

Quick Reference

Invoice and PO Line Descriptions

Last Update: 11/24/2015

Invoice Line Descriptions - Please note, the field for "Invoice Line Description" in vouchers will not accept the punctuation marks of a **colon, apostrophe, or a slash** (examples : ' \). This is true of all voucher types, Regular Entry, Quick Entry and Interpreter Entry. The system will issue a warning upon trying to save the voucher, if you have one of the invalid punctuation marks in the invoice line description. If you receive the warning, simply change your invoice line description removing these punctuation marks, and the voucher will then successfully save.

PO Line Descriptions - Please note that PO line descriptions (both from Express PO's and DPCGA PO's) default into the voucher invoice line descriptions when copying from these source documents into vouchers. Therefore, please avoid use of these special punctuation marks (: ' \) on PO lines to avoid additional issues with the voucher.