

Online Voucher

To stay ahead of the competition you need an evolutionary data solution for today and tomorrow.



Company Information

Since 2004, Complete Software (CS) has created unique software solutions for non-profit organizations nationwide.

Our development team has taken our core products and reconfigured them so that we can provide solutions to both profit and non-profit organizations alike.

Our experience allows us to implement and support a multitude of applications.

We put the power in the hands of the users; developing solutions that are setup for the users to work with and maintain.



Flexible Voucher Program

Our Online Voucher application allows employees, vendors and management to submit vouchers for approval. With the task of data entry delegated throughout the organization, the accounting department can spend more time focusing on more pressing issues.

Our system allows users to attach supporting documents to each voucher request, provides management with the capability to approve or disapprove each voucher using handheld devices, and provides the ability to track each invoice. Online Voucher is designed to be flexible for the user without having the fear of being run by it.

How Does It Work?

Online Voucher was designed to be easy for the users, while being secure and functional for the managers.

Online Voucher provides the ability to attach expenses to individual accounts or financial statement line items. The program also allows non-accountants to attach expenses to financial statement line items without having accounting knowledge. Online Voucher will ensure proper grouping of expenses to the areas in which the expense was attended.

Please see the reverse side of this brochure for more information.

Why Online Voucher?

- Online Voucher integrates accounting data with voucher requests to keep all of the information in one system.
- Online Voucher allows users to code transactions by using the financial statement line number or account numbers.
- Online Voucher allows users to track the progress of an individual voucher in the system.
- Online Voucher provides the ability to make your company green by attaching electronic copies of invoices to each voucher request.
- Online Voucher will increase the productivity of your accounting and non-accounting staff.

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**Online Voucher provides many functions.
Below are a few screen shots displaying some of the functions offered.**

Voucher Entry

Distribution Edit Page

Disbursement Type	Standard	Vendor Type	Vendor	Mailing	Vendor	Check Info	1099 Tax Info
Vendor ID		Vendor	Compte Software	Address I	61-6 Edmondson Ave		
Posting/Voucher Date	7/12/2011	Amount To Be Paid	\$500.00	Address II			
Department	32-Office of the Executive	Budget Category	** Please Select **	City State Zip	CITY TEST	MD	21228
Invoice #	5436	Invoice Date	7/12/2011	Phone			
Batch No	admin-7/12/2011	Control Amount	\$500.00	Fax			
Amount Remaining	\$0.00	Status	Working	E-Mail			
Description							

Submit Save Save and New Save and Close Close

- **Batch Control**– ID and Amount
- **Vendor Lookup**– Link to accounting software
- **Assign Department Approval ID**
- **Update Vendor Mailing Address**

Voucher Approval

Home > Distribution > View Distribution List

+ Add Export Configure LSS(S)(D) Change Status To ** Please Select ** Submit

Drag a column header here to group by that column.

<input type="checkbox"/>	Batch No	Distribution Status	Vendor Name
<input type="checkbox"/>	admin-7	working	
<input type="checkbox"/>	admin-7/6/2011	Working	103 MORAN'S INC
<input type="checkbox"/>	admin-7/1/2011	Working	1615 LLL LP
<input type="checkbox"/>	admin-7/6/2011	Working	2011 AFL-CIO Secretary-Treasurer's Conference
<input type="checkbox"/>	admin-7/12/2011	Working	Compte Software

- **Ability to submit vouchers for approval** (individual or batch)
- **Ability to approval vouchers** (individual or batch)

More Information

**Need more information?
Please contact us today!**

Phone: 410-740-1090
Email: sales@completesoftware.net
Web: www.completesoftware.net

Product Demonstrations/Product Webinars

**Complete Software will demonstrate our product at
your office or online**

**Please contact us today to schedule a Product
Demonstration or visit our website at
www.completesoftware.net for our product webinar**