

Entering Reversal Vouchers

Purpose: Use this document as a reference for reversing a voucher's journal entry in ctcLink.

Audience: Accounts Payable staff.


 You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ_AP_MANAGER
- ZZ_AP_SPECIALIST

You must also set these User Preference Definitions:

- [User Preferences: Voucher Entry](#)

If you need assistance with the above security roles and User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

 Reversal vouchers allow incorrect voucher coding to be backed out and can also enable you to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount.


Note: You should use the [PO Voucher Close](#) functionality instead of the Reversal Voucher functionality, as the PO voucher close functionality is more sophisticated and efficient.

Entering Reversal Vouchers

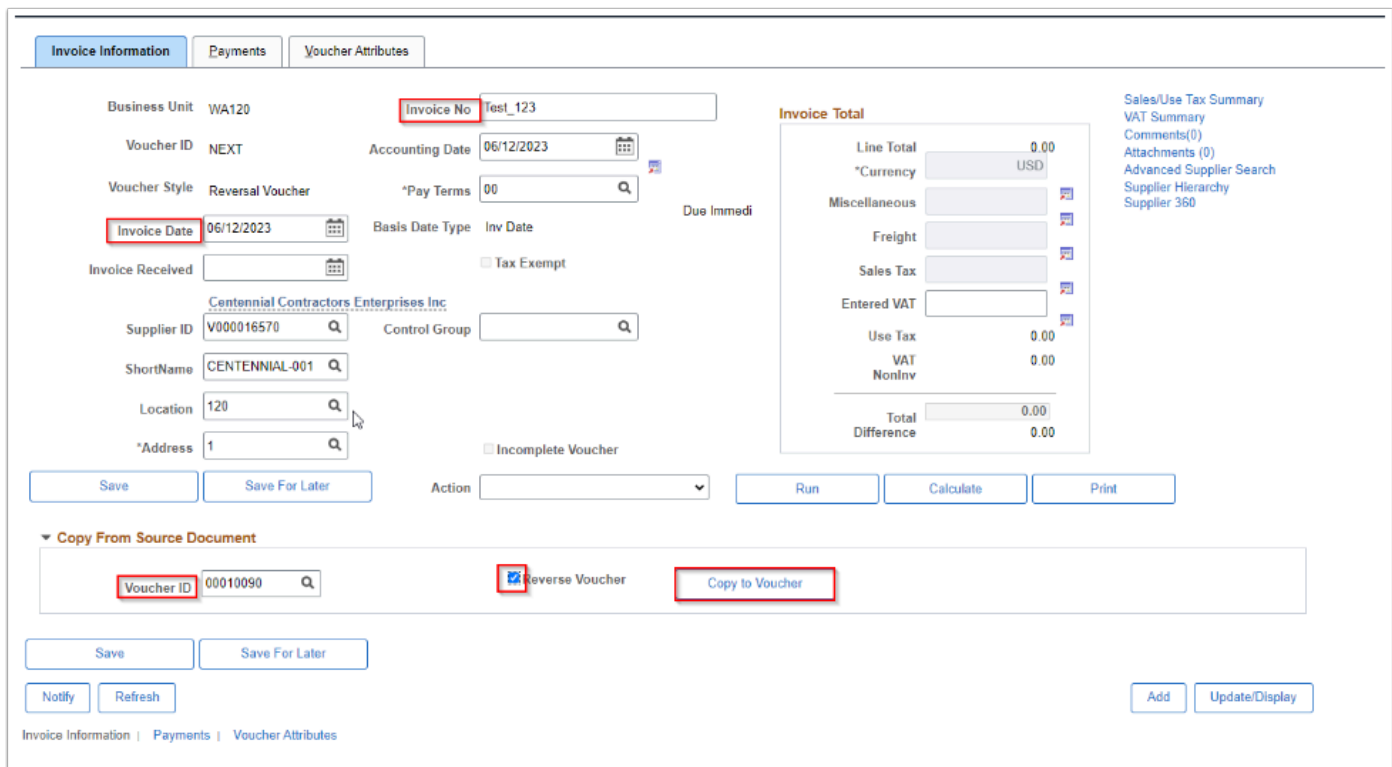
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

1. The **Voucher** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Business Unit**.
4. Enter **Voucher Style** = "Reversal Voucher".


5. Enter **Supplier ID**.
6. Select **Add**.
7. The **Invoice Information** tab displays.

 The Invoice Information page enables you to enter or view invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.

8. Enter **Invoice Number**.
9. Enter **Invoice Date**.
10. In the **Copy From Source Document** section:
 - a. Select **Voucher ID** of the voucher whose journal entry you wish to reverse.
 - b. Select the **Reverse Voucher** checkbox.
 - c. Select **Copy to Voucher**.



11. Select **Adjust Mtch Values/Encumbrance** check box to restore the encumbrance and to adjust the purchase order matched quantity or amount.
12. Select **Save**.

 **Note:** This option is available only if you are creating a reversal voucher and if the related purchase order has not been reconciled.

Invoice Lines ⓘ

Line 1

*Distribute by: Amount

Item: [Search]

Quantity: 1.0000

UOM: EA [Search]

Unit Price: -32,522.56000

Line Amount: -32,522.56

Ship To: CNTEC [Search]

Description: Build/renovate classroom space

Related Voucher: 00010090

Packing Slip: [Search]

Purchase Order

WA120/0000004631/1/1
Associate Receiver(s)
Amount Only
☒ Adjust Mch Values/Encumbrance

☐ One Asset

Sales/Use Tax
Invoice Line VAT
Calculate

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets | [Search]

Line	Merchandise Amt	Quantity	Adjust Mch Values/Encumbrance	*GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose
1	-32,522.56	-1.0000	<input type="checkbox"/>	WA120 [Search]	5081250 [Search]	7120 [Search]	24J [Search]	211 [Search]	14101 [Search]	012 [Search]	N

Save | Save For Later

Notify | Refresh

Add | Update/Display

💡 Note: The reversal voucher goes through the pay cycle process as a credit memo. The reversal voucher offsets the original voucher during payment creation. The original voucher and the reversal voucher zero out.

13. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Entering Reversal Vouchers](#). This link will open in a new tab/window.