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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   Vucher ID   Netre   Supplier Name   Supplier Name   Supplier Location   Address Sequence Number   Invoice Nu		Add a New Value				
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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

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Look Up Vouch	ner ID								
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- 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.
- 8. **Click** Copy to Voucher to copy in the voucher dollar amount and funding code information.

Invoice Information Payments Voucher Attributes		Related Content 💌   New Window   Help   Personalize Pa
Business Unit UWSTO Voucher ID NEXT Voucher Style Reversal Voucher Invoice Date Invoice Received Invoice Received Invoice Received Invoice Received	Invoice No Accounti(05/17/2018 Date *Pay Terms DUR Basis Date Type Inv Date	Invoice Total Line Total Currency USD Kiscellaneous Freight Total 0.00 Difference 0.00
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Copy From Source Document		
Voucher ID Q	Reverse Voucher	Copy to Voucher

Comments:	
ancelled Check Number 005937. Check was never se nd requested the Void. JML 04-01-13	ent to Payee M. Smith. Destroyed the Check

- 9. **Click** on *Comments* hyperlink to add user comments and to share information about this transaction.
- 10. Enter relevant comments
- 11. **Click** OK to save comments.
- 12. Click Save. When you save the reversal voucher, the system automatically populates the *Related Voucher* field (in the Invoice Lines section) with the original 'Voucher ID'.
- 13. 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 **Payments** Tab on Voucher entry. This is **IMPORTANT** to remember.



ayment Options	520-5440			
*Bank USB55 *Account 4471 *Method ACH Message	ACH	Pay Group "Handling Regular Payments  Hold Reason  Y	*Netting Not Applicable V L/C ID	Supplier Bank Messages Layout Hold Payment Separate Payment

**Caution**: The Reversal Voucher must match the original voucher <u>EXACTLY</u>. 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.

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

## **Revision History**