

How to correct voucher errors

Click on **Exceptions** to find the lines in error.

Travel Mgmt System Approvers
Voucher
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Summary
Related Documents
Invoice Information
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Voucher Attributes
Single Payment Supplier
Error Summary

Business Unit TRAVL
 Voucher ID 00045244
 Voucher Style SinglePay
 Supplier Name Single Pay Vendor - Travel

Invoice Date 02/27/2024
 Invoice No NLRFCB-T
 Invoice Total 567.54 USD

Entry Status Postable
 Match Status No Match
 Approval Status Approved
 Post Status Unposted

Pay Terms Net Zero
 Voucher Source Travel Management
 Origin TMS
 Created On 02/28/2024 6:38AM
 Created By UF_PROCSCHED
 Last Update 02/28/2024 6:39AM
 Modified By UF_PROCSCHED
 ERS Type Not Applicable
 Close Status Open

Budget Status Exceptions

Budget Misc Status Valid
 *View Related [Go](#)

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Click on the expander button to see the whole chartfield.

Voucher Exceptions
Line Exceptions

Business Unit TRAVL
Voucher ID 00045244
Actions

*Exception Type

Maximum Rows

[Search](#)

Override Transaction

More Budgets Exist

[Advanced Budget Criteria](#)

Budgets with Exceptions

1-5 of 5 | View All

		Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1			UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2			UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3			UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
4			UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
5			UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Save](#)
[Return to Search](#)
[Notify](#)

[Voucher Exceptions](#) | [Line Exceptions](#)

Here is the chartfield:

The screenshot shows the 'Voucher Exceptions' interface. At the top, there are tabs for 'Voucher Exceptions' and 'Line Exceptions'. Below the tabs, the 'Business Unit' is set to 'TRAVL' and the 'Voucher ID' is '00045244'. There is an 'Actions' dropdown menu. The '*Exception Type' is set to 'Error' and 'Maximum Rows' is set to '100'. There are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below this is a section titled 'Budgets with Exceptions' with a search icon and a '1-5 of 5' indicator. A table with 13 columns is displayed:

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Account	Fund	Dept	Project	Budget Period
1		UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	EXPREV	211	37040000	00131403	CUM
2		UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	EXPREV	211	37040000	00131403	CUM
3		UFLOR	CASH_BASED	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	EXPREV	211	37040000	00131403	CUM

Once you determine what is wrong with the chartfield, then you can change the chartfield on the voucher.

Click on the Actions drop down and click on Review Source Entry to get back to the main voucher screen.

This screenshot shows the same 'Voucher Exceptions' interface as the first image, but with the 'Actions' dropdown menu open. The menu contains three options: 'Review Source Entry', 'Review Source Inquiry', and 'Review Source Adjustment'. The 'Review Source Entry' option is highlighted in yellow. The rest of the interface, including the 'Business Unit', 'Voucher ID', and the table, remains the same as in the first image.

Click on the **Invoice Information** tab to change the chartfield.

1. Click on View All to see all of the invoice Lines.
2. Change the part of the chartfield that is incorrect or add missing information. Make sure to do this for all of the lines that are in error.
3. Click the Action drop down
4. Select Budget Checking
5. Click on Run.
6. It may take a few minutes, but after the budget checking is complete, it will let you know if the voucher is still in error or not.

The screenshot displays the 'Invoice Information' tab of a financial system. The top navigation bar includes 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', 'Single Payment Supplier', and 'Error Summary'. The main area is divided into several sections:

- Business Unit:** TRAVL
- Voucher ID:** 00045244
- Voucher Style:** Single Payment Voucher
- Invoice Date:** 02/27/2024
- Invoice Received:** (empty)
- Supplier ID:** 0000245522
- ShortName:** SPV-TRAVEL-001
- Location:** 1
- *Address:** 1
- Invoice No:** NLRFCB-T
- Accounting Date:** 03/01/2024
- *Pay Terms:** ZERO
- Net Zero:** (checked)
- Basis Date Type:** Inv Date

Invoice Total:

Line Total	567.54
*Currency	USD
Miscellaneous	
Freight	
Total	567.54
Difference	0.00

Non Merchandise Summary:

- Session Defaults
- Comments(0)
- Attachments (0)
- Template List
- Supplier Hierarchy
- Supplier 360

Documents (1)

Actions: Save, Action (dropdown), Run, Calculate, Print

Invoice Lines:

- Line 1 Copy Down
- *Distribute by: Amount
- Item: (empty)
- Quantity: 1.0000
- UOM: (empty)
- Unit Price: 229.00000
- Line Amount: 229.00
- SpeedChart: (empty)
- Ship To: R000004029
- Description: Lodging
- Packing Slip: (empty)
- One Asset:
- Calculate

Distribution Lines:

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Source	Fund	Dept	Program	Bud Ref	CRIS
				1	229.00		UFLOR	772000		211	37040000	2200	CRRNT	

Buttons: Save, Return to Search, Notify, Refresh

Footer: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

If the budget checking corrected the issue, then the Summary page will list Valid, Valid for the Budget Status and Budget Misc Status (unlike here).

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Single Payment Supplier	Error Summary
Business Unit TRAVL				Invoice Date 02/27/2024		
Voucher ID 00045244				Invoice No NLRFBC-T		
Voucher Style SinglePay				Invoice Total 567.54	USD	
Supplier Name Single Pay Vendor - Travel						
Entry Status Postable				Pay Terms Net Zero		
Match Status No Match				Voucher Source Travel Management		
Approval Status Approved				Origin TMS		
Post Status Unposted				Created On 02/28/2024 6:38AM		
				Created By UF_PROCSCHED		
				Last Update 02/28/2024 6:39AM		
				Modified By UF_PROCSCHED		
				ERS Type Not Applicable		
				Close Status Open		
Budget Status Exceptions						
Budget Misc Status Valid						
*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>						
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>				
Summary Related Documents Invoice Information Payments Voucher Attributes Single Payment Supplier Error Summary						