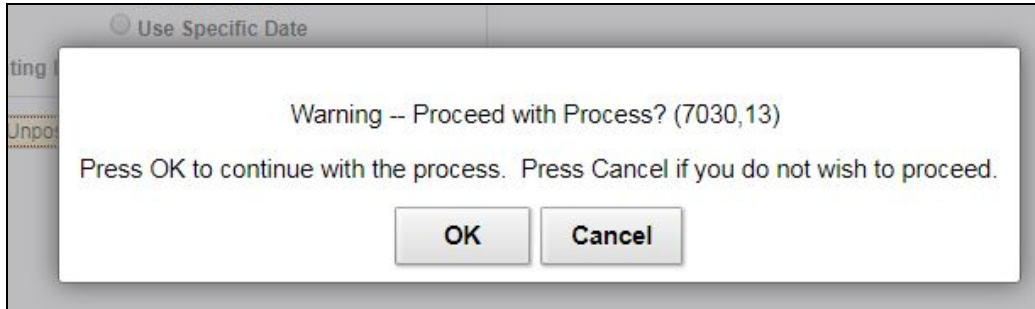
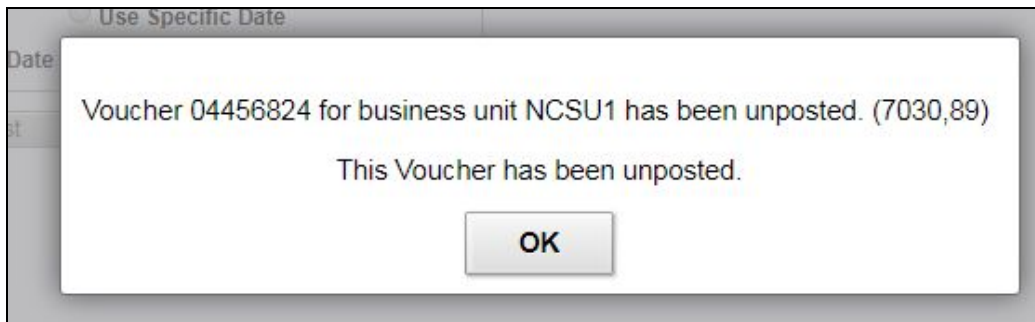


Warning message will pop up - Click OK.



Message will pop up saying the voucher has now been unposted. Click OK.



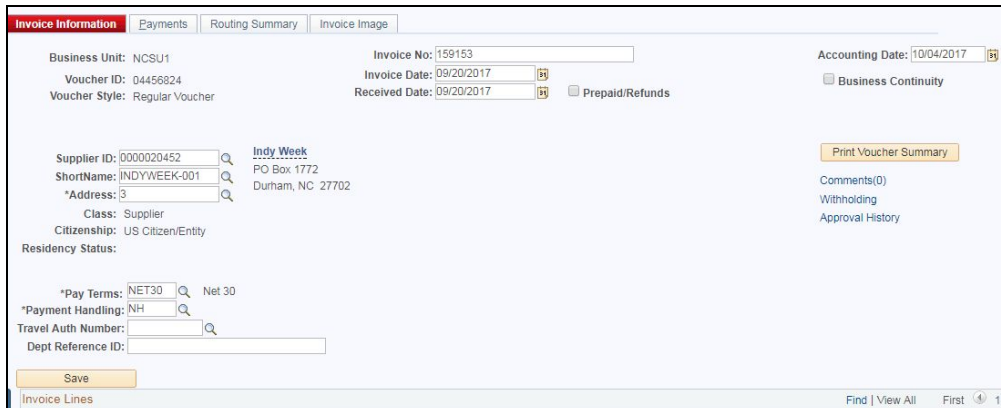
Click Transfer to Voucher.

Voucher Information	
Invoice 159153	Origin ONL
Date 09/20/2017	Group
Gross Amount 300.00	USD

Update Voucher	Reversal Accounting Date
*Accounting Date 10/04/2017	<input checked="" type="radio"/> Business Unit Default <input type="radio"/> Use Current Date <input type="radio"/> Use Specific Date
	Accounting Date 10/09/2017

Transfer to Voucher Unpost

****MOST IMPORTANT STEP FIRST:** Change Accounting Date in the top right hand corner of the screen.



The screenshot shows a web-based interface for managing invoices. At the top, there are tabs for 'Invoice Information', 'Payments', 'Routing Summary', and 'Invoice Image'. The 'Invoice Information' tab is active. The form contains the following fields and values:

- Business Unit: NCSU1
- Voucher ID: 04456824
- Voucher Style: Regular Voucher
- Supplier ID: 0000020452 (Indy Week)
- ShortName: INDYWEEK-001
- *Address: 3
- Class: Supplier
- Citizenship: US Citizen/Entity
- Residency Status:
- *Pay Terms: NET30 (Net 30)
- *Payment Handling: NH
- Travel Auth Number:
- Dept Reference ID:

On the right side, there are fields for 'Invoice No: 159153', 'Invoice Date: 09/20/2017', and 'Received Date: 09/20/2017'. A red arrow points to the 'Accounting Date: 10/04/2017' field. Below these are checkboxes for 'Prepaid/Refunds' and 'Business Continuity'. A 'Print Voucher Summary' button is also visible. At the bottom, there is a 'Save' button and a status bar with 'Find | View All | First | 1 of 1'.

Now you can make all necessary changes as indicated in the comments as to why the voucher was denied (change account, change invoice date, change category ID, upload additional documentation, etc.)

****You will notice the Submit to Approval box is still grayed out.** In order to resubmit for approval once changes are made, you simply scroll down to bottom of voucher and **click 'Save'**.

A message will pop up saying 'This voucher will be re-routed through the approval process'. Click OK.

This will submit the denied voucher back to the Finance Office for approval.

You will see the Voucher Approval Path (showing the different level of approvals) show up.

Voucher ID: 04581025
Supplier ID: 0000116094 Tim Bevacqua
Close Status: Open
Entered on: 10/11/2018
PO Number:
Last Updated: 10/11/2018
Invoice ID: Contract #44033
Updated By: HKCORK
Invoice Date: 10/11/2018
Entered By: HKCORK
Gross Amt: 450.00
Hilary Kate Cork
Scheduled to Pay: 10/11/2018
Routed On: 10/11/2018 4:25PM

Message: Projects in Wood A

Comments: Contract Control # = 44033, Vendor type = Independent Contractor PRIORITY - Payment due ASAP following class completion on 9/26.

Voucher Approval Stage 1

▼ BUSINESS_UNIT=NCSU1, VOUCHER_ID=04581025:Pending [View/Hide Comments](#)

Default path for Vouchers

```
graph LR; A["Pending  
Multiple Approvers  
Purch Review - Ind Contractor"] --> B["Pending  
Multiple Approvers  
Purch Review - Ind Contractor"]; B --> C["Not Routed  
Multiple Approvers  
AP Approval-Exception Voucher"]
```

If you do not get this message then the voucher hasn't been re-submitted for approval.