

MAINTAIN REGULAR VOUCHERS

Before Voucher Post	After Voucher Post	After Voucher is Paid
<ul style="list-style-type: none"> > All fields on the Invoice Information tab can be updated (i.e. Vendor ID, Invoice Number, Invoice Date, Pay Term, Amount, Voucher Line and Distribution Line information). > Scheduled Due date, Handling code, and Payment Message fields on the Payments tab can be updated. > Voucher File Attachments can be added or removed. > Voucher will be routed again for approval if changes are made to the voucher header and voucher line information on the Invoice Information tab. > Voucher will need to be budget checked again if changes are made to the amounts or chartfield account. 	<ul style="list-style-type: none"> > Scheduled Due Date, Handling Code, and Payment Message fields on the Payments tab can be updated. > No fields on the Invoice Information page can be updated. > Voucher File attachments can be added/deleted. 	<ul style="list-style-type: none"> > No fields can be updated. > Voucher File Attachments can be added or removed.
	<ul style="list-style-type: none"> > Can be closed by calling in a help ticket to Edison staff. Closing a voucher will reverse the accounting entries. 	<ul style="list-style-type: none"> > Voucher cannot be closed unless the payment is voided.

