

Paying Vendors: Checking Recycled Vouchers

OVERVIEW

Vouchers with an **Entry Status** of "**Recycle**" must have errors corrected before payment can be posted. These errors include:

- Duplicate invoice numbers
- Incorrect ChartFields
- Header total amount does not match the total amount in the distribution lines

After saving a voucher, check the **Entry Status** in the Summary tab page. If it is "**Recycle**" check it for errors and correct these. You may also retrieve it later by its **Voucher ID** number with one of the voucher search pages.

STEPS

1. Use the Find an Existing Voucher page to retrieve your voucher by its **Voucher ID** so the result shows the original voucher page.
 - At the Summary tab, **Entry Status should be Postable**. If it is "Recycle" then you need to correct errors.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	UFLOR	Invoice Date:	12/07/2010		
Voucher ID:	03037070	Invoice No:	50201999		
Voucher Style:	Regular	Invoice Total:	96.00	USD	
Contract ID:					
Vendor Name:	Blackwell North America Inc 6024 Jean Road Bldg G Lake Oswego, OR 97035	Pay Terms:	Net 30		
Entry Status:	Recycle	Voucher Source:	XML Invoices		
Match Status:	No Match	Origin:	LIB		
Approval Status:	Approved	Created:	01/24/2011		
Post Status:	Unposted	Created By:	UF_PROCSCHED		
		Modified:	01/28/2011		
		Modified By:	UF_PROCSCHED		
Budget Status:	Not Chk'd	ERS Type:	Not Applicable		
Budget Misc Status:	Valid	Close Status:	Open		
*View Related	Payment Inquiry				Go

2. Click the **Error Summary** tab to view the error explanation for this voucher.

Instruction Guide

Paying Vendors: Checking Recycled Vouchers

a) This voucher has a **"Duplicate invoice vouchers exist"** error.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	Main Content								
Voucher ID:	03037070	Invoice Date:	12/07/2010								
Style:	Regular	Total:	96.00	USD							
Header Errors											
Field Name						Message					
Invoice Number						Duplicate Invoice vouchers exist.					

- This error occurs when you try to save a voucher with an invoice number that is already in the system used in another voucher.
- A warning message will appear upon saving, but you will still be able to save the voucher. However, it will be saved as "Recycle" and you will still need to correct the problem.

b) This voucher has a **"Combo error for fields Account/Fund/Dept/Program/BudRef in group REQFIELD01"** error.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	4157020								
Voucher ID:	03037665	Invoice Date:	12/02/2010								
Style:	Regular	Total:	6.49	USD							
Distribution Line Errors											
Customize Find View All First 1 of 1 Last											
Line	Distribution Line	Field Name				Message					
1	1	Account				Combo error for fields Account/Fund/Dept/Program/BudRef in group REQFIELD01.					

- The ChartFields entry needs to be corrected.
- Correct the error by completing the **ChartFields** row correctly in the **Distribution Lines**.

Paying Vendors: Checking Recycled Vouchers

- c) This voucher has an **"Invoice Line Merchandise Amount 0 <> sum of Distrib Line amounts 120"** error.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	Main Content								
Voucher ID:	03037015	Invoice Date:	01/05/2011								
Style:	Regular	Total:	120.00	USD							
Header Errors											
Field Name						Message					
Merchandise Amount						Voucher Merchandise Amount 120 <> sum of invoice line amounts 0.					
Invoice Line Errors											
						Customize Find View All First 1 of 1 Last					
Line	Field Name	Message									
1	Merchandise Amount	Invoice line Merchandise Amount 0 <> sum of Distrib Line amounts 120.									

- The **Total** amount in the Header does not match the total amount in the distribution lines.
- Click the Invoice Information tab to correct the error:
 - At the **Invoice Lines** level, the **Line Amount** and the **Distributed** amount difference is 120.00. It should be 0.00.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice No:	1256		Action:						
Voucher ID:	03037015	Invoice Date:	01/05/2011		Run						
Voucher Style:	Regular Voucher	Accounting Date:	01/24/2011								
Vendor ID:	0000149666	Canon Business Solutions Inc		Session Defaults							
ShortName:	CANONBUSIN-001	300 Commerce Square Blvd		Attachments (0)							
Location:	001	Burlington, NJ 08016		Comments(0)							
*Address:	1	Advanced Vendor Search									
Invoice Lines:	0.00	*Pay Terms:	30 Net 30		Calc Basis Date						
*Currency:	USD	Basis Date Type:	Inv Date		No Voucher Images						
Miscellaneous:		Fax Cover									
Freight:		Print Invoice									
Total:	120.00	Non Merchandise Summary									
Difference:	-120.00	Copy From Source Document									
Calculate		PO Unit:	5501		Copy PO						
		PO Number:	1000013479		Go						
		Copy From:	None								

Instruction Guide

Paying Vendors: Checking Recycled Vouchers

- To correct this error, adjust the Unit Price, Line Amount and Quantity
- Click the **Calculate** button at the header level.
 - The **Difference** between the **Total** and the **Invoice Lines** should now be **0.00**
- Click the **Summary** tab.
 - The **Entry Status** should no longer be **"Recycle"** but **"Postable,"** ready for the overnight process checking and payment to the vendor.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	UFLOR	Invoice Date:	01/05/2011		
Voucher ID:	03037015	Invoice No:	1256		
Voucher Style:	Regular	Invoice Total:	120.00	USD	
Contract ID:					
Vendor Name:	Canon Business Solutions Inc 300 Commerce Square Blvd Burlington, NJ 08016	Pay Terms:	Net 30		
		Vouch	Main Content	Online	
Entry Status:	Postable	Origin:	ONL		
Match Status:	Ready	Created:	01/24/2011		
Approval Status:	Pending	Created By:	91549800		
Post Status:	Unposted	Modified:	02/01/2011		
		Modified By:	21428690		
		ERS Type:	Not Applicable		
Budget Status:	Not Chk'd	Close Status:	Open		
Budget Misc Status:	Valid				
*View Related	Payment Inquiry				Go

For further assistance, please contact University Disbursements at 392-1241 or email Disbursements@ufl.edu