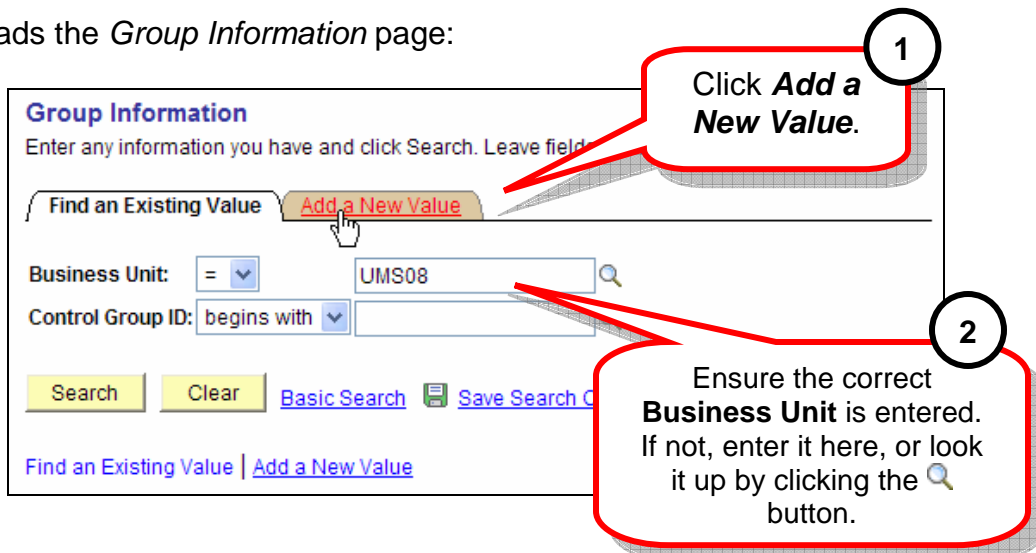


CREATING A CONTROL GROUP QUICK GUIDE

Navigate to: *Accounts Payable > Control Groups > Group Information*



This loads the *Group Information* page:



The *Assignment* page will load:

1 Enter the total amount of **Vouchers** to be entered using this **Control Group**.

2 Enter the number of **Vouchers**.

3 Change the **Status** to **Assigned**.

4 Enter or search for a **User ID**.

5 Click **Save**.

After saving, the **Assigned** and **Due** fields will be automatically filled in, as well as the starting number for the Vouchers that have been assigned for this group:

Assigned to: 8R2500 System Office Requester 2500

Assigned: 05/10/05 11:08AM

Due: 05/10/05 11:32AM Completed:

Reserve Voucher Numbers

Starting From: 80000005

The *Vouchers* tab will now list the Vouchers that have been created using this Control Group. This page serves as a good inquiry screen for Control Groups:

[Assignment](#) | [Accounting](#) | [Vouchering Options](#) | [SUT Options](#) | [VAT Options](#) | **Vouchers**

Unit: UMS08 Group: 3332

Assigned to: System Office Requester 2500 Status: Assigned

Nbr of Vouchers: Control Gross Amount:

Voucher Information					
Customize Find View All First 1 of 1 Last					
Voucher	Entry Status	Gross Invoice Amount	Status	Invoice Number	Short Vendor Name

Control Total: 4 1,000.000
Actual Total: 0 0.000
Difference: 4 1,000.000

[Assignment](#) | [Accounting](#) | [Vouchering Options](#) | [SUT Options](#) | [VAT Options](#) | [Vouchers](#)