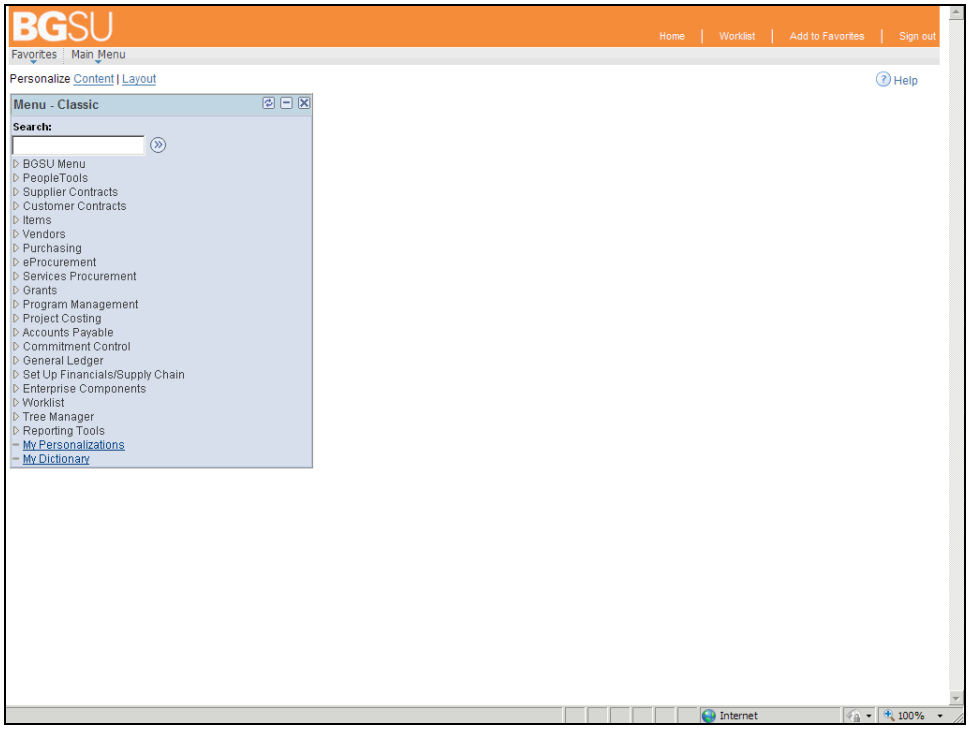
FMSv9.1

Correcting a Voucher

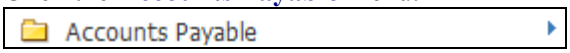
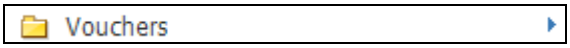
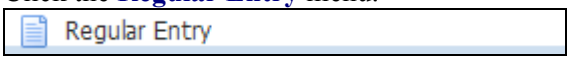
Procedure

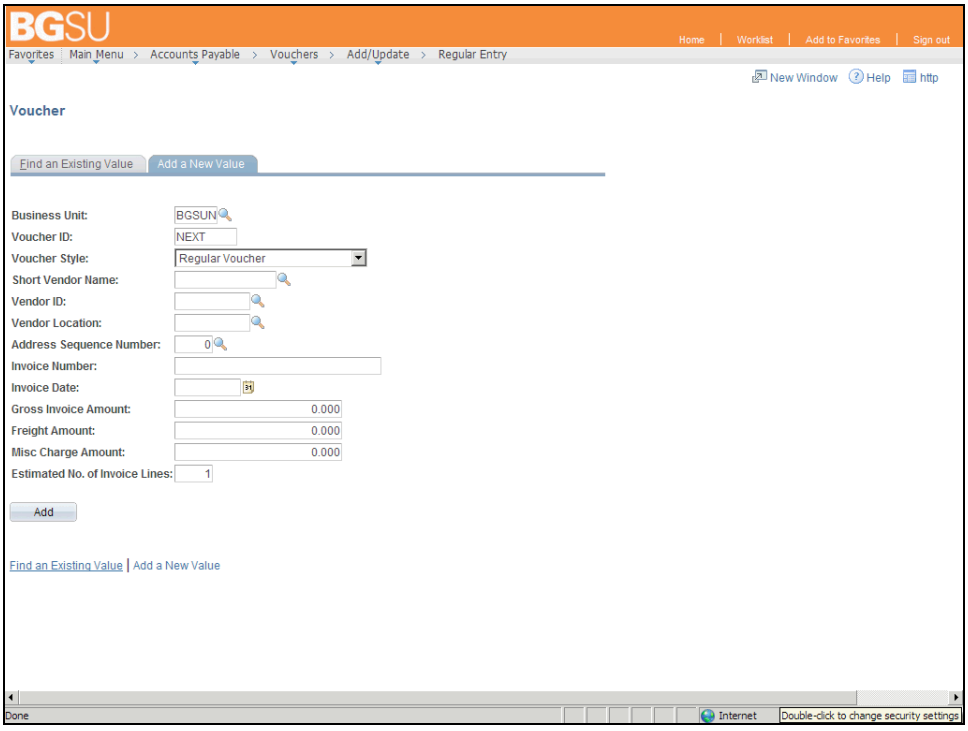
There may be times when you would like to change the Program, Department, or Account distribution, for example, on a voucher after it has been entered in the the FMS system. In this tutorial you will learn how to perform just such a voucher correction.

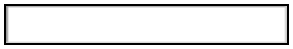
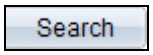
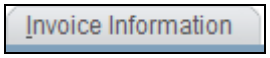
In this tutorial you are asked to key in some text. The data you are asked to enter is displayed in **red**. Whatever is displayed in red must be keyed in ***exactly*** as shown. Spaces, capitalization, punctuation and so on must be entered precisely as shown.

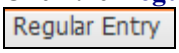
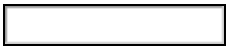
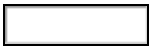


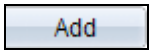
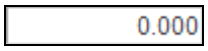
Step	Action
1.	The first step in entering a voucher correction is to access the Main Menu. Click the **Main Menu** button. Main Menu

Step	Action
2.	The component for correcting vouchers is found within the **Accounts Payable** module. Click the **Accounts Payable** menu. 
3.	Next you need to select the **Vouchers** menu. Click the **Vouchers** menu. 
4.	Click the **Add/Update** menu.
5.	The **Regular Entry** page is where you can both view a voucher that has been entered into the system and make a voucher correction. Click the **Regular Entry** menu. 

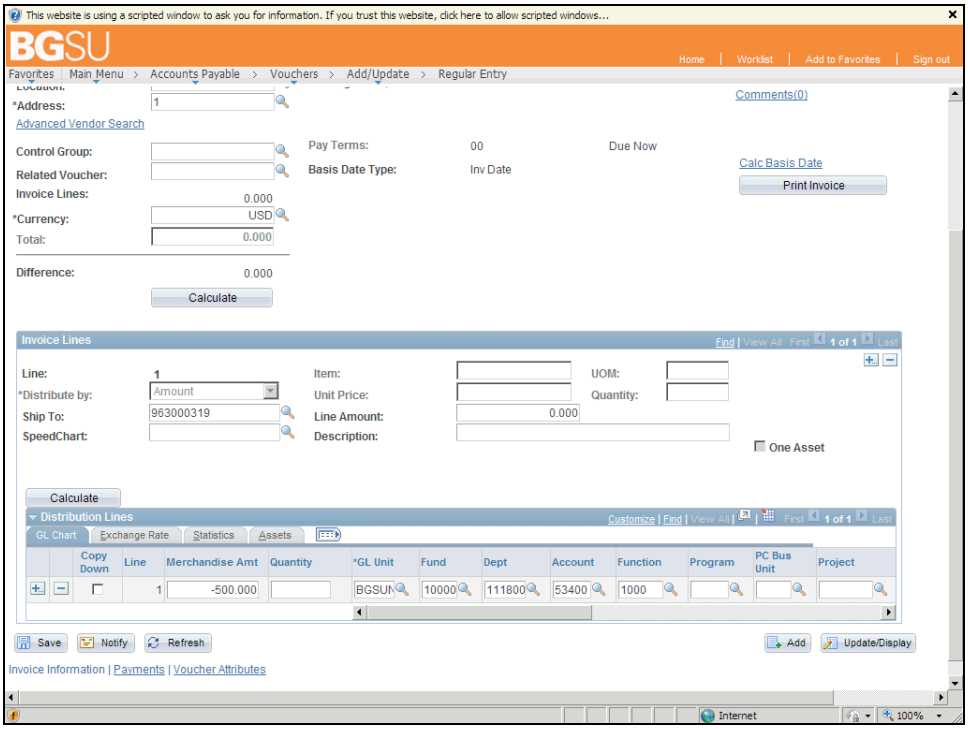


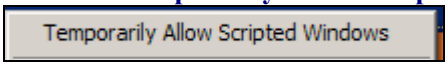
Step	Action
6.	First, you want to find the original voucher that needs to be adjusted. Click the **Find an Existing Value** tab.
7.	The **Voucher** search page is displayed. You can use any of the search criteria on this page to retrieve the voucher. In this tutorial, you are going to search on the **Name 1** field. Click in the **Name 1** field. 
8.	You know the name of the vendor begins with "ridum". Enter "**ridum**" into the **Name 1** field.
9.	Click the **Search** button. 
10.	All the vouchers for the vendor Ridum Wildlife Control are displayed in the **Search Results** table. You want to view Voucher 1112. Click the **1112** link.
11.	The **Voucher** component containing all the information for this particular voucher is displayed. Information on the Account, Department, and Program distribution is found on the **Invoice Information** page. Click the **Invoice Information** tab. 
12.	The **Distribution Lines** section where you can see the Account, Department, and Program distribution is at the bottom of the page. You need to scroll down to see it. Click the **scrollbar**.
13.	In the example being used for this tutorial, the Account to which the $500 was charged is Account 53400 Instructional Supplies. The $500 should have been charged to Account 53450 Research Supplies. In addition, the Function is 1000 Instructional and it should be 2000 Research. To correct this, you need to access the Journal Voucher.

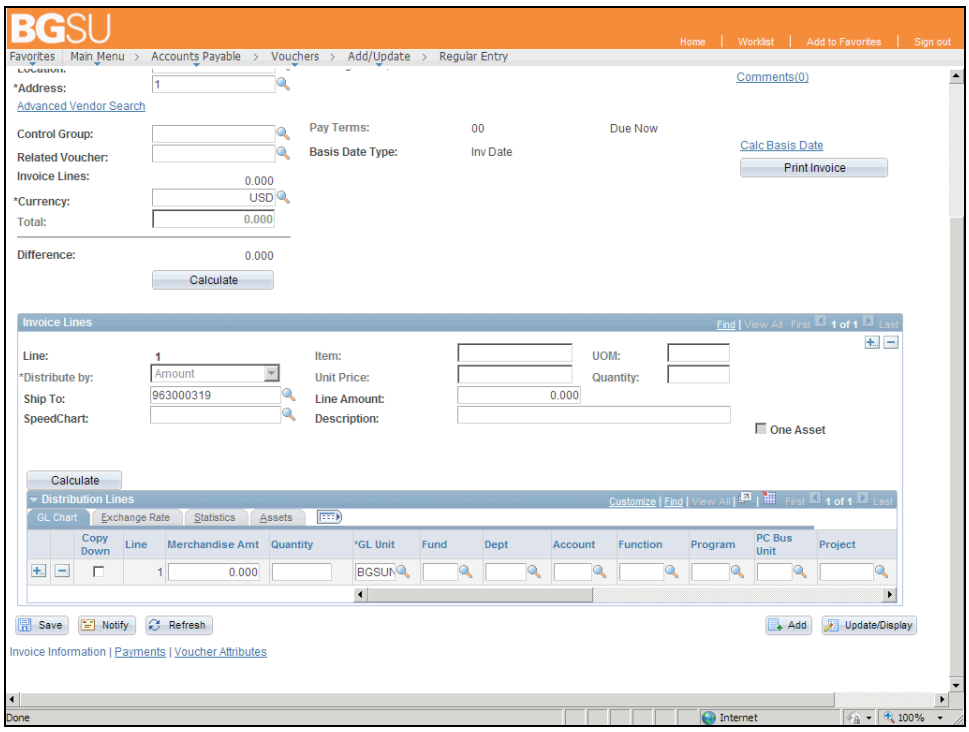
Step	Action
14.	To access the Journal Voucher, you need to go back to the **Regular Entry** page. Click the **Regular Entry** link. 
15.	This time, instead of finding an existing voucher, you are going to add a new voucher. The **Add a New Value** tab is already selected. You need to select *Journal Voucher* from the drop-down menu for the **Voucher Style** field. Click the **Voucher Style** list.
16.	Click the **Journal Voucher** list item.
17.	Next, you need to enter the original invoice infromation into the fields on this page. Click in the **Short Vendor Name** field. 
18.	You are going to search for the vendor using the **Short Vendor Name** field. Enter "**ridum**" into the **Short Vendor Name** field.
19.	Click the **Look up Short Vendor Name (Alt+5)** button.
20.	The vendor name appears in the **Search Results** table. Click the **Ridum Wildlife Control** link.
21.	Notice that values are now entered into the **Short Vendor Name**, **Vendor ID**, and **Vendor Location** fields. Click in the **Invoice Number** field.
22.	You need to enter the number of the original invoice. Enter "**1112**" into the **Invoice Number** field.
23.	Click in the **Invoice Date** field. 
24.	Enter the date of the original invoice. Enter "**6/8/2011**" into the **Invoice Date** field.

Step	Action
25.	Click the **Add** button. 
26.	The invoice information is displayed. You want to enter information into the **Distribution Lines** section, which is at the bottom of the page. Click the **scrollbar**.
27.	Notice that the **Invoice Line Amount** is 0. In the end, this voucher should still sum to a zero balance.
28.	To eliminate the charge of the original voucher, you must enter the same **Fund**, **Department**, **Account**, and **Function** information as was in the original voucher, but with a negative **Merchandise Amount**. Since the original voucher was $500 to Fund 10000, Department 111800, Account 53400, and Function 1000, on the **Journal Voucher** you would enter -$500 to Fund 10000, Department 111800, Account 53400, and Function 1000. The first step is to enter -$500 in the **Merchandise Amount** field. Click in the **Merchandise Amt** field. 
29.	Enter "**-500.00**" into the **Merchandise Amt** field.
30.	Click in the **Fund** field.
31.	Enter "**10000**" into the **Fund** field.
32.	Click in the **Dept** field.
33.	Enter "**111800**" into the **Dept** field.
34.	Click in the **Account** field.
35.	Enter "**53400**" into the **Account** field.
36.	Click in the **Function** field.
37.	Enter "**1000**" into the **Function** field.

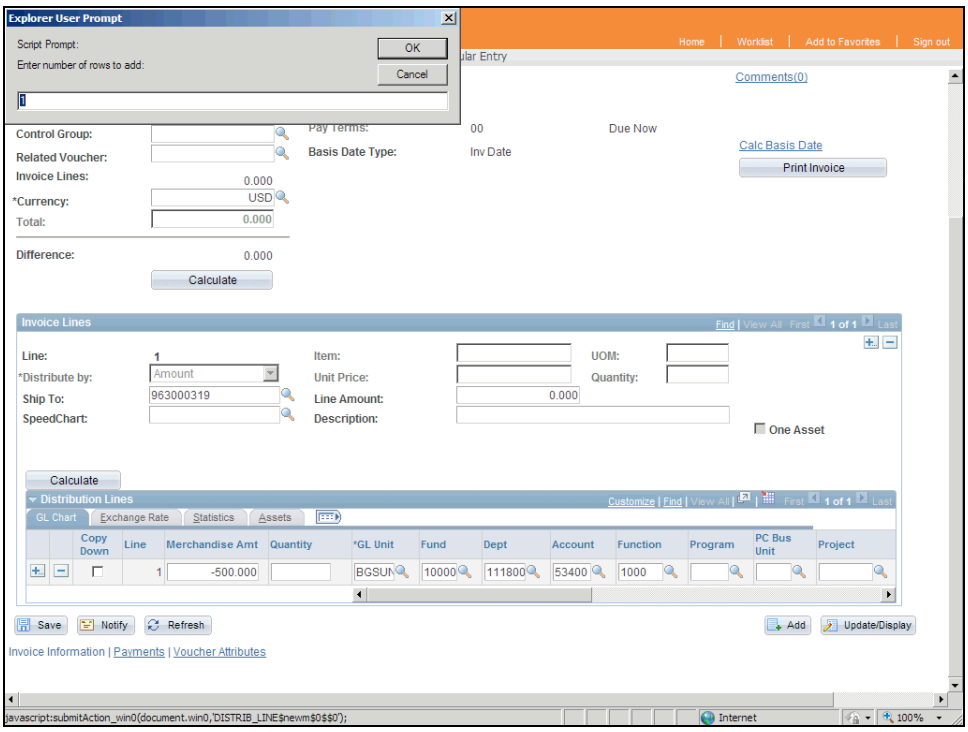
Step	Action
38.	To complete the process of creating the Journal Entry Voucher, you need to add a line. Clicking the plus sign button will add another line. Click the **Add multiple new rows at row 1 (Alt+7)** button.



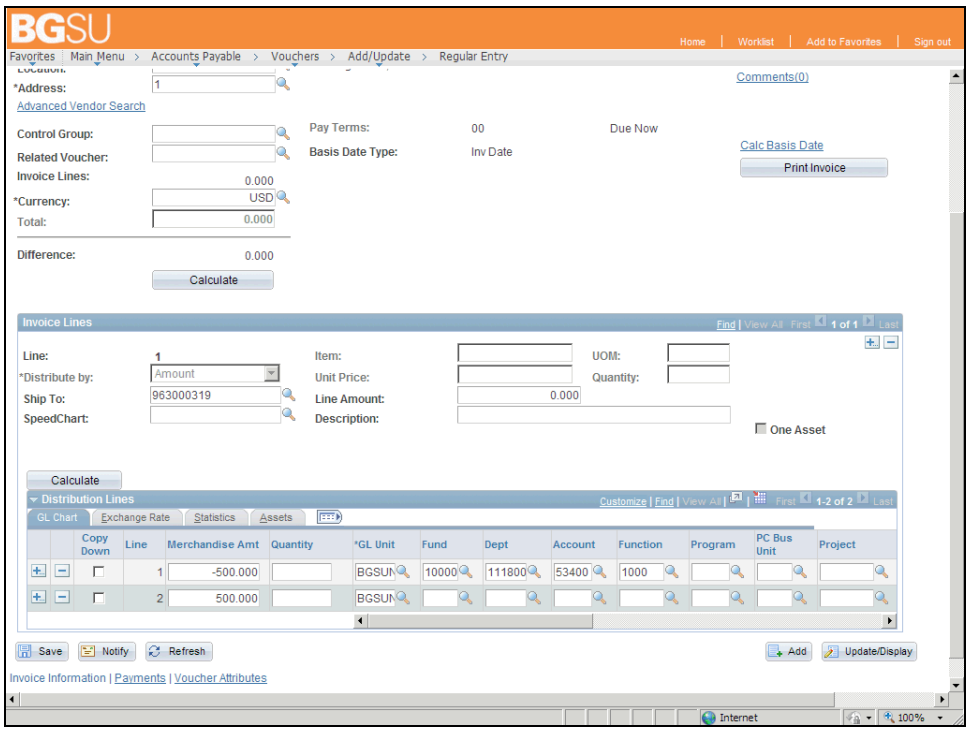
Step	Action
39.	You may receive a message like the one you see here at the top of the page. If you do, click on it. Click the **This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...** link.
40.	Click the option that will temporarily allow scripted windows. Click the **Temporarily Allow Scripted Windows** menu. 



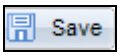
Step	Action
41.	After temporarily allowing scripted windows, you will have to click the plus sign agin to add the row. Click the **Add multiple new rows at row 1 (Alt+7)** button.



Step	Action
42.	A prompt appears asking you to enter the number of rows you want to add. You only want to add one row and "1" is already entered as the default. Click the **OK** button. OK



Step	Action
43.	Notice that 500.00 automatically populated the **Merchandise Amt** field in the new line. This is because the voucher total needs to net to $0. Click in the **Fund** field.
44.	Enter "**10000**" into the **Fund** field.
45.	Click in the **Dept** field.
46.	Enter "**111800**" into the **Dept** field.
47.	Click in the **Account** field.
48.	Enter "**53450**" into the **Account** field.
49.	Click in the **Function** field.
50.	Enter "**2000**" into the **Function** field.

Step	Action
51.	You have entered all the necessary information in Line 2. Notice that the Invoice Line Amount is zero. You need to save the Distribution Lines. Click the **Save** button. 
52.	You have successfully created a journal voucher. This will correct the posting information. Click the **Sign out** link.
53.	Contratulations!! You have finished this tutorial on voucher correction. You now know how to make changes to a voucher that has already been entered into the system. **End of Procedure.**