

## Credit Voucher Instructions

Use this quick reference to help you complete the Credit Voucher form.

Step	Details
(1)	Open Credit Voucher in Excel
(2)	Complete Credit Voucher using the guidance provided below
(3)	Confirm Total in CV Categories and Total in Explanation of Credit sections match, if they do move on to step (4). If they don't go back through work and modify until they do match.
(4)	Print and sign Credit Voucher
(5)	Submit to CRO

### Credit Voucher Guidance:

Area	Details
DATE	Auto populates the day you prepare the Credit Voucher
TUB/ORG	Enter the Chart of Accounts coding for the TUB and ORG submitting the Credit Voucher
PREPARED BY	Enter the name of the individual preparing the Credit Voucher
PHONE NUMBER	Enter the phone number of the individual preparing the Credit Voucher
SCHOOL/UNIT	Enter the name of the school/unit submitting the Credit Voucher
RETURN ADDRESS	Enter the address of the TUB submitting the Credit Voucher
CV CATEGORIES	Enter numbers into the correct category. For more information, refer to the <a href="#">Quick Ref - CV Categories</a>
CV CATEGORIES TOTAL	Auto populates
EXPLANATION OF CREDIT	Describe the transaction. This is the description that will be listed in the Detail Financial Listing
AMOUNT	Enter the line item amount for the account that is to be credited
DR	Chose from the drop down menu; If this is a debit item please chose YES on the drop down menu. If this is a credit please chose NO on the drop down menu. In most instances TUBS will select NO.
TUB, ORG, OBJECT, FUND, ACTIVITY, SUBACT, ROOT	Enter the complete Chart of Accounts coding for each line item. <b>**PLEASE NOTE:</b> a maximum of 13 lines of coding per Credit Voucher allowed, any Credit Vouchers submitted with more than 13 lines of coding will be returned to School/Unit unprocessed**
TOTAL	Auto populates