Making Changes to a Voucher

End users have the ability to make changes to a voucher instead of requesting deletion.

Accounts Payable>> Vouchers>> Entry>> Regular Entry>> Find an existing value>> Enter the Voucher Id

1. To change the Invoice number, Chartstring or Description

   - Click Save

2. To change the Vendor Name, click the

   - Use the Name 1 field when searching for a vendor. You can also change the “begins with” to “contains” to enter a partial name.
Look Up Name

SetID:  
Short Vendor Name: begins with  
Name 1: begins with  Fisher  
Vendor ID: begins with  
Default Location: begins with  

[Buttons: Look Up, Clear, Cancel, Basic Lookup]

- Select the correct vendor
- Click [Save]
- Click [Invoice Information]

3. To change the Amount – Change the amount in the “Total”, “Extended Amt” and “Amount” fields on the tab
- Click to budget check
- Click **Save**