Processing EDI Vouchers

Locating EDI voucher: EDI vouchers can be voucher in Voucher Build Error Detail page. The Search results can be narrowed by entering the Business Unit (BU) and Origin.
1. Enter the BU or click on the magnify glass to select the BU.
2. Enter users Origin.
3. Click Search to bring up the search results.

From the Search Results, selecting a voucher
1. This will bring up the Voucher Build Error Detail page. An error message will identify a Chartfield error or Combo edit error.
2. Select Correct Errors link, this will take you to the Voucher Build Error Details page.

Voucher Build Error Details page
1. Select Invoice information tab.
2. Click on the Comments link in the middle of the page. This will take you to the comments page.

Voucher Comments:
1. The voucher comments will display additional invoice information passed by the EDI vendor.
2. After reviewing the comments, Click the OK button, this will take you back to the Invoice Information tab of the voucher.

From the Invoice Information tab, scroll to the bottom of the page. This will display the first line of the invoice and the distribution information.

This view is the first line of the invoice and distrubition information. To additional lines of the invoice, scroll to the right.

Scroll to the far right to view additional lines.
1. This view there are additional lines it will provide the number of lines. You must click on the arrow to view the additional lines.
2. After all voucher lines have been reviewed and distribution information is added, return to the voucher header.

To view additional lines on the voucher, click on the arrow.
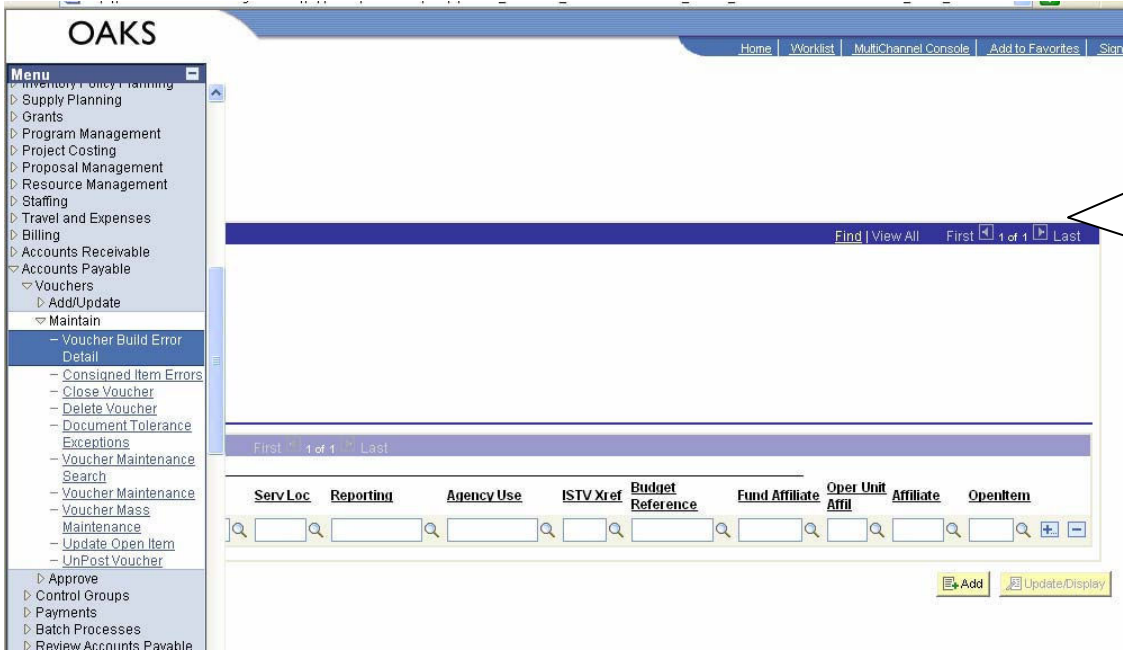
Voucher page will be displayed, scroll to the bottom of the page.
1. Click save when all updates are completed.