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Reversal Voucher Process Overview

Reversal Vouchers should only be used in conjunction with the voucher cancel process for vouchers created prior to the PeopleSoft FSCM 8.8 release. See the Payment Cancel/Void business process document for more information.

Process Frequency	None
Dependencies	None
Assumptions	None
Responsible Parties	Institution power users will be able to Reverse Vouchers and UWSA system support will assist with Reversal Vouchers functionality.
Alternate Scenarios	None

Process Detail

I. Creating Reversal Vouchers

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

[Add a New Value](#)

Voucher

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

1. **Select** 'Reversal Voucher' as the *Voucher Style*
2. **Click**

Business Unit UWSTO Invoice No

Voucher ID NEXT Account 05/17/2018

Voucher Style Reversal Voucher Date

Invoice Date *Pay Terms DUR DUR

Invoice Received Basis Date Type Inv Date

Supplier ID 0001079783 Control Group

ShortName ORACLEAMER-001

Location 0001

*Address 1

Reverse Voucher

Invoice Information | Payments | Voucher Attributes

3. **Enter** the *Voucher ID* of the voucher that you want to reverse in the Copy From Source Document section and **check** the box *Reversed Voucher*. Source vouchers must have the same *Business Unit*, *Supplier SetID*, and *Supplier ID* as the reversal voucher that you are creating. They must also be successfully budget checked.

4. For PO Vouchers you also can:
 - a. **Select** the *Reverse Remaining Vchr Balance* (reverse remaining voucher) check box to reverse the remaining voucher balance. This field is used with partially paid vouchers. For example, suppose a voucher of \$1000.00 is to be paid in two installments of \$700.00 and \$300.00, and the first installment has been paid. By selecting the *Reverse Remaining Vchr Balance* check box, you reverse the remaining \$300.00. This is similar to closing the remaining balance; however, it also reverses the related encumbrance. If you do not select the *Reverse Remaining Vchr Balance* check box, the system reverses the entire voucher
 - b. If the voucher that you are reversing references a purchase order, and you are using Commitment Control, **select** the *Adjust PO Amounts/Encumbrances* check box to restore the encumbrance

Look Up Voucher ID

Business Unit: UWSYS
 Vendor ID: 0000006680

Voucher ID: begins with []
 Invoice Number: begins with []
 Short Vendor Name: begins with []
 Name 1: begins with []

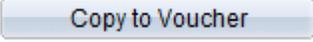
Look Up Clear Cancel [Basic Lookup](#)

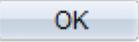
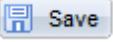
Search Results

View 100 First 1-205 of 205 Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Name 1	Voucher Style
00038322	41683484	283043.72	04/29/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00038186	2564589	16782.15	02/25/2011	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00038168	101092312-033113	3000	03/31/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00038167	41829558	46478.13	03/31/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00038084	101092312-022813	11748.75	02/28/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00037982	41683481	370747.58	02/20/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00037949	41690557	642817.21	01/30/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00037942	101092312-013113	10875	01/31/2013	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00037910	101092312-113012	7837.5	12/30/2012	ORACLEAMER-001	ORACLE AMERICA, INC	Regular
00037855	41829557	46478.13	12/31/2012	ORACLEAMER-001	ORACLE AMERICA, INC	Regular

5. **Look up** voucher to be reversed. This is the voucher or vouchers from the cancelled payment. If more than one voucher is related to the payment, each individual voucher must have a reversal voucher. (See Note)
6. **Click on** icon.

- Be sure to **select** the correct voucher. **Click** the *Voucher ID* hyperlink to select the voucher. If there are multiple vouchers on a cancelled payment and not all are PO-Related the Non-PO vouchers can be individually closed.
- Click**  to copy in the voucher dollar amount and funding code information.

- Click** on *Comments* hyperlink to add user comments and to share information about this transaction.
- Enter** relevant comments
- Click**  to save comments.
- Click** . When you save the reversal voucher, the system automatically populates the *Related Voucher* field (in the Invoice Lines section) with the original 'Voucher ID'.
- The process is now complete unless you **selected** *Re-open Voucher* or put it on Hold. Do not forget to go back into the original voucher and **Uncheck** *Hold for Payment*. The check box is located on the  Tab on Voucher entry. This is **IMPORTANT** to remember.

DALLAS, TX 75320-3448

Payment Options

*Bank Pay Group *Netting Supplier Bank Messages Layout

*Account *Handling L/C ID Hold Payment

*Method ACH Hold Reason Separate Payment

Message → Actions

Message will appear on remittance advice.

Caution: The Reversal Voucher must match the original voucher EXACTLY. Be sure to **verify** that the *Remit To*, *Location* and *Payment Handling Code* are the same. Be sure that both vouchers are **not marked** *Hold for Payment* or *Separate Payment*.

14. **Run** the Budget Check process.

15. The reversal voucher goes through the Pay Cycle Application Engine process (AP_APY2015) as a credit memo. The offset is settled during payment creation. The referenced voucher and the reversal voucher zero out. If you use reversal vouchers to close a voucher, the system does not create closure entries for the original voucher. The reversal voucher entries should be sufficient for accounting purposes.

Revision History

Author	Version	Date	Description of Change
Jim Backus	1.0	05/28/2013	Initial Draft
Susan Kincanon	1.1	06/20/2013	Review, edit, and format
Mark Flemington	1.2	07/02/2013	Final review
Susan Kincanon	1.1	07/02/2013	Finalize and publish
Dawn White	2.0	05/17/2018	Updated for 9.2