

**OVERVIEW**

Vouchers with an **Entry Status** of **"Recycle"** must have errors corrected before payment can be posted. These errors include:

- Duplicate invoice numbers
- Incorrect ChartFields
- Header total amount does not match the total amount in the distribution lines

After saving a voucher, check the **Entry Status** in the Summary tab page. If it is **"Recycle"** check it for errors and correct these. You may also retrieve it later by its **Voucher ID** number with one of the voucher search pages.

**STEPS**

1. Use the Find an Existing Voucher page to retrieve your voucher by its **Voucher ID** so the result shows the original voucher page.
  - At the Summary tab, **Entry Status should be Postable**. If it is "Recycle" then you need to correct errors.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Date:	12/07/2010								
Voucher ID:	03037070	Invoice No:	50201999								
Voucher Style:	Regular	Invoice Total:	96.00	USD							
Contract ID:											
Vendor Name:	Blackwell North America Inc 6024 Jean Road Bldg G Lake Oswego, OR 97035				Pay Terms:	Net 30					
		Voucher Source:	XML Invoices								
<b>Entry Status:</b>	<b>Recycle</b>	Origin:	LIB								
Match Status:	No Match	Created:	01/24/2011								
Approval Status:	Approved	Created By:	UF_PROCSCHED								
Post Status:	Unposted	Modified:	01/28/2011								
		Modified By:	UF_PROCSCHED								
Budget Status:	Not Chkd	ERS Type:	Not Applicable								
Budget Misc Status:	Valid	Close Status:	Open								
*View Related	Payment Inquiry	<input type="button" value="Go"/>									

2. Click the **Error Summary** tab to view the error explanation for this voucher.

a) This voucher has a **"Duplicate invoice vouchers exist"** error.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	<a href="#">Main Content</a>								
Voucher ID:	03037070	Invoice Date:	12/07/2010								
Style:	Regular	Total:	96.00	USD							
Header Errors											
Field Name	Message										
Invoice Number	Duplicate Invoice vouchers exist.										

- This error occurs when you try to save a voucher with an invoice number that is already in the system used in another voucher.
- A warning message will appear upon saving, but you will still be able to save the voucher. However, it will be saved as "Recycle" and you will still need to correct the problem.

b) This voucher has a **"Combo error for fields Account/Fund/Dept/Program/BudRef in group REQFIELD01"** error.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	4157020								
Voucher ID:	03037665	Invoice Date:	12/02/2010								
Style:	Regular	Total:	6.49	USD							
Distribution Line Errors											
Line	Distribution Line	Field Name	Message								
1	1	Account	Combo error for fields Account/Fund/Dept/Program/BudRef in group REQFIELD01.								

- The ChartFields entry needs to be corrected.
- Correct the error by completing the **ChartFields** row correctly in the **Distribution Lines**.

- c) This voucher has an **"Invoice Line Merchandise Amount 0 <> sum of Distrib Line amounts 120"** error.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	Main Content								
Voucher ID:	03037015	Invoice Date:	01/05/2011								
Style:	Regular	Total:	120.00	USD							
Header Errors											
Field Name						Message					
Merchandise Amount						Voucher Merchandise Amount 120 <> sum of invoice line amounts 0.					
Invoice Line Errors											
										Customize   Find   View All   First 1 of 1 Last	
Line	Field Name		Message								
1	Merchandise Amount		Invoice line Merchandise Amount 0 <> sum of Distrib Line amounts 120.								

- The **Total** amount in the Header does not match the total amount in the distribution lines.
- Click the Invoice Information tab to correct the error:
  - At the **Invoice Lines** level, the **Line Amount** and the **Distributed** amount difference is 120.00. It should be 0.00.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice No:	1256		Action:						
Voucher ID:	03037015	Invoice Date:	01/05/2011		Run						
Voucher Style:	Regular Voucher	Accounting Date:	01/24/2011								
Vendor ID:	0000149666	Canon Business Solutions Inc		Session Defaults							
ShortName:	CANONBUSIN-001	300 Commerce Square Blvd		Attachments (0)							
Location:	001	Burlington, NJ 08016		Comments (0)							
*Address:	1			Advanced Vendor Search							
Invoice Lines:		0.00		*Pay Terms:		30 Net 30		Calc Basis Date			
*Currency:	USD			Basis Date Type:		Inv Date		No Voucher Images			
Miscellaneous:								Fax Cover			
Freight:								Print Invoice			
Total:		120.00		Non Merchandise Summary							
Difference:		-120.00		Copy From Source Document							
		Calculate		PO Unit:		5501		Copy PO			
				PO Number:		1000013479		Go			
				Copy From:		None					

**Paying Vendors: Checking Recycled Vouchers**

- To correct this error, adjust the Unit Price, Line Amount and Quantity
- Click the **Calculate** button at the header level.
  - The **Difference** between the **Total** and the **Invoice Lines** should now be **0.00**
- Click the **Summary** tab.
  - The **Entry Status** should no longer be "**Recycle**" but "**Postable**," ready for the overnight process checking and payment to the vendor.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Date:	01/05/2011								
Voucher ID:	03037015	Invoice No:	1256								
Voucher Style:	Regular	Invoice Total:	120.00	USD							
Contract ID:											
Vendor Name:	Canon Business Solutions Inc		Pay Terms:		Net 30						
	300 Commerce Square Blvd		Vouch		Main Content		Online				
	Burlington, NJ 08016										
<b>Entry Status:</b>	<b>Postable</b>	Origin:	ONL								
Match Status:	Ready	Created:	01/24/2011								
Approval Status:	Pending	Created By:	91549800								
Post Status:	Unposted	Modified:	02/01/2011								
		Modified By:	21428690								
		ERS Type:	Not Applicable								
Budget Status:	Not Chk'd	Close Status:	Open								
Budget Misc Status:	Valid										
*View Related	Payment Inquiry										

For further assistance, please contact University Disbursements at 392-1241 or email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)