



City and County of San Francisco

Accounts Payable: Processing vouchers with correct budget date

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

This document explains the procedure for correcting wrong budget date on a voucher.

Description

The key topics involved in correcting wrong budget date on a voucher:

- Topic 1: Processing vouchers with correct budget date (before voucher is budget checked)
- Topic 2: Correcting wrong budget date on a voucher (after voucher is budget checked, but not posted / paid)
- Topic 3: Correcting wrong budget date on a voucher (after voucher is budget checked and posted / not paid)
- Topic 4: Correcting wrong budget date on voucher (after voucher is budget checked, posted, and paid)

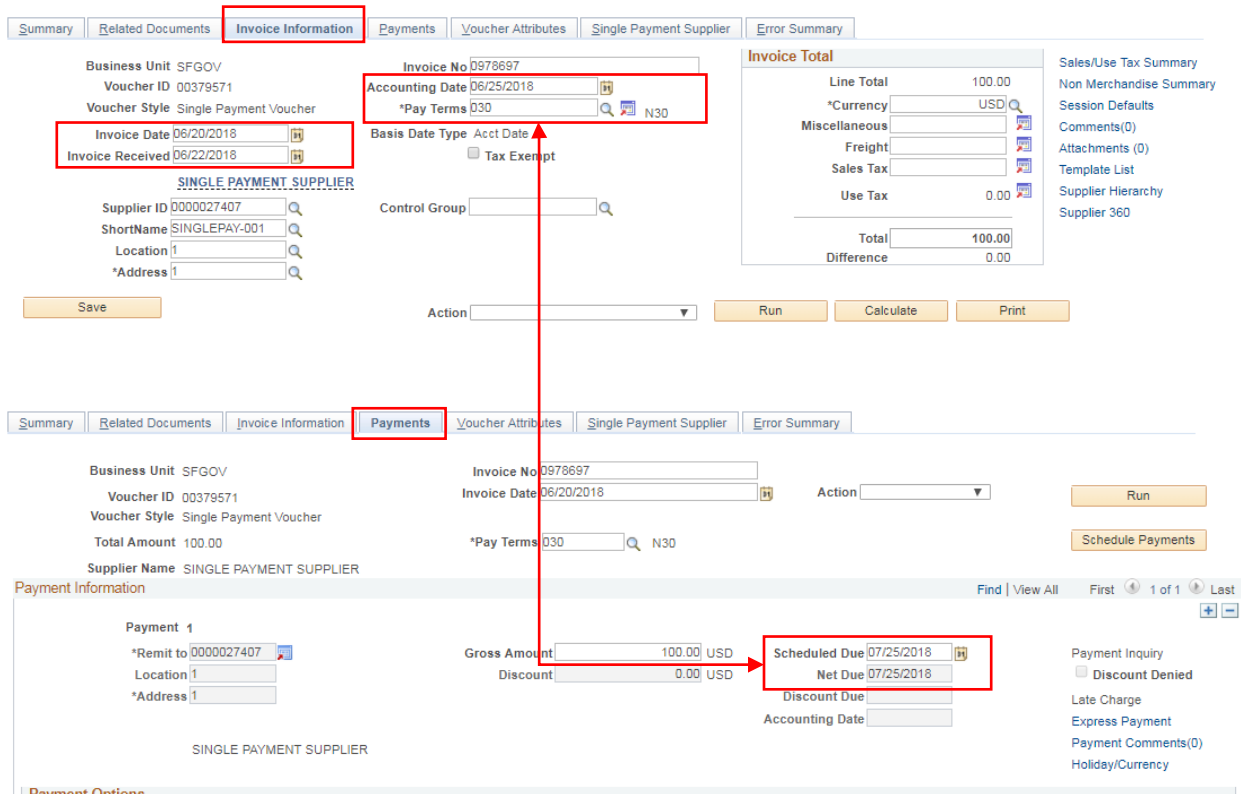
Prompt payment guidelines

Invoice date: Enter the date that appears on the invoice.

- Invoice received date: Enter the date Invoice was received.
- Accounting Date: this date and applying the Pay terms calculate the Net Due date of the payment. By default, it is voucher creation date, but you can override it here on the voucher.
- Pay terms (Column X): these terms determine due date and discount/retention amount.
 - On both PO and vouchers, Departments should use the correct Pay Terms as defined by the contract (or on the invoice if no contract)
- Net due date: Displays the net due date. The system calculates the net due date by applying the appropriate net payment terms timing calculation for the payment terms on the Invoice Information page.
- Scheduled Due date: Determines when to pay the scheduled payment. Departments can manually adjust, if needed, the Scheduled Due date to ensure timely payment.

Notes:

- For immediate payments (e.g. Single Payment for tax refund), the Pay terms do not need to be "NET". Instead they should be marked with a pay term to allow enough time for approve (e.g. "NET 5").
- If the Pay Term is really NET for an Invoice, input accordingly, but otherwise do not use this Pay Term as it will create a false – positive Overdue on AP Aging Dashboard in Reports and Analytics.
- Outstanding vouchers will appear on the aging report when their Net Due date is *before* the report date.



The screenshot displays the SF Employee Portal Financials interface for processing a voucher. The interface is divided into two main sections: **Invoice Information** and **Payments**.

Invoice Information Tab:

- Business Unit:** SFGOV
- Voucher ID:** 00379571
- Voucher Style:** Single Payment Voucher
- Invoice Date:** 06/20/2018
- Invoice Received:** 06/22/2018
- Invoice No:** 0978697
- Accounting Date:** 06/25/2018
- *Pay Terms:** 030
- Basis Date Type:** Acct Date
- Control Group:**
- Supplier ID:** 0000027407
- ShortName:** SINGLEPAY-001
- Location:** 1
- *Address:** 1
- Invoice Total:**
 - Line Total: 100.00
 - *Currency: USD
 - Miscellaneous:
 - Freight:
 - Sales Tax:
 - Use Tax: 0.00
 - Total: 100.00
 - Difference: 0.00

Payments Tab:

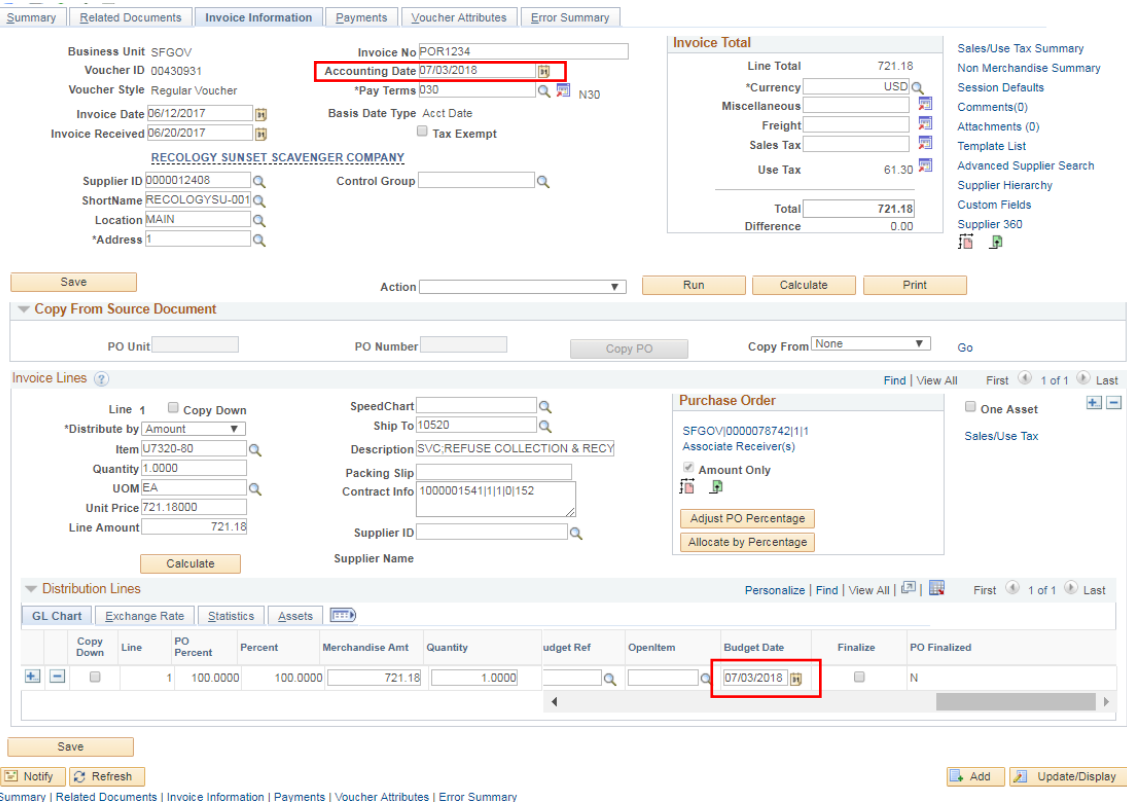
- Business Unit:** SFGOV
- Voucher ID:** 00379571
- Voucher Style:** Single Payment Voucher
- Total Amount:** 100.00
- Supplier Name:** SINGLE PAYMENT SUPPLIER
- Invoice No:** 0978697
- Invoice Date:** 06/20/2018
- *Pay Terms:** 030
- Payment Information:**
 - Payment 1:**
 - *Remit to: 0000027407
 - Location: 1
 - *Address: 1
 - Gross Amount:** 100.00 USD
 - Discount:** 0.00 USD
 - Scheduled Due:** 07/25/2018
 - Net Due:** 07/25/2018
 - Discount Due:**
 - Accounting Date:**

A red arrow points from the **Accounting Date** field in the **Invoice Information** tab to the **Scheduled Due** field in the **Payments** tab, indicating the relationship between these two dates.

TOPIC 1: PROCESSING VOUCHERS WITH CORRECT BUDGET DATE (BEFORE VOUCHER IS BUDGET CHECKED)

Procedure Steps

Scenario: Department enters vouchers in FY 2019 for FY2018.

Step	Action
1.	Department entered a voucher on 07/03/2018 and by mistake has saved the voucher with Accounting date 07/03/2018, instead the correct one of 06/22/2018.
2.	<p>Upon saving the voucher has Accounting date and Budget date of 07/03/2018:</p> 
3.	<p>Department corrects the Accounting date to 06/21/2018 on the voucher header and saves the voucher.</p> <p>Note: Although the Accounting date is changed, the Budget date is still 07/03/2018.</p>



Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary																														
Business Unit SFGOV Voucher ID 00430931 Invoice Date 06/12/2017 Invoice Received 06/20/2017 Supplier ID 0000012408 ShortName RECOLOGYSU-001 Location MAIN *Address 1			Invoice No POR1234 Accounting Date 06/21/2018 *Pay Terms 030 Basis Date Type Acct Date Tax Exempt Control Group																																
RECOLOGY SUNSET SCAVENGER COMPANY Supplier ID 0000012408 ShortName RECOLOGYSU-001 Location MAIN *Address 1			Invoice Total Line Total 721.18 *Currency USD Miscellaneous Freight Sales Tax Use Tax 61.30 Total 721.18 Difference 0.00																																
Save			Action Run Calculate Print																																
Copy From Source Document PO Unit PO Number Copy PO Copy From None Go																																			
Invoice Lines Line 1 Copy Down *Distribute by Amount Item U7320-80 Quantity 1.0000 UOM EA Unit Price 721.18000 Line Amount 721.18 Calculate																																			
SpeedChart Ship To 10520 Description SVC.REFUSE COLLECTION & RECY Packing Slip Contract Info 10000015411110152 Supplier ID Supplier Name																																			
Purchase Order SFGOV\0000078742111 Associate Receiver(s) Amount Only Adjust PO Percentage Allocate by Percentage																																			
Distribution Lines Personalize Find View All First 1 of 1 Last																																			
<table border="1"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> <th>Copy Down</th> <th>Line</th> <th>PO Percent</th> <th>Percent</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>Budget Ref</th> <th>OpenItem</th> <th>Budget Date</th> <th>Finalize</th> <th>PO Finalized</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>100.0000</td> <td>100.0000</td> <td>721.18</td> <td>1.0000</td> <td></td> <td></td> <td>07/03/2018</td> <td></td> <td>N</td> </tr> </tbody> </table>						GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Budget Ref	OpenItem	Budget Date	Finalize	PO Finalized						1	100.0000	100.0000	721.18	1.0000			07/03/2018		N
GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Budget Ref	OpenItem	Budget Date	Finalize	PO Finalized																					
					1	100.0000	100.0000	721.18	1.0000			07/03/2018		N																					
Save Notify Refresh Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary																																			

4.

Change the Budget date to 06/21/2018 and save the voucher again. The budget date is recorded as 06/21/2018 and voucher is ready for budget check.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit SFGOV
Voucher ID 00430931
Voucher Style Regular Voucher
Invoice Date 06/12/2017
Invoice Received 06/20/2017

Invoice No POR1234
Accounting Date 06/21/2018
*Pay Terms 030
Basis Date Type Acct Date
Tax Exempt

RECOLOGY SUNSET SCAVENGER COMPANY
Supplier ID 0000012408
ShortName RECOLOGYSU-001
Location MAIN
*Address

Control Group

Invoice Total
Line Total 721.18
*Currency USD
Miscellaneous
Freight
Sales Tax
Use Tax 61.30
Total 721.18
Difference 0.00

Sales/Use Tax Summary
Non Merchandise Summary
Session Defaults
Comments(0)
Attachments(0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Custom Fields
Supplier 360

Save Action Run Calculate Print

Copy From Source Document
PO Unit PO Number Copy PO Copy From None Go

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
*Distribute by Amount
Item U7320-60
Quantity 1.0000
UOM EA
Unit Price 721.18000
Line Amount 721.18
Calculate

SpeedChart
Ship To 10520
Description SVC.REFUSE COLLECTION & RECY
Packing Slip
Contract Info 1000001541|1|10|152
Supplier ID
Supplier Name

Purchase Order
SFGOV\0000078742\1\1
Associate Receiver(s)
Amount Only
Adjust PO Percentage
Allocate by Percentage

One Asset
Sales/Use Tax

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Budget Ref	OpenItem	Budget Date	Finalize	PO Finalized
	1	100.0000	100.0000	721.18	1.0000			06/21/2018		N

Save

Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary



TOPIC 2: CORRECTING WRONG BUDGET DATE ON A VOUCHER BEFORE POST / PAYMENT (AFTER VOUCHER IS BUDGET CHECKED)

Procedure Steps

Scenario 1: Department did not correct the Budget date and voucher has been budget checked and failed budget check as they have been processed against CC_APPROP budget in BP2019.

Step	Action
1.	<p>The screenshot displays the 'Voucher Attributes' tab for a voucher with ID 00430932. Key details include: Business Unit SFGOV, Invoice Date 06/06/2018, Invoice No PTT345, Invoice Total 100.00 USD, and Supplier Name DOC BAILEY CONSTRUCTION EQUIPMENT INC. The Budget Status is 'Exceptions', which is highlighted with a red box. Other fields like Entry Status (Postable), Match Status (Matched), Approval Status (Pending), and Post Status (Unposted) are also visible. The page includes navigation tabs at the top and action buttons at the bottom.</p>
2.	Go to Invoice information page. The Budget date is in FY2019.

Financials Job Aid
Accounts Payable: Processing vouchers with correct budget date



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit SFGOV Invoice No PTT345
Voucher ID 00430932 Accounting Date 06/20/2018
Voucher Style Regular Voucher *Pay Terms 000 NET
Invoice Date 06/06/2018 Basis Date Type Acct Date
Invoice Received 06/13/2018 Tax Exempt

DOC BAILEY CONSTRUCTION EQUIPMENT INC
Supplier ID 0000021284
ShortName DOCBAILEYC-001
Location MAIN
*Address 1

Invoice Total
Line Total 100.00
*Currency USD
Miscellaneous
Freight
Sales Tax
Use Tax 8.50
Total 100.00
Difference 0.00

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines
Line 1 Copy Down
*Distribute by Amount
Item
Quantity 1.0000
UOM EA
Unit Price 100.0000
Line Amount 100.00

SpeedChart
Ship To 13590
Description THREE MONTH LEASE OF ONE (1)
Packing Slip
Contract Info 100000349|1|0|1|3
Supplier ID
Supplier Name

Purchase Order
SFGOV|0000192637|1|1
Associate Receiver(s)
Amount Only

One Asset
Sales/Use Tax

Calculate

Distribution Lines
GL Chart Exchange Rate Statistics Assets
Copy Down Line PO Percent Percent Merchandise Amt Quantity dget Ref OpenItem Budget Date Finalize PO Finalized
1 100.00 1.0000 07/03/2018 N

Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

The voucher is not posted / paid, but the budget date is in FY2019

3.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit SFGOV Invoice No POR1234
Voucher ID 00430931 Accounting Date 06/21/2018
Voucher Style Regular Voucher *Pay Terms 030 N30
Invoice Date 06/12/2017 Basis Date Type Acct Date
Invoice Received 06/20/2017 Tax Exempt

RECOLOGY SUNSET SCAVENGER COMPANY
Supplier ID 0000012408
ShortName RECOLOGYSU-001
Location MAIN
*Address 1

Invoice Total
Line Total 721.18
*Currency USD
Miscellaneous
Freight
Sales Tax
Use Tax 61.30
Total 721.18
Difference 0.00

Save Action Run Calculate Print Submit Approval

Copy From Source Document

Invoice Lines
Line 1 Copy Down
*Distribute by Amount
Item U7320-80
Quantity 1.0000
UOM EA
Unit Price 721.18000
Line Amount 721.18

SpeedChart
Ship To 10520
Description SVC.REFUSE COLLECTION & RECY
Packing Slip
Contract Info 1000001541|1|1|0|152
Supplier ID
Supplier Name

Purchase Order
SFGOV|0000078742|1|1
Associate Receiver(s)
Amount Only

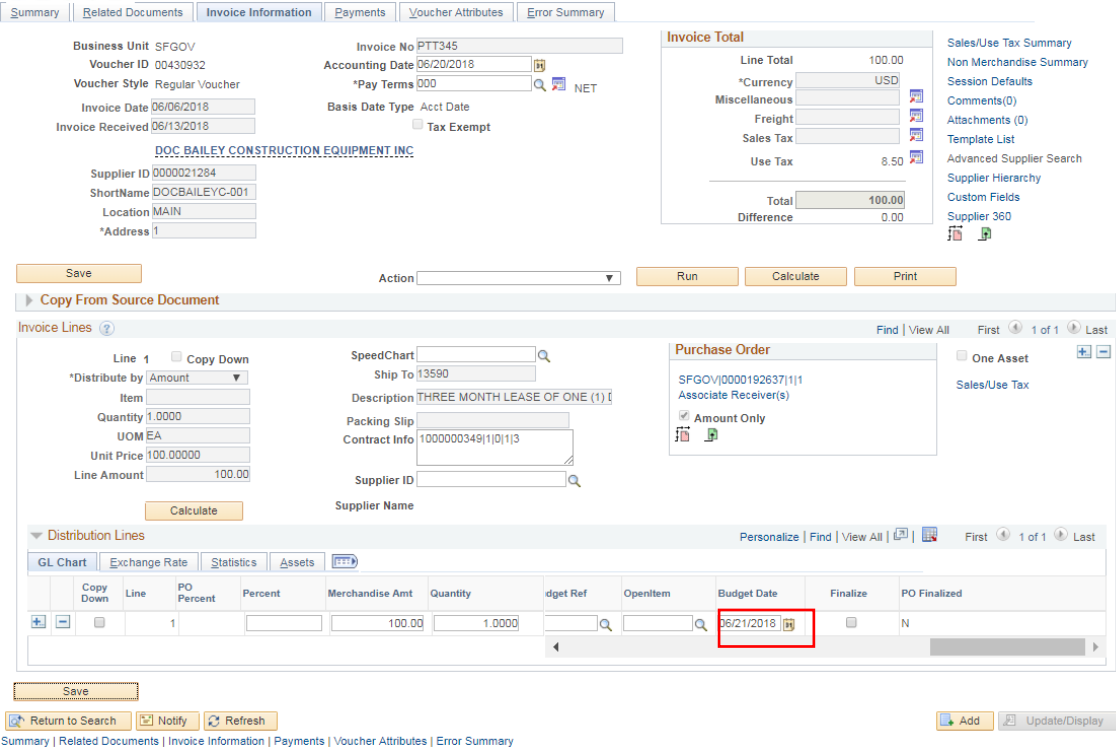
One Asset
Sales/Use Tax

Calculate

Distribution Lines
GL Chart Exchange Rate Statistics Assets
Copy Down Line PO Percent Percent Merchandise Amt Quantity dget Ref OpenItem Budget Date Finalize PO Finalized
1 721.18 1.0000 07/03/2018 N

Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

	<p>Change budget date on the voucher to FY 2018:</p>  <p>The screenshot shows the 'Invoice Information' tab with various fields for business unit, voucher ID, invoice number, and dates. The 'Budget Date' is highlighted in red, indicating it needs to be changed to FY 2018. The 'Distribution Lines' table at the bottom shows a single line with a budget date of 06/21/2018.</p>
5.	<p>Save the voucher:</p>



	<p>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p> <p>Business Unit SFGOV Invoice No PTT345 Voucher ID 00430932 Accounting Date 06/20/2018 Voucher Style Regular Voucher *Pay Terms 000 NET Invoice Date 06/06/2018 Basis Date Type Acct Date Invoice Received 06/13/2018 Tax Exempt</p> <p>DOC BAILEY CONSTRUCTION EQUIPMENT INC Supplier ID 0000021284 ShortName DOCBAILEYC-001 Location MAIN *Address 1</p> <p>Invoice Total Line Total 100.00 *Currency USD Miscellaneous Freight Sales Tax Use Tax 8.50 Total 100.00 Difference 0.00</p> <p>Sales/Use Tax Summary Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Template List Advanced Supplier Search Supplier Hierarchy Custom Fields Supplier 360</p> <p>Save Action Run Calculate Print</p> <p>Copy From Source Document</p> <p>Invoice Lines ? Find View All First 1 of 1 Last</p> <p>Line 1 Copy Down *Distribute by Amount Item Quantity 1.0000 UOM EA Unit Price 100.00000 Line Amount 100.00</p> <p>SpeedChart Ship To 13590 Description THREE MONTH LEASE OF ONE (1) Packing Slip Contract Info 1000000349110113 Supplier ID Supplier Name</p> <p>Purchase Order SFGOV\0000192637\11 Associate Receiver(s) Amount Only</p> <p>One Asset Sales/Use Tax</p> <p>Calculate</p> <p>Distribution Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> </tr> </thead> <tbody> <tr> <td>Copy Down</td> <td>Line</td> <td>PO Percent</td> <td>Percent</td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Merchandise Amt</td> <td>Quantity</td> </tr> <tr> <td></td> <td></td> <td>100.00</td> <td>1.0000</td> </tr> <tr> <td></td> <td></td> <td>dget Ref</td> <td>OpenItem</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Budget Date</td> <td>Finalize</td> </tr> <tr> <td></td> <td></td> <td>06/21/2018</td> <td>N</td> </tr> <tr> <td></td> <td></td> <td>PO Finalized</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save</p> <p>Return to Search Notify Refresh Add Update/Display</p> <p>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p>	GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	1						Merchandise Amt	Quantity			100.00	1.0000			dget Ref	OpenItem							Budget Date	Finalize			06/21/2018	N			PO Finalized					
GL Chart	Exchange Rate	Statistics	Assets																																										
Copy Down	Line	PO Percent	Percent																																										
1																																													
		Merchandise Amt	Quantity																																										
		100.00	1.0000																																										
		dget Ref	OpenItem																																										
		Budget Date	Finalize																																										
		06/21/2018	N																																										
		PO Finalized																																											
6.	<p>The system resets the budget check status and the voucher will be budget checked again.</p> <p>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p> <p>Business Unit SFGOV Invoice Date 06/06/2018 Voucher ID 00430932 Invoice No PTT345 Voucher Style Regular Invoice Total 100.00 USD Supplier Name DOC BAILEY CONSTRUCTION EQUIPMENT INC 9131 SAN LEANDRO ST. SUITE 110 OAKLAND, CA 94603</p> <p>Entry Status Postable Pay Terms NET Match Status Matched Voucher Source Online Approval Status Pending Origin ONL Post Status Unposted Created On 07/03/2018 10:48AM Created By teodora.ivanova Last Update 07/03/2018 11:01AM Modified By teodora.ivanova ERS Type Not Applicable Close Status Open</p> <p>Budget Status Not Chk'd</p> <p>Budget Misc Status Valid *View Related Payment Inquiry Go</p> <p>Return to Search Notify Refresh Add Update/Display</p> <p>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p>																																												
7.	<p>After budget check and approval – the voucher is ready for payment:</p>																																												

Financials Job Aid
Accounts Payable: Processing vouchers with correct budget date



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary

Business Unit SFGOV
Voucher ID 00430932
Voucher Style Regular
Supplier Name DOC BAILEY CONSTRUCTION EQUIPMENT INC
9131 SAN LEANDRO ST. SUITE 110
OAKLAND, CA 94603

Invoice Date 06/06/2018
Invoice No PTT345
Invoice Total 100.00 USD

Entry Status Postable
Match Status Matched
Approval Status Approved
Post Status Unposted

Pay Terms NET
Voucher Source Online
Origin ONL
Created On 07/03/2018 10:48AM
Created By teodora.ivanova
Last Update 07/03/2018 11:03AM
Modified By teodora.ivanova
ERS Type Not Applicable
Close Status Open

Budget Status Valid

Budget Misc Status Valid
*View Related Payment Inquiry Go

Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary

Invoice Information page:

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary

Business Unit SFGOV
Voucher ID 00430932
Voucher Style Regular Voucher
Invoice Date 06/06/2018
Invoice Received 06/13/2018
Supplier ID 0000021284
ShortName DOCBAILEYC-001
Location MAIN
*Address 1

Invoice No PTT345
Accounting Date 06/20/2018
*Pay Terms 000 NET
Basis Date Type Acct Date
Tax Exempt

Invoice Total
Line Total 100.00
*Currency USD
Miscellaneous
Freight
Sales Tax
Use Tax 0.00
Total 100.00
Difference 0.00

Sales/Use Tax Summary
Non Merchandise Summary
Session Defaults
Comments(0)
Attachments(0)
Template List
Advanced Supplier Search
Approval History
Supplier Hierarchy
Custom Fields
Supplier 360

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Line 1 Copy Down
*Distribute by Amount
Item
Quantity 1.0000
UOM EA
Unit Price 100.00000
Line Amount 100.00

SpeedChart
Ship To 13590
Description THREE MONTH LEASE OF ONE (1)
Packing Slip
Contract Info 1000000349(1)0(1)3
Supplier ID
Supplier Name

Purchase Order
SFGOV\0000192637(1)1
Associate Receiver(s)
Amount Only

One Asset
Sales/Use Tax

Calculate

Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets | PTT

Copy Down | Line | PO Percent | Percent | Merchandise Amt | Quantity | dget Ref | OpenItem | Budget Date | Finalize | PO Finalized

1 | | | | 100.00 | 1.0000 | | | 06/21/2018 | N

Save | Return to Search | Notify | Refresh | Add | Update/Display

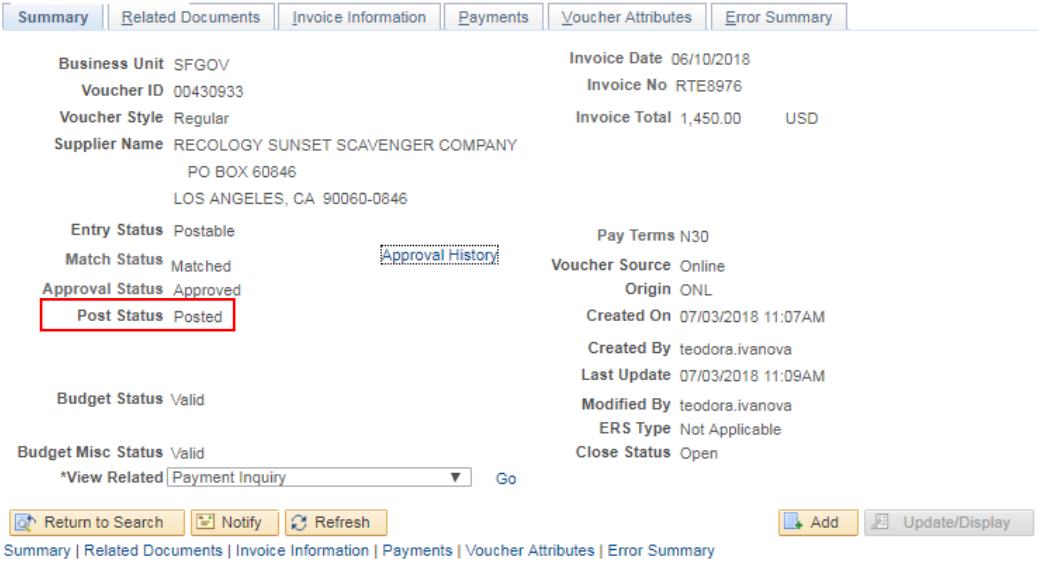
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary

TOPIC 3: CORRECTING WRONG BUDGET DATE ON A VOUCHER AFTER POST /AND NO PAYMENT

Procedure Steps

Scenario 1: Department did not correct the Budget date from the Topic 1 and voucher has been budget checked, approved, posted and paid even though they have been processed against CC_APPROP budget in BP2019.

Department noticed the Budget date error and would like to correct them.

Step	Action
1.	<p>If the voucher has not been Paid proceed with Step2.</p> <p>If the Voucher has been Paid contact CON-Accounting operations.</p>
2.	<p>The voucher is posted, but not paid.</p> 

Financials Job Aid
Accounts Payable: Processing vouchers with correct budget date

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit SFGOV

Invoice No RTE8976

Voucher ID 00430933

Invoice Date 06/10/2018

Voucher Style Regular Voucher

Supplier ID 0000012408

Action

Run

Payment Details

Personalize

Find

View All

First

1 of 1

Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Actions	Not Selected for Payment	07/21/2018		SHARE	0000012408		1 EFT	1,450.00		USD

Voucher Line - PO Information

Voucher Line - Receiver Information

Save

Return to Search

Notify

Refresh

Add

Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

The Budget date is in FY2019 and cannot be edited as voucher is posted:

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit SFGOV

Invoice No RTE8976

Voucher ID 00430933

Accounting Date 06/21/2018

Voucher Style Regular Voucher

*Pay Terms 030

N30

Invoice Date 06/10/2018

Basis Date Type Acct Date

Invoice Received

Tax Exempt

RECOLOGY SUNSET SCAVENGER COMPANY

Supplier ID 0000012408

ShortName RECOLOGYSU-001

Location MAIN

*Address 1

Invoice Total

Sales/Use Tax Summary

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Template List

Advanced Supplier Search

Approval History

Supplier Hierarchy

Custom Fields

Supplier 360

Save

Action

Run

Calculate

Print

Copy From Source Document

Invoice Lines

Find

View All

First

1 of 1

Last

Line 1

Copy Down

*Distribute by Amount

Item U7320-80

Quantity 1.0000

UOM EA

Unit Price 1,450.00000

Line Amount 1,450.00

SpeedChart

Ship To 10520

Description SVC; REFUSE COLLECTION & RECY

Packing Slip

Contract Info 10000015411110152

Supplier ID

Supplier Name

Calculate

Purchase Order

SFGOV/0000078742111

Associate Receiver(s)

Amount Only

One Asset

Sales/Use Tax

Distribution Lines

Personalize

Find

View All

First

1 of 1

Last

Copy Down	Line	Merchandise Amt	Quantity	le	Fund Affil	TRIO	Oper Unit	Budget Ref	OpenItem	Budget Date	Finalize	PO Finalized
	1	1,450.00	1.0000							07/03/2018		N

Save

Return to Search

Notify

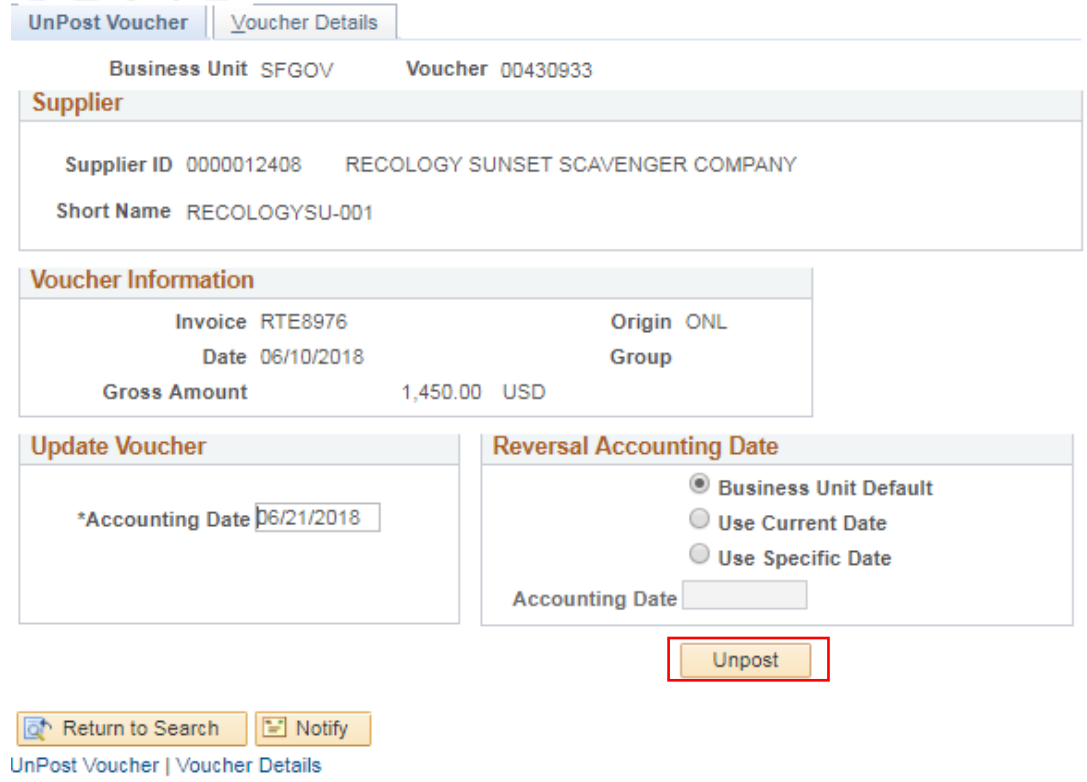
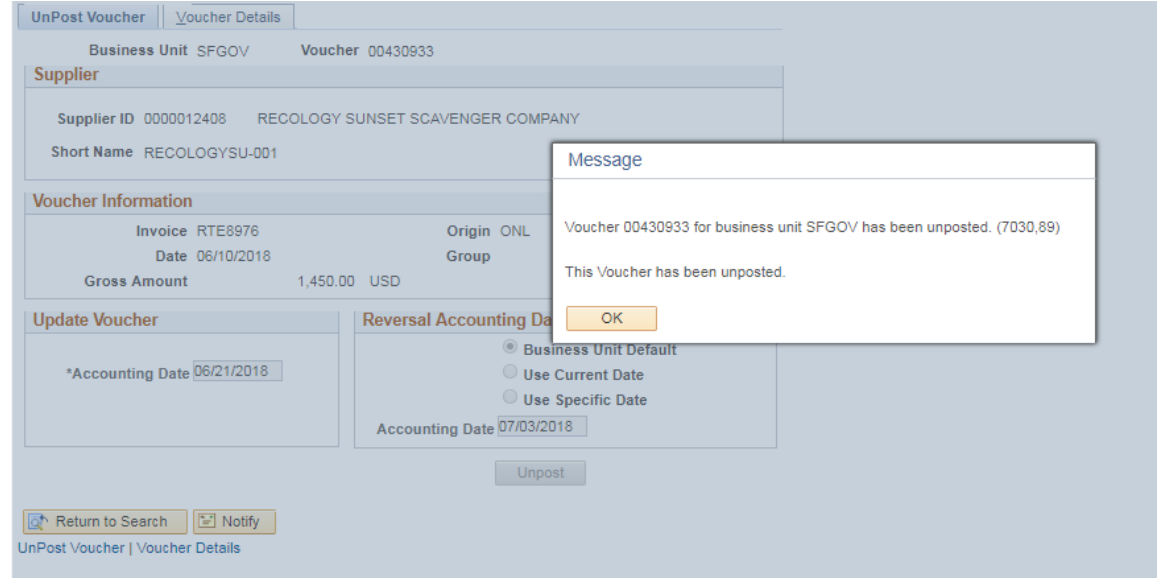
Refresh

Add

Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Navigate to Accounts Payable>Vouchers>Add/Update> Unpost the voucher:

	 <p>The screenshot shows the 'UnPost Voucher' interface for voucher 00430933. It displays supplier information for RECOLOGY SUNSET SCAVENGER COMPANY, voucher details (Invoice RTE8976, Date 06/10/2018, Gross Amount 1,450.00 USD), and options to update the accounting date or reversal accounting date. The 'Unpost' button is highlighted with a red box.</p>
5.	<p>Voucher is unposted</p>  <p>The screenshot shows the same 'UnPost Voucher' interface, but with a message dialog box overlaid. The dialog box contains the text: 'Message', 'Voucher 00430933 for business unit SFGOV has been unposted. (7030,89)', 'This Voucher has been unposted.', and an 'OK' button.</p>
6.	<p>Now the Budget date is edible and can be updated – follow the steps of Topic 2 to proceed:</p>



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit SFGOV Invoice No RTE8976
 Voucher ID 00430933 Accounting Date 06/21/2018
 Voucher Style Regular Voucher *Pay Terms 030 N30
 Invoice Date 06/10/2018 Basis Date Type Acct Date
 Invoice Received Tax Exempt

RECOLOGY SUNSET SCAVENGER COMPANY
 Supplier ID 0000012408
 ShortName RECOLOGYSU-001
 Location MAIN
 *Address 1

Invoice Total
 Line Total 1,450.00
 *Currency USD
 Miscellaneous
 Freight
 Sales Tax
 Use Tax 123.25
 Total 1,450.00
 Difference 0.00

Sales/Use Tax Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Approval History
 Supplier Hierarchy
 Custom Fields
 Supplier 360

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item U7320-80
 Quantity 1.0000
 UOM EA
 Unit Price 1,450.00000
 Line Amount 1,450.00

SpeedChart
 Ship To 10520
 Description SVC:REFUSE COLLECTION & RECY
 Packing Slip
 Contract Info 1000001541|1|1|0|152
 Supplier ID
 Supplier Name

Purchase Order
 SFGOV\0000078742\1\1
 Associate Receiver(s)
 Amount Only

One Asset
 Sales/Use Tax

Calculate

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Budget Ref	OpenItem	Budget Date	Finalize	PO Finalized
					1			1,450.00	1.0000			07/03/2018		N

Save

Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

TOPIC 4: CORRECTING WRONG BUDGET DATE ON A VOUCHER AFTER POST /AND PAID

Procedure Steps

Scenario 1: Department did not correct the Budget date from the Topic 1 and voucher has been budget checked, approved, posted and paid even though they have been processed against CC_APPROP budget in BP2019.

Department noticed the Budget date error and would like to correct them.

Step	Action
1.	If the Voucher has been Paid, please prepare a year-end expenditure accrual entry. For questions on accrual entries, please contact your fund accountant.