

Voucher Styles	Definition
Adjustment	<p>Used for entering a credit or debit memo. Also used for relating one voucher to another voucher. On the Invoice Information page, enter positive or negative adjustment amount (the difference between the original amount and the amount requested) for the lines as appropriate.</p> <ul style="list-style-type: none"> ➤ (Optional) On the Invoice Information page, in the Copy from a Source Document group box, enter the voucher ID of the voucher that you want to reverse in the Voucher ID field, and click the Copy to Voucher button to copy the entire voucher. ➤ (Optional) To copy individual voucher lines, enter a vendor on the Invoice Information header, and click the Copy From Worksheet link in the unlabeled group box above the Invoice Lines scroll area. <p>Note: Source vouchers are regular vouchers and must have the same business unit, vendor setID, and vendor ID as the adjustment voucher that you are creating.</p>

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Journal	<p>Used for correcting accounting entries on a posted or paid voucher. Journal vouchers are zero-amount vouchers; you cannot copy any source documents. The gross amount of voucher must be \$0.00.</p> <p>➤ (Optional) To link this voucher to the voucher that you are adjusting, enter a voucher ID in the Related Voucher field in the Invoice Information page header.</p> <p>Note: User enters a debit (positive) with correct data, and a credit (negative) to back out error(s). Do not change any of the amounts on a journal voucher.</p>
Regular	<p>Used for entering vouchers that are purchase order and non-purchase order related vouchers. This is the default setting in SMART.</p> <p>Note: Setoff Credit Memos are Regular Style Vouchers with a negative amount.</p>

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Reversal	<p>Used to undo a transaction, including backing out incorrect vouchers, restoring the encumbrance for actuals and budgets, and reducing the purchase order's matched quantity or amount. Reversal vouchers are always credit vouchers and all voucher lines that reference a purchase order must be less than zero.</p> <p>Note: For an incorrect voucher, rather than unposting, undoing the match, and closing the voucher, you can simply enter a reversal voucher. When a voucher has been paid, a user can process a reversal voucher. The reversal voucher will remain in SMART until there is a positive balance, based on BU/Vendor combination. At that time reversal voucher will process.</p> <p>Note: Source vouchers must have the same business unit, vendor setID, and vendor ID as the reversal voucher that you are creating. They must also be successfully budget checked and matched.</p>

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Single Payment	<p>Used for entering a voucher without having to record the vendor information in the vendor table. Voucher is created for a payment to a one-time vendor, such as a rebate or refund recipient.</p> <p>Note: In the SMART vendor file, there will be a generic Single Payment Vendor(s) set up. You add the remaining vendor-identifying information, such as vendor name, address, and bank information directly on the voucher. You can also override the single payment vendor defaults on the voucher.</p>
Template	<p>Used for creating a template to generate regular vouchers with similar information. Once you have created and saved the template voucher, it is available for use during the entry of other vouchers for the specific vendor.</p> <p>➤ (Optional) Click the Copy PO button or the Worksheet Copy Option field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, receiver, or other template.</p>

Training Aids:

N/A

UPKs:

Creating Non-Purchase Order Vouchers, Creating Purchase Order Vouchers, Entering Journal Vouchers, Entering Reversal Vouchers

Instructor-Led Training:

DAAP311 Voucher Processing

DAAP312 Advanced Voucher Processing