Contents

Voucher Maintenance Process Overview ............................................................................................... 1
Process Detail ....................................................................................................................................... 1

I. Identifying and Correcting Unpaid Vouchers with Combo Edit Errors or In Recycle Status ........ 1
II. Deleting Vouchers ....................................................................................................................... 2
III. Unposting Vouchers .................................................................................................................... 4
IV. Closing Vouchers ........................................................................................................................ 7
V. Creating Adjustment Vouchers .................................................................................................. 10

Voucher Maintenance Process Overview

Maintaining Vouchers includes resolving Voucher build errors and monitoring Vouchers that may require correction.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Voucher Maintenance is performed when a previously entered Voucher is determined to have an error or requires a change.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>Voucher Maintenance activities are preceded by the Voucher creation business process.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>It is assumed that the user performing the Voucher Maintenance activities has the proper roles, permission lists, and User Preference access to the Vouchers Styles discussed in this document.</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Accounts Payable users are responsible for Voucher Maintenance activities. However, a department user may identify the need for Voucher Maintenance in the form of erroneous activity on their department ChartString.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Process Detail

I. Identifying and Correcting Unpaid Vouchers with Combo Edit Errors or In Recycle Status

*Navigation: Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search*
1. In the Voucher Maintenance screen, **Enter** Business Unit: ‘UW***’
2. In the Error Lookup Criteria section, **Select** the Vouchers with Combo Edit Errors checkbox and Vouchers In Recycle Status checkbox.
3. **Enter** any additional criteria to narrow your search.
4. **Click** Search

5. **Select** a Voucher and make corrections as necessary. Refer to the errors in the Voucher edit message panels for information about what corrections need to be made.

**II. Deleting Vouchers**

*Navigation: Accounts Payable > Vouchers > Add/Update > Delete Voucher*
Deleting a Voucher precludes it from being seen on the Voucher pages, but retains the Voucher information in the database for audit purposes. A Voucher can only be deleted prior to being Posted or selected for Payment. Once a Voucher has been Posted or Paid, it can no longer be deleted and the Voucher Close process must be utilized.

1. Enter Business Unit: ‘UW***’
2. Enter Voucher ID.
3. Click Search

4. Select a Voucher from the Search Results.
5. **Click**

![Delete Voucher](image)

**Message**

*Warning -- Delete Confirmation (7030,12)*

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

![Delete Confirmation](image)

6. **Click** ![OK](image)

**Note:** If the Voucher had been Budget Checked the system will back out the associated Commitment Control entries.

### III. Unposting Vouchers

Once a Voucher is posted, the system grays out critical fields so no additional changes can be made. If a mistake is found after posting and a critical field needs to be changed, you can unpost the Voucher. The following rules apply to unposting a Voucher:

- The Voucher must be posted.
- The Voucher has not been selected for payment.

Unposting a Voucher causes the system to create reversing accounting entries. It happens immediately when **Unpost** is **clicked**. As in most cases where a permanent change is
being made to a Voucher, a warning message will display prior to the initiation of the activity. After the Voucher is unposted it becomes editable and you can make the required corrections and Budget Check and Post again.

**Navigation:** Accounts Payable > Vouchers > Add/Update > Unpost a Voucher

**Voucher UnPost**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- **Business Unit:** UW***
- **Voucher ID:** 014696
- **Invoice Number:**
- **Short Vendor Name:**
- **Vendor ID:**
- **Name 1:**
- **Voucher Style:**

1. **Enter** the Business Unit: ‘UW***’
2. **Enter** the Voucher ID
3. **Click** Search
4. **Change** the Update Voucher *Accounting Date* to the current date and leave the Reversal Accounting Date as the *Business Unit Default*. This will ensure the accounting entries fall into the current accounting period.

5. **Click** [Unpost]
7. Click **OK**

IV. Closing Vouchers

*Navigation: Accounts Payable > Vouchers > Add/Update > Close Voucher*

When you Close a Voucher, the expense and accounts payable accrual entries are reversed and the Voucher is no longer eligible for further processing. A Voucher can be Closed if the following are true:

- The Voucher is posted.
- The Voucher has not been selected for payment.

*Note:* If a payment has been made, stop or void the payment without reissue and the close process occurs automatically. See the payment cancelation business process for more information.
1. **Enter Business Unit**: ‘UW***’
2. **Enter Voucher ID**
3. **Click**
4. **Select** the checkbox *Mark Voucher for Closure.*

5. The current date will default in as the *Manual Close Date.* Leave this date as is.

6. **Click** to save.

**Note:** The Voucher will be Closed once the posting process has been run. You can remove the closure flag from the Voucher at any time before posting is run by deselecting the Process Manual Close check box *Mark Voucher for Closure.*

Next manually post the Voucher by kicking off the batch Voucher Post process or wait for the Post process to run as part of the daily batch schedule.

To Post the Voucher manually continue with the following steps.

**Navigation:** Accounts Payable > Batch Process > Vouchers > Voucher Posting

7. **Create** a runcontrol, **Click** to add a new value tab.

8. **Populate** a *Run Control ID*

9. **Click** to add.
10. Enter a Request ID
11. Enter a Description
12. Select the Process Frequency of ‘Always Process’
13. Select the Post Voucher Option of ‘Post Voucher’
14. Select the Prepayment Application Method of ‘Invoicing Vendor’
15. Click Run

V. Creating Adjustment Vouchers

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Use Adjustment Vouchers to adjust existing Vouchers or to relate two Vouchers to each other. An example of this would be entering an Adjustment Voucher to capture a credit or to increase the initial Voucher.
1. Click **Add a New Value** tab
2. Enter **Business Unit** ‘UW***’
3. For **Voucher ID** leave the value of ‘NEXT’ or Enter a value
4. Select the **Voucher Style** of ‘Adjustments’
5. Search ♦ for and **Select** the **Short Vendor Name** or **Vendor ID**
6. **Vendor Location** and **Address Sequence Number** will default from the Vendor selected, Update as needed.
7. Enter the **Invoice Number**
8. Enter the **Invoice Date**
9. Click **Add**
10. If you would like to associate the Adjustment Voucher with a specific Voucher for audit purposes and/or restore any associated encumbrance value, in the Copy From Source Document section Enter the Voucher ID and Click Copy to Voucher. In the lookup you will only find regular Vouchers with the same Business Unit, Vendor SetID, and Vendor ID as the adjustment Voucher that you are creating.

Note: You can also use the Copy From Worksheet hyperlink option if you only want to select an associated Voucher line rather than the entire Voucher.
11. On the **Invoice Information** tab, enter positive or negative adjustment lines as appropriate.

12. If applicable, on the **Payments** tab, **Enter** a payment message to appear on the payment.

13. Next, perform the online or batch Budget Check and Post process. For detailed instructions on Voucher Budget Check and Voucher Post see AP.2.01 – Non-PO Voucher Entry or AP.2.02 – PO Voucher Entry documents.
Note: If the Adjustment Voucher invoice is a Credit Memo, the Payment will be held until another Voucher for that Vendor is created and the payments will net out to zero (0) or a positive amount.

Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/21/12</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Spencer Kelsay</td>
<td>2.0</td>
<td>04/16/13</td>
<td>Updated Screenshots and Content</td>
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<tr>
<td>Spencer Kelsay</td>
<td>2.1</td>
<td>04/23/13</td>
<td>Added Adjustment Vouchers and Journal Vouchers</td>
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<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>6/6/2013</td>
<td>Final Updates</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>6/11/2013</td>
<td>Review, finalize and publish to website</td>
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