



**University of Wisconsin System  
SFS Business Process  
AP.2.03 – Single Payment Voucher  
Creation**

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**Single Payment Voucher Creation Overview**

This process is used to create a Single Payment Voucher for a Single Payment Supplier and can only be used for transactions that are not 1099 applicable. A Single Payment Supplier must be setup for the AP Business Unit but a unique Supplier need not be setup as all the Supplier Information (name and address) are recorded on the Voucher. The additional page titled Single Payment Supplier is used to record the onetime payment. This enables you to type in the Supplier Name and Address without setting up a Supplier. The rest of the pages in this group are the same as found in the Standard Voucher described in the Non-PO Voucher document.

<b>Process Frequency</b>	This process is used on an as needed basis.
<b>Dependencies</b>	The usage of the Single Payment Voucher functionality is dependent upon a Single Payment Supplier being setup.
<b>Assumptions</b>	It is assumed that the Single Payment Voucher is not 1099 applicable and storing other Supplier details is not required for the transaction.
<b>Responsible Parties</b>	Accounts Payable Staff
<b>Alternate Scenarios</b>	N/A

**Process Detail**

I. Add a Single Payment Voucher

**Navigation:** *AP WorkCenter > Main > Regular Entry* OR

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

Voucher

Business Unit  

Voucher ID

Voucher Style  

Supplier Name  

Short Supplier Name  

Supplier ID  

Supplier Location  

Address Sequence Number  

Invoice Number

Invoice Date  

Gross Invoice Amount  

Freight Amount

Misc Charge Amount

Estimated No. of Invoice Lines

[Find an Existing Value](#) | [Add a New Value](#)

1. **Select**  tab
2. **Enter Business Unit:** 'UW\*\*\*'
3. The *Voucher ID* field should default to 'NEXT'
4. **Select Voucher Style:** 'Single Payment Voucher'
5. **Enter Supplier ID:** '\*\*\*\*\*' **Note:** This is the generic Single Payment Supplier.
6. **Enter Invoice Date**
7. **Enter Gross Invoice Amount**

8. **Enter** *Estimated No. of Invoice Lines*. Estimate the number of lines to be entered on the voucher and this will eliminate the need to insert lines. Additional lines can be inserted if the estimate is low likewise, an over-estimation of lines will be deleted upon saving the voucher. You may also add or delete lines during voucher entry.
9. **Click** 

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Supplier](#)

### Supplier Information

Supplier Bank    Supplier Bank Address    Transfer to EFT options

Business Unit UWSYS                      Voucher ID NEXT                      Payment Method CHK

Supplier Name

Additional Name

Country   United States

Address 1

Address 2

Address 3

City

County

Postal

State  

Email ID

 Notify     Refresh

 Add

 Update/Display

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Supplier](#)

10. **Enter** *Supplier Name 1*.
11. **Select** *Country*: 'USA'
12. **Enter** *Supplier Address 1*.
13. **Enter** *City*
14. **Enter** *State*
15. **Enter** *Postal*
16. **Enter** *Email ID*: Optional
17. **Click** the  tab

## University of Wisconsin System SFS Business Process AP.2.03 – Single Payment Voucher Creation

Related Content ▾ | New Window | Help | Personalize

**Invoice Information** | Payments | Voucher Attributes | Single Payment Supplier

Business Unit UWSYS  
 Voucher ID NEXT  
 Voucher Style Single Payment Voucher  
 Invoice Date 10/04/2018  
 Invoice Received  
**SINGLE PAY**  
 Supplier ID 0001074486  
 ShortName SINGLEPAY-001  
 Location 0001  
 \*Address 1

Invoice No xyz  
 Account# 10/04/2018  
 Date  
 \*Pay Terms DUR  
 Basis Date Type Inv Date  
 Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>100.00</b>
Difference	0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Supplier Hierarchy  
 Supplier 360

Save Save For Later Action Run Calculate Print

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 100.00

SpeedChart  
 Ship To ADMINISTRA  
 Description  
 Packing Slip

One Asset  
 Calculate

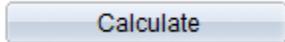
▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class	PC Bus Unit	Project
				<input type="checkbox"/>	1	100.00		UWSYS								

Save Save For Later Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

18. **Choose** *Distribute by* option. For the *Distribute by* 'Quantity' option you must enter the *Unit Price*, *Quantity*, and *Unit of Measure (UOM)* and the system calculates the *Line Amount*. For *Distribute by* 'Amount', you enter the *Line Amount* and have the option to also enter *Unit Price*, *Quantity*, and *UOM* for informational purposes but it is not required.
19. **Enter** a *Description* of the goods or services purchased on the Voucher Line.
20. The *Ship To*: will default to the value specified on your Campus AP BU definition. **Update** as needed.
21. In the Distribution Lines section, **complete** the ChartString information. Add additional Distribution Lines as needed.
22. After you have completed entering all Lines and Distribution Lines, you can **Click**

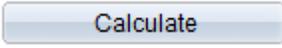
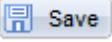


to verify that the Voucher header total matches the Line total. This validation is also automatically performed when **Save** is **clicked**. If the totals do not match, the Voucher is not saved and the *Difference Amount* is populated.

University of Wisconsin System  
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Creation

Invoice Total	
Line Total	10.00
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	100.00
Difference	-90.00

Run Calculate Print

23. **Correct** the amounts
24. **Click**  again
25. **Verify** the difference is 0.
26. **Click** 

**Note:** Upon save the system also checks that all required fields are populated, the invoice is not a duplicate, and the ChartString is valid from a Combination Editing standpoint.

## II. Review Payments Tab

### 1. Select **Payments** tab

Related Content ▾ | New Window | Help | Personalize F

Invoice Information | **Payments** | Voucher Attributes | Single Payment Supplier

Business Unit UWSYS Invoice No kyz  
 Voucher ID NEXT Invoice Date 10/04/2018 Action ▾ Run  
 Voucher Style Single Payment Voucher  Incomplete Voucher  
 Total Amount 100.00 \*Pay Terms DUR Q DUR Schedule Payments  
 Supplier Name SINGLE PAY

**Payment Information** Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0001074486  
 Location 0001  
 \*Address 1  
 SINGLE PAY

Gross Amount 0.00 USD Scheduled Due  
 Discount 0.00 USD Net Due  
 Discount Due  
 Accounting Date

Payment Inquiry  
 Discount Denied  
 Late Charge  
[Express Payment](#)  
[Payment Comments\(0\)](#)  
[Holiday/Currency](#)

**Payment Options**

\*Bank USB95 Pay Group  
 \*Account 4188 \*Handling Regular Payments  
 \*Method CHK Check Hold Reason  
 Message  
 Message will appear on remittance advice.

\*Netting Not Applicable L/C ID  
 Supplier Bank Messages  
 Hold Payment  
 Separate Payment

▼ Actions

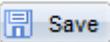
**Schedule Payment**

\*Action Schedule Payment Payment Date  
 Pay Reference

Save Save For Later

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

2. **Review** the Payment Information section. Schedule information is determined by Invoice Date and Payment Terms.
3. **Review** the Payment Method section and **update** as needed.
4. **Click** the *Payment Comments* hyperlink to **add** internal comments regarding the payment.
5. **Click** 

**Note:** The Voucher must be *Saved* before the subsequent processes (Budget Check, Voucher Post, and Pay Cycle Selection) can be run.

### III. Online Voucher Budget Check

The screenshot shows the 'Accounts Payable WorkCenter' interface. The 'Invoice Information' tab is active. The 'Action' menu is set to 'Budget Checking' and the 'Run' button is highlighted. The interface displays various fields for invoice details, including Business Unit (UWSYS), Voucher ID (00044278), Invoice No (abc123), Accounting (10/02/2018), Date (10/02/2018), \*Pay Terms (DUR), Basis Date Type (Inv Date), Invoice Total (Line Total 706.00, Total 706.00, Difference 0.00), and Supplier Information (Supplier ID 0001000004, ShortName WBARTIST-001, Location 0001, \*Address 1).

1. To Budget Check the Voucher from the Invoice Information Page **select** 'Budget Checking' from the *Action* menu.

2. Click 

**Note:** The ability to run the Budget Check process from the Voucher Page, as well as others is granted by adding the required process groups to the user's User Preferences. This setup is done by your Business Unit Administrator. If you are entering multiple vouchers it may be quicker to run the budget check in batch as described below. When Budget Checking multiple Vouchers, not only does the batch process typically take less time to complete per budget check, but it also frees your screen so you can perform other tasks while it is processing.

#### I. Batch Voucher Budget Check

**Navigation:** *AP WorkCenter > Main > Budget Check* OR

**Navigation Bar** : *Accounts Payable > Batch Processes > Vouchers > Budget Check*

## Accounts Payable WorkCenter

### Budget Check

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

Find an Existing Value

Add a New Value

#### Search Criteria

Run Control ID begins with

Case Sensitive

Search

Clear

Basic Search



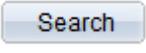
Save Search Criteria

### Search Results

View All First  1 of 1  Last

Run Control ID	Language Code
Voucher_Budget_Check	English

Find an Existing Value | Add a New Value

- If you have not previously run this process, skip to step 4. If you have previously run this process, **click**  tab.
- Enter** the *Run Control ID*.
- Click**  to open an existing run control, and **skip** to step 7.

**Budget Check**

Find an Existing Value | Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

4. If you do not have a Run Control Setup for this process **Click**  tab.
5. **Enter** a *Run Control ID*: 'AP\_VOUCHER'. **Note:** This can be any alphanumeric string without spaces or special characters up to 30 characters in length.
6. **Click**  and the Budget Check page will open.

**Accounts Payable WorkCenter**

**Budget Check**

Run Control ID Voucher\_Budget      Report Manager   Process Monitor  

Process Request Parameters      Find | View All    First 1 of 1 Last

\*Process Frequency: Always Process

Request Number: 1

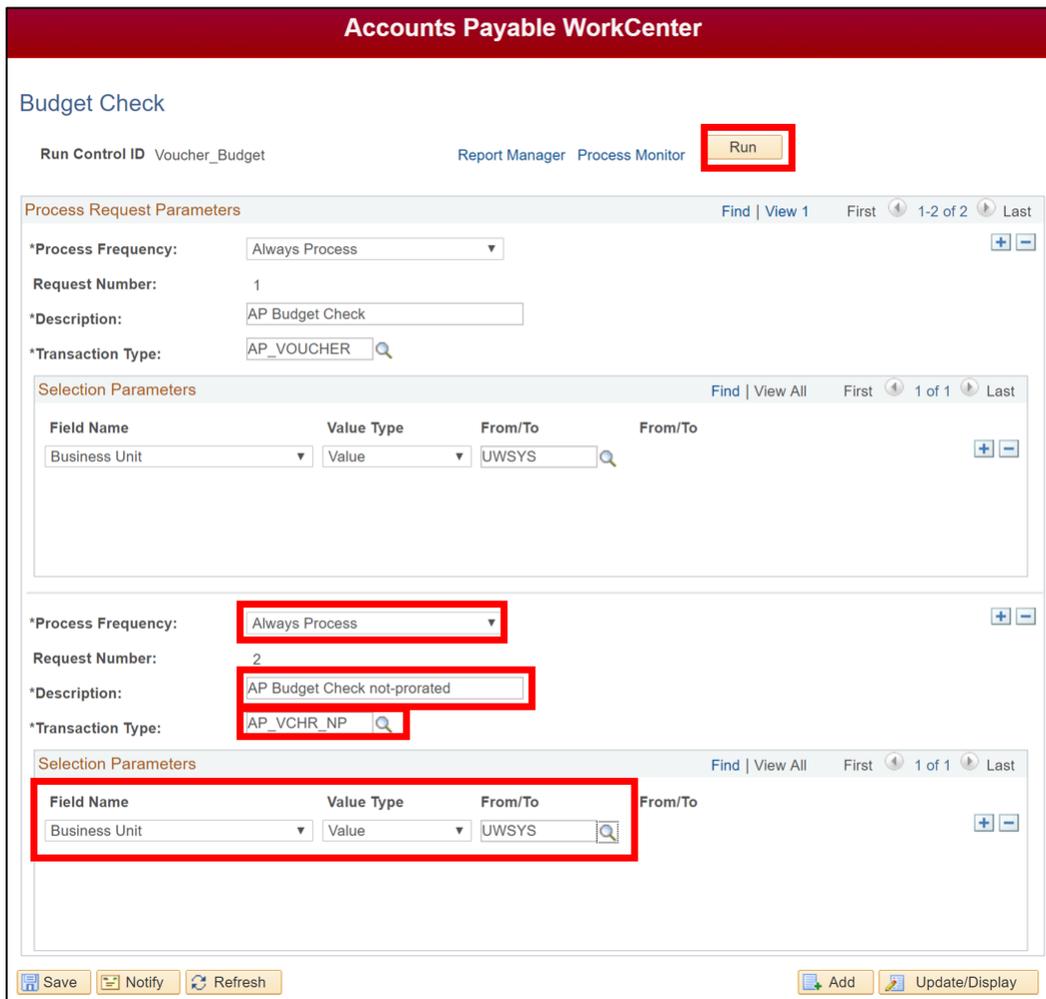
\*Description:

\*Transaction Type:

Selection Parameters      Find | View All    First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	<input type="text" value="UWSYS"/>	<input type="button" value="+"/> <input type="button" value="-"/>

7. **Select** *Process Frequency*: 'Always Process'.
8. **Enter** a *Description*, in this case we are using 'AP Budget Check'.
9. **Select** *Transaction Type*: 'AP\_VOUCHER'.
10. In the *Selection Parameters* section, **Select** *Field Name*: 'Business Unit'.
11. **Select** *Value Type*: 'Value'.
12. **Select** *From/To*: 'UW\*\*\*'.
13. At the top right hand corner of the *Process Request Parameters* section, **Click** 



**Accounts Payable WorkCenter**

Budget Check

Run Control ID Voucher\_Budget Report Manager Process Monitor **Run**

**Process Request Parameters** Find | View 1 First 1-2 of 2 Last

\*Process Frequency: Always Process

Request Number: 1

\*Description: AP Budget Check

\*Transaction Type: AP\_VOUCHER

**Selection Parameters** Find | View All First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWSYS	

\*Process Frequency: Always Process

Request Number: 2

\*Description: AP Budget Check not-prorated

\*Transaction Type: AP\_VCHR\_NP

**Selection Parameters** Find | View All First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWSYS	

Save Notify Refresh Add Update/Display

14. **Select** *Process Frequency*: 'Always Process'.
15. **Enter** *Description*: 'AP Budget Check non-prorated item'.
16. **Select** *Transaction Type*: 'AP\_VCHR\_NP'.
17. In the *Selection Parameters* section, **select** *Field Name*: 'Business Unit'.
18. **Select** *Value Type*: 'Value'.
19. **Select** *From/To*: 'UW\*\*\*'.
20. **Click** 
21. **Select** *Server Name*: 'PSUNX'

## University of Wisconsin System SFS Business Process AP.2.03 – Single Payment Voucher Creation

**Process Scheduler Request** Help

---

User ID 00901553 Run Control ID Voucher\_Budget

---

Server Name:  Run Date:

Recurrence:  Run Time:  Reset to Current Date/Time

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK
Cancel
Refresh

22. Click OK and the Budget Check page will appear again.

< Homepage
Accounts Payable WorkCenter

---

Accounts Payable WorkCenter

Main Reports/Queries

Links

**Vouchers**

- Regular Entry
- Voucher Maintenance
- Schedule Inbound EC Agent (EDI)
- Voucher Build
- Budget Check
- Voucher Posting
- UnPost Voucher
- Close Voucher
- Purchase Order Inquiry
- Matching
- Match Workbench
- Match Exceptions Analysis

**Payments**

- Payment Selection Criteria
- Pay Cycle Manager
- Review Pay Cycle Errors

**My Work**

\*Scope My Scope

**Vouchers**

- Incomplete Vouchers \*\*
- Unpaid Voucher Status \*\*

**Voucher Exceptions**

- Recycled Vouchers \*\*
- Budget Check Errors \*\*
- Document Termination Exceptions \*\*

**Budget Check**

Run Control ID Voucher\_Budget\_Check Report Manager Process Monitor Run

---

**Process Request Parameters** Find | View 1 First 1-2 of 2 Last

\*Process Frequency:

Request Number:

\*Description:

\*Transaction Type:

---

**Selection Parameters** Find | View All First 1 of 1 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UWSYS	

---

\*Process Frequency:

Request Number:

\*Description:

\*Transaction Type:

---

**Selection Parameters** Find | View All First 1 of 1 Last

23. Click on the *Reports/Queries* tab.

Accounts Payable WorkCenter

Welcome to Accounts Payable WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

**Process Monitor** (highlighted in red)

24. Click on the *Process Monitor* hyperlink.

25. Click **Refresh** until *Run* and *Distribution Statuses* change to 'Success' and 'Posted'.

**Note:** If the *Run Status* updates to 'Error' or 'No Success' contact UWSA Support.

Accounts Payable WorkCenter

Process List

View Process Request For

User ID: 00901553, Type: Last, 1 Days, Refresh

Server: Name: Instance From: Instance To: Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10088437		Application Engine	FS_BP	00901553	10/02/2018 11:05:08AM CDT	Success	Posted	Details
<input type="checkbox"/>	10088431		Application Engine	FS_STREAMLN	00901553	10/02/2018 10:36:49AM CDT	Success	Posted	Details

Save Notify

26. Click on the Main tab to return.

#### IV. Online Voucher Post Process

If you have chosen to Post a Voucher online as opposed to in batch:

1. Select 'Voucher Post' from the Action menu
2. Click 

**Note:** As with the Voucher Budget Check, if you are entering multiple Vouchers it is likely quicker to enter the Vouchers together and then run the Budget Check and Post in batch.

Related C

Invoice Information | **Payments** | Voucher Attributes | Single Payment Supplier

Business Unit UWSTO Invoice No 12345678910 Invoice Date     
 Voucher ID NEXT  Incomplete Voucher  
 Voucher Style Single Payment Voucher \*Pay Terms DUR DUR   
 Total Amount 0.00  
 Supplier Name TESTING SINGLE PAY SUPPLIER

**Payment Information** Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0010000005  
 Location 1  
 \*Address 1  
 Gross Amount 0.00 USD Scheduled Due  
 Discount 0.00 USD Net Due  
 Discount Due  
 Accounting Date  
 TESTING SINGLE PAY SUPPLIER  
 123 E MAIN ST  
 MADISON, WI 53703-3360  
 Payment Inquiry  
 Discount Denied  
 Late Charge  
[Express Payment](#)  
[Payment Comments\(0\)](#)  
[Holiday/Currency](#)

**Payment Options**

\*Bank USB55 Pay Group  \*Netting Not Applicable  
 \*Account 4471 \*Handling Regular Payments L/C ID  
 \*Method CHK Check Hold Reason    
 Message   
 Message will appear on remittance advice.  Hold Payment  
 Separate Payment

**Schedule Payment**

\*Action Schedule Payment Payment Date  
 Pay  Reference

#### V. Batch Voucher Post Process

**Navigation:** *AP WorkCenter > Main > Voucher Posting* OR

**Navigation Bar** : *Accounts Payable > Batch Processes > Vouchers > Voucher Posting*

- If you have not previously run this process, skip to step 4. If you have previously run this process, Click **Find an Existing Value** tab.
6. Enter the *Run Control ID*.
  7. Click **Search** to open an existing run control, and **skip** to step 7.
  8. If new, **Select** **Add a New Value** tab.
  9. Enter *Run Control ID*: 'AP\_VOUCHER\_POST' or any other alphanumeric string not containing spaces or special characters up to 30 in length.

The screenshot shows the 'Accounts Payable WorkCenter' interface. On the left is a navigation menu with 'Vouchers' expanded, listing options like 'Regular Entry', 'Voucher Maintenance', 'Schedule Inbound EC Agent (EDI)', 'Voucher Build', 'Budget Check', 'Voucher Posting' (highlighted), 'UnPost Voucher', 'Close Voucher', 'Purchase Order Inquiry', 'Matching', 'Match Workbench', and 'Match Exceptions Analysis'. The main area is titled 'Voucher Posting Request' and has two tabs: 'Find an Existing Value' and 'Add a New Value' (selected). Below the tabs is a text input field for 'Run Control ID' containing 'AP\_VOUCHER\_POST'. Below the field is an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

6. Click **Add** and the Voucher Posting Request page will open.

**Accounts Payable WorkCenter**

Voucher Posting Request

Run Control ID AP\_VOUCHER\_POST Report Manager Process Monitor Run

**Process Request Parameters**

\*Request ID

\*Description

\*Process Frequency

\*Post Voucher Option

\*Prepayment Application Method

**Post Voucher List** Personalize | Find | View All |  First 1 of 1 Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin		
<input type="text" value="UWSYS"/>							

Autopilot Run Control

Save Notify Refresh Add Update/Display

7. **Enter Request ID:** '1' or another value
8. **Enter Description:** 'AP Voucher Post' or your desired description.
9. **Select Process Frequency:** 'Always Process'.
10. **Select Post Voucher Option:** 'Post Business Unit'
11. **Select Prepayment Application Method:** 'Invoicing Supplier'
12. In the Post Voucher List section, **select Business Unit:** 'UW\*\*\*'
13. **Click** Run
14. At the Process Scheduler Request panel, **Select Server Name:** 'PSUNX'

Process Scheduler Request

User ID 00901553      Run Control ID AP\_VOUCHER\_POST

---

Server Name       Run Date

Recurrence       Run Time      

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Voucher Posting	AP_PSTVCHR	Application Engine	Web	TXT	Distribution

15. Click  and the Voucher Posting Request page will appear again.

**Accounts Payable WorkCenter**

Homepage      **Accounts Payable WorkCenter**

Accounts Payable WorkCenter

Main    **Reports/Queries**

Links

Vouchers

- Regular Entry
- Voucher Maintenance
- Schedule Inbound EC Agent (EDI)
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- UnPost Voucher
- Close Voucher
- Purchase Order Inquiry
- Matching
- Match Workbench
- Match Exceptions Analysis

Payments

My Work

\*Scope | My Scope

Vouchers

- Incomplete Vouchers \*\*

Voucher Posting Request

Run Control ID AP\_VOUCHER\_POST      Report Manager    Process Monitor   

Process Instance:10088449

**Process Request Parameters**

\*Request ID

\*Description

\*Process Frequency

\*Post Voucher Option

\*Prepayment Application Method

**Post Voucher List**      Personalize | Find | View All |     First    1 of 1    Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin
UWSYS					

Autopilot Run Control

16. Click on the Reports/Queries tab.

Accounts Payable WorkCenter

Home **Reports/Queries**

**Queries**

- Query Manager
- Public
  - Outstanding Checks
  - Review Payments by Vendor
  - Check Details
  - Vouchers by UserID, Date Range
  - AP Payments
  - Cleared Checks by BU
  - Canceled Check Details
- Tax

**Reports/Processes**

- Reports to Run
  - Trial Register
  - Voucher Activity
- Processing Tools
  - Process Monitor**
  - Report Manager
  - Reporting Console
  - Query Viewer

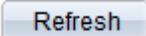
Welcome to Accounts Payable WorkCenter

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Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

17. Click on the *Process Monitor* hyperlink.

18. Click  until the *Run* and *Distribution Statuses* change to 'Success' and 'Posted'.

**Note:** If the *Run Status* updates to 'Error' or 'No Success' contact UWSA Support.

Accounts Payable WorkCenter

Home **Reports/Queries**

**Process List** | Server List

**View Process Request For**

User ID: 00901553 | Type: | Last: | Days: | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: |  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10088449		Application Engine	AP_PSTVCHR	00901553	10/02/2018 11:54:00AM CDT	Success	Posted	Details
<input type="checkbox"/>	10088437		Application Engine	FS_BP	00901553	10/02/2018 11:05:08AM CDT	Success	Posted	Details
<input type="checkbox"/>	10088431		Application Engine	FS_STREAMLN	00901553	10/02/2018 10:36:49AM CDT	Success	Posted	Details

Save | Notify

Process List | Server List

19. Click the *Main* tab to return.

**Note:** Another option for Budget Checking and Voucher Posting is to simply wait for the nightly batch process to run and review the Vouchers the next business day for errors.

### **Revision History**

<b>Author</b>	<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
Martha Mendoza	1.0	11/15/12	Initial Draft
Spencer Kelsay	2.0	04/15/13	Updated Screenshots and Content
Mark Flemington	3.0	05/20/2013	Final Revisions and Updates
Susan Kincanon	3.1	06/20/2013	Final review and publish
Beth Vereb	3.2	03/07/2016	Can't Save until Distribution Line is filled in.
Beth Vereb	4.0	10/04/2018	9.2 Upgrade