


# Processing Payroll Vouchers

**Purpose:** Use this document as a reference for how to use Accounts Payable for processing Payroll Vouchers.

**Audience:** AP Staff.


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

- ZZ Voucher Processing


You must also set these User Preference Definitions:

- [User Preferences: Voucher Processing](#)

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

 Once HCM processes payroll and payroll has been completed, a notification is sent from HCM to Finance to begin the following processes; **Voucher Build Request**, **Budget Check/Approval/Review**, and **Payment Options**.

## 1. Voucher Build Request

 ctcLink Accounts Payable provides the Voucher Build process to build vouchers in batch from various source transactions. The Voucher Build process comprises two subprocesses: pre-edit and voucher edit. The pre-edit subprocess builds skeleton voucher record sets from limited information that is retrieved from other sources. After the pre-edit subprocess builds voucher record sets successfully, it calls the voucher edit subprocess to complete these record sets.

**Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build**

1. The **Voucher Build Request** run control ID search page displays.

2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
  - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., 010\_VCHR\_BLD (College, Process).
3. The **Voucher Build** page displays. Enter these parameters:
  - a. **Request ID** - Enter an ID that comprises any combination of characters
  - b. **Description** - Enter a description that comprises any combination of characters
  - c. **From Date** - Leave Blank
  - d. **To Date** - Leave Blank
  - e. **Assign Invoice ID** - Unchecked
  - f. **Assigned Invoice Date** - Unchecked
  - g. **Process Option** - 'Business Unit'
  - h. **Voucher Sources** - 'New Voucher Data'
  - i. **Business Unit** - Enter College Business Unit
  - j. **Voucher Build Interfaces** - 'Payroll Interface' or use 'All Interfaces' to capture all interfaces
  - k. **Publish Voucher Messages** - Optional
4. Select **Run** to initiate the process.

The screenshot shows the 'Voucher Build' page in the 'Employee Self Service' system. The page has a header with 'Employee Self Service' and 'Voucher Build'. Below the header are tabs for 'Voucher Build', 'Process Messages', and 'Build Errors'. The 'Voucher Build' tab is active. The page displays the 'Run Control ID' as 'WA140\_VCHR\_BLD'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run' (highlighted with a red box). Below these is the 'Run Control Options' section, which contains several fields: 'Request ID' (VCHR\_BLD), 'Description' (Voucher Build for PAY FED TAX), 'From Date' (empty), 'To Date' (empty), 'Process Option' (Business Unit), and 'Voucher Sources' (New Voucher Data). There are also checkboxes for 'Assign Invoice ID' and 'Assign Invoice Date', both of which are unchecked. Below the 'Run Control Options' section is the 'Selection Parameters' section, which includes a 'Business Unit' field with the value 'WA140' and a search icon. Below this is the 'Interfaces' section, which includes a 'Voucher Build Interfaces' dropdown menu (set to 'Payroll Interface') and a 'Publish Voucher Messages' checkbox (checked). At the bottom of the page are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

5. The **Process Scheduler Request** page displays. The Voucher Build (AP\_VCHRBLD) application engine Process Name is selected by default.

6. Select **OK** button to initiate the process scheduler request.
7. The **Process Scheduler Request** page disappears. The updated **Voucher Build** page displays. Note the **Process Instance** number.
8. Select **Process Monitor** to review the process status. Refer to the QRG [Process Scheduler/Process Monitor](#) for more instructions.

The screenshot shows the 'Voucher Build' page with a 'Process Scheduler Request' dialog box open. The dialog box has a 'Process List' table with one row: 'Voucher Build' (AP\_VCHRBLD, Application Engine, Web, TXT, Distribution). The 'OK' button is highlighted with a red box. A red arrow points from the 'Process Monitor' button in the top navigation bar to the 'Process Instance: 4427136' text.

9. The **Process List** page displays. Select the **Refresh** button until the **Run Status** is says 'Success' and the **Distribution Status** says 'Posted'.
10. Select **Go back to Voucher Build Request**.

The screenshot shows the 'Process Monitor' page with the 'Process List' table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row is highlighted with a red box, showing 'Success' for Run Status and 'Posted' for Distribution Status. Below the table, the 'Go back to Voucher Build Request' button is highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4427136		Application Engine	AP_VCHRBLD	CTC_KTWOGOOD	01/02/2024 3:05:29PM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4427135		Application Engine	FS_STREAMLN	CTC_KTWOGOOD	01/02/2024 2:47:46PM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4427134		Application Engine	AP_MATCH	CTC_KTWOGOOD	01/02/2024 2:24:01PM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4427133		Application Engine	AP_MATCH	CTC_KTWOGOOD	01/02/2024 2:14:11PM PST	Success	Posted	Details	▼ Actions

11. The **Voucher Build** page displays.

12. Select **Process Messages** to review the Voucher Build messages. The first image below has no errors; the second image below has 1 error.

**\*\*NOTE\*\*** If there were any voucher build errors, the message will indicate that X Vouchers(s) Staged with Pre-Edit Errors. Review the section Voucher Build Errors on how to review and fix the error(s).

Voucher BuildProcess MessagesBuild Errors

User IDCTC\_KTWOGOODRun Control IDWA140\_VCHR\_BLD

Request IDVCHR\_BLDDescriptionVoucher Build for PAY FED TAX

Request Status

Successfully CompletedInstance4427136

Refresh Log

Details

Q

1-3 of 3

View All

Time	Severity	Message
15.07.19	10	Beginning Batch Voucher Build/Pre-Edit
15.07.32		Published message with ID b5aa8ecc-a9c3-11ee-9171-776575a8f23b to create entry in folder GENERAL.
15.07.32		Successfully posted generated files to the report repository

Save

Return to Search

Notify

Refresh

Add

Update/Display

Voucher Build

Process Messages

Build Errors

Favorites

Main Menu

Accounts Payable

Batch Processes

Vouchers

Voucher Build

All Search

Advanced Search

Last Search Results

Voucher Build

Process Messages

Build Errors

User ID CTC\_KHORT

Run Control ID PAYROLL\_VCHR\_BLD

Request ID PAYRVCHR

Description Payroll Voucher Build

Request Status

Successfully Completed

Edit Errors Logged

Instance 250876

Refresh Log

Details

Personalize | Find | View All | [Print] | [Export]

First 1-10 of 22 Last

Time	Severity	Message
12.07.49	10	Beginning Batch Voucher Build/Pre-Edit
12.07.58	10	0 Voucher(s) Staged for further review.
12.07.58	10	1 Voucher(s) Staged with Pre-Edit Errors.
12.07.59	10	New vouchers to be processed = 32
12.08.03	10	Beginning Voucher Header Defaults and Editing
12.08.08	10	Invoice Line Default Processing Started.
12.08.13	10	Beginning Voucher Distribution Defaulting.
12.08.18	10	Applying Voucher Payment Defaults.
12.08.20	10	Processing Miscellaneous Voucher Records.
12.08.21	10	DEFAULT processing completed

Save

Return to Search

Notify

Refresh

Add

[Voucher Build](#) | [Process Messages](#) | [Build Errors](#)

## Voucher Build Errors

Use the Build Errors page to review a log of any voucher errors that occur during a voucher build processing run. Links to pages are available where you can view error details and correct errors. Errors that are logged include both pre-edit errors and recycled vouchers.

**Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build**

1. Search for the **Voucher Build Run Control ID**.

## Voucher Build Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

### ▼ Search Criteria

Search by: **Run Control ID** begins with

☐ Case Sensitive

**Search**

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Select **Build Errors**.
3. Select **Error Messages** in the bottom left hand corner of the Details section.

Voucher BuildProcess MessagesBuild Errors



User IDCTC\_BRAMIREZRun Control ID1099  
Request IDDescription

Request Status

Not Yet ProcessedInstance0

Details

Build ErrorsAdditional Details

Error Messages	Review Errors	Business Unit	Voucher	Invoice	Origin
					

SaveReturn to SearchPrevious in ListNext in ListNotifyRefresh

[Voucher Build](#) | [Process Messages](#) | Build Errors

4. Review the **Header Error** messages.
5. Select **Correct Errors**.

**Voucher Build Error Detail**

Business Unit WA220 Voucher ID 00006312 [Correct Errors](#)

**Header Errors**

Field Name	Message
Accounting Date	Accounting Date is not in Open Period.

**Invoice Line Errors**

Line	Field Name	Message
------	------------	---------

**Distribution Line Errors**

Line	Distribution Line	Field Name	Message
1	1	Operating Unit	Combo error for fields OperUnit/Fund/Dept/Class/StatePurpose in group ALL_5REQCF.

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

6. Select **Invoice Information**.
7. Correct errors.
8. Select 'Voucher Build' from the **Action** drop-down menu.
9. Select **Run** to initiate the voucher build process.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit WA220 Invoice No WGM-TCC-0047  
Voucher ID 00006312 Accounting Date 08/22/2018  
Voucher Style Regular Voucher \*Pay Terms 30 Net 30  
Invoice Date 08/22/2018 Basis Date Type Inv Date  
Invoice Received ☐ Tax Exempt

Supplier ID 1 World Globes & Maps LLC  
ShortName 1 WORLD GL-001  
Location 260  
\*Address 1

**Invoice Total**

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	10.00
Sales Tax	8.50
Entered VAT	
Use Tax	0.00
VAT	0.00
NonInv	
Total	118.50
Difference	0.00

[Save](#) Action [Run](#) [Calculate](#) [Print](#)

[Copy From Source Document](#)

**Invoice Lines** Find | View All First 1 of 1 Last

Line 1 ☐ Copy Down Ship To 220-000001  
\*Distribute by Amount Description Maps of Central America  
Item Quantity Packing Slip  
UOM Unit Price  
Line Amount 100.00

**Distribution Lines** Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Oper Unit	Account	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit
				<input type="checkbox"/>	1	100.00		WA220		340500	149					


[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

## 2. Voucher Budget Check, Approval & Review

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

- ZZ Voucher Entry
- ZZ Voucher Processing

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

 There's two ways to perform Budget Check to your payroll voucher; **Budget Check** and **Mass Budget Check**. You can select to Budget Check within the Voucher or process all vouchers at one time by using the following process to Mass Budget Check. Recommended to use the Mass Budget Check to avoid the system being bogged down by opening vouchers with hundreds of lines.

### Voucher Budget Check

**Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Budget Check**

1. The **Budget Check** run control ID search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
  - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA140\_BUDGET\_CK (College, Process).
3. The **Budget Check** page displays.
4. Enter these Process Request Parameters:
  - a. **Process Frequency** - Select from the drop-down arrow 'Always Process'
  - b. **Description** - Enter 'Budget Check'
  - c. **Transaction Type** - Select from the lookup magnifying glass 'AP\_Voucher'
5. Enter these Selection Parameters:
  - a. **Field Name** - Select from the drop-down menu 'Business Unit'



- b. **From/To** - Enter the College Business Unit
6. Select **Run** to initiate the process.
7. The Process Scheduler Request window displays. Select **OK** button to run the FS\_BP process.  
For more information, please see QRG [Process Scheduler/Process Monitor](#).

**Budget Check**

Run Control ID    WA140\_BUDGET\_CK
Report Manager    Process Monitor    **Run**

**Process Request Parameters**

\*Process Frequency:
Always Process

Request Number:
1

\*Description:
Budget Check

\*Transaction Type:
AP\_VOUCHER

☐ Budget Pre-Check

**Selection Parameters**

Field Name	Value Type	From/To
Business Unit	Value	WA140

Save    Notify    Refresh    Add    Update/Display


## Voucher Approval


**!** HCM Vouchers do not require Approval. HCM Vouchers are automatically approved, they are excluded from the AWE (Approval Workflow Engine) process.

## Voucher Review

**i** Recommend running the following queries from the HCM Pillar. These queries are used to validate the vouchers that were built. (Note: you must have HCM viewing access to view HCM queries)

- **CTC\_AP\_EXTRACT\_SUMMARY** or **CTC\_AP\_EXTRACT\_DETAIL\_PUBLIC**
- **PAY\_NA\_TAX\_LIAB**

 Hint: Contact your HCM Department to run these queries for you if you do not have HCM viewing access.

 By utilizing these queries, you are able to make any necessary comments and/or adjustments for AP. Here are a few communication line examples;

- Including an Account Number within a Payment Voucher
- If the dollar amount is incorrect, an Adjustment Voucher can be created (which needs to go through the regular A/P process of Budget Check and Approval) using [QRG Entering Regular Voucher](#) and [Budget Checking a Voucher Ad Hoc](#).
- Quarterly Payments - mark 'Q' for changing a date to reference a Quarterly Date
- Garnishments - mark 'H' for a Garnishment Hold
- Attachments - mark 'A' for adding an attachment

### 3. Voucher Payment Options

The Internal Revenue Service receives payments through a manual process outside of the ctcLink PeopleSoft system. The Accounts Payable pay cycle will not be utilized for the payroll federal tax payment. After the Federal Tax voucher is approved, the payment options must be updated or order for voucher to **NOT PROCESS** through the Accounts Payable pay cycle.

#### **Vouchers paid outside of PeopleSoft Examples:**

- IRS
- State Withholdings (i.e. Oregon Transit or Idaho Withholding)
- Garnishments paid to DSHS

#### **Utilizing Accounts Payable for Voucher Payments:**

- Pay Single Voucher: Accounts Payable > Vouchers > Maintain > Selective Payment Update
- Pay Multiple Vouchers: Accounts Payable > Payments > Manual Payment and Prepayment > Create Manual Payment
- Vouchers for Quarterly Payments; Modification of Paydates: Navigation: Accounts Payable > Vouchers > Maintain > Selective Payment Update
- Regular Payment Vouchers: utilize the Regular Paycycle

# Single Payment Voucher

!

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

- ZZ Payment Creation

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

i

Use the Single Payment Voucher to make changes to a voucher without opening the actual Voucher.

## Navigation: Accounts Payable > Vouchers > Maintain > Selective Payment Update

1. The **Selective Payment Update** search page will display. Enter your **Business Unit**.
2. In the Voucher Source, use the drop-down arrow to select **Payroll/Student Administration**.
3. Select **Search**. Your results will display below. Select specific voucher you would like to modify/review.

Selective Payment Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

\*Business Unit = WA140

Voucher ID begins with

Invoice Number begins with

Supplier ID begins with

Voucher Source = Payroll/Student Administration

Invoice Date =

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Supplier ID	Voucher Style	Related Voucher	Entry Status	Voucher Source	Invoice Date
WA140	H0080019	H0080019	V000000020	Regular	(blank)	Postable	Payroll/SA	12/11/2023
WA140	H0080018	H0080018	V000000069	Regular	(blank)	Postable	Payroll/SA	12/11/2023

4. The **Selective Payment Update** page displays. Select the **Update Payment** button.

## Selective Payment Update

Business Unit WA140  
 Voucher ID H0080018  
 Supplier SetID WACTC  
 Voucher Style Regular  
 Supplier ID V000000069 WA ST Dept of Labor and Industries

Invoice Number H0080018  
 Invoice Date 12/11/2023  
 Gross Amt 18961.58 USD  
 Payment Terms Due Immediately

1-1 of 1

Voucher Details

Update Payment	Split Payment	Business Unit	Voucher ID	Payment Count	Gross Payment Amount	Payment Currency	Scheduled to Pay
Update Payment	Split Payment	WA140	H0080018	1	18961.58	USD	12/11/2023

- The Payment Information section expands to display various tabs; Payment Details, Remit Supplier Details, Bank Details, Payment Message, and Payment Note.
- Use the **Payment Details** tab enables you to modify the **Scheduled to Pay Date** (i.e. if need a Quarterly Payment) and option to **Hold Payment** and add a reason. Scroll the bar to the right of the page to review all items.

## Selective Payment Update

Business Unit WA140  
 Voucher ID H0080018  
 Supplier SetID WACTC  
 Voucher Style Regular  
 Supplier ID V000000069 WA ST Dept of Labor and Industries

Invoice Number H0080018  
 Invoice Date 12/11/2023  
 Gross Amt 18961.58 USD  
 Payment Terms Due Immediately

### Payment Information

1-1 of 1 View All

Payment Details Remit Supplier Details Bank Details Payment Message Payment Note

	Business Unit	Voucher ID	Payment Count	Gross Payment Amount	Payment Currency	*Scheduled to Pay	Separate Payment	Pay Group Code	*Paymer Handling
1	WA140	H0080018	1	18961.58	USD	12/11/2023	<input type="checkbox"/>		RE

Save Return

*Payment Handling	Hold Payment	Hold Reason
RE	<input checked="" type="checkbox"/>	Other

- Utilize the Payment Information tabs to modify and adjust the specific Voucher.
  - Remit Supplier Details** - Verify/change Supplier Address.
  - Bank Details** - Verify/change Bank Account.
  - Payment Message** - Add a payment message (goes into the remittance portion of the payment).
  - Payment Notes** - Add a payment note.
- Select the **Save** button to save any changes.

Payment Information

Payment Details Remit Supplier Details Bank Details Payment Message Payment Note

	Remit Supplier	Supplier Location	Supplier Name	*Remit To Address	Address Line 1
1	V000000069	MAIN	WA ST Dept of Labor and Industries		PO Box 24106

Save Return

Payment Information

Payment Details Remit Supplier Details Bank Details Payment Message Payment Note

	*Bank Code	Description	*Bank Account	Description	*Payment Method	*Payment Action	Payment N
1	140BA	Bank of America - WA140	BAC1	WA140-Bank of America 7810	CHK	Schedule Payment	

Save Return

Payment Information

Payment Details Remit Supplier Details Bank Details Payment Message Payment Note

Payment Message

1

Save Return

Payment Information

Payment Details Remit Supplier Details Bank Details Payment Message Payment Note

Payment Note

1

Save Return


## Multiple Payment Voucher

Use the following process as a reference to take multiple vouchers and manually apply them in 1 manual payment.

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

- ZZ Payment Creation

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

 One of the benefit of using a Multiple Payment Voucher, when your voucher goes into Banking you have only 1 payment to match to. Making additional notes/changes improves Bank Reconciliation as well as Audits.

**Navigation: Accounts Payable > Payments > Manual Payment and Prepayment > Create Manual Payment**

1. The Manual Payment Creation page will display.
2. Select your **Bank Code**.

3. Select your **Bank Account**.
4. Select the **Add** button.

❗ Be sure to select your college's **Bank Code** and **Bank Account**.

### Manual Payment Creation

Add a New Value

\*Bank SetIDWACTC

\*Bank Code140BA

\*Bank AccountBAC1

\*Payment MethodMAN

Add

5. The **Manual Pay Selection** page displays. Enter the **Remit Supplier**.
6. Enter the **Supplier Location**.
7. Enter the Payment Currency '**USD**'.
8. Select the **Build Worksheet** button.

**Manual Pay Selection**

**Bank/Account**

Bank SetID	WACTC	Bank ID	999999024	Bank of America - WA140	
Bank Code	140BA	Account #	9990000358878	WA140-Bank of America 7810	
Bank Account	BAC1				
Payment Method	MAN	Payment ID	NEXT	Worksheet ID	NEXT

**Enter Selection**

\*Remit SetID

\*Remit Supplier  Robert E Taylor

\*Supplier Location

\*Payment Currency  ☒ Match Currency ☒ Withholding Calculated

**Optional Criteria**

Pay to Bank Number

Scheduled Pay From Date

Scheduled Pay To Date

[Build Worksheet](#)

[Notify](#)

9. The **Manual Pay Worksheet** page displays. Use this page to add/modify amounts and add optional comments.
10. Select the **Apply Voucher** tab.

**Man Pay Worksheet** **Apply Voucher**

**Remit Supplier**

Remit SetID	WACTC		
Remit Supplier	0000060239	Robert E Taylor	Supplier Location 140
Bank SetID	WACTC	Bank Code 140BA	Bank Account BAC1
Payment Method	MAN		
Worksheet ID	0010002238		<input checked="" type="checkbox"/> Withholding Calculated

**Payment Details**

Payment Date

Accounting Date

Payment Ref

Amount  ☒ Apply Discount [Refresh](#)

Comments

Number of Payments 0 Total Applied 0.00

Balance 0.00

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

Man Pay Worksheet | [Apply Voucher](#)

11. The **Apply Voucher** tab page displays. Use this page to **Schedule Pay From Date** and **To Date**.

12. Select the **Refresh** button to see payment changes/updates.

**Man Pay Worksheet** **Apply Voucher**

**Build Worksheet Parameters**

Scheduled Pay From Date: 01/15/2024  
Scheduled Pay To Date: 01/15/2024  
☒ Match Currency  
Search

☒ Select All ☐ Deselect All  
☒ Select All ☐ Deselect All  
Refresh

Payment Amount: 250.00  
Total Applied: 0.00  
Balance: 250.00

Save Return to Search Notify Previous tab Next tab

Man Pay Worksheet | Apply Voucher

13. Select the **Search** button to populate the **Vouchers Section** results.

14. Mark the voucher checkbox(es) you would like to apply. Review the **Withholding Information** and **Additional Info** tabs.

15. Select the **Save** button.

**Man Pay Worksheet** **Apply Voucher**

**Build Worksheet Parameters**

Scheduled Pay From Date: 01/15/2024  
Scheduled Pay To Date: 01/15/2024  
☒ Match Currency  
Search

☒ Select All ☐ Deselect All  
Refresh

**Select Vouchers**

1-1 of 1 View All

Select	Bus. Unit	Voucher ID	Pymnt Nbr	Separate Payment	Paid Amount	Payment Currency	Apply Discount	Payment Method	Due Date	Scheduled Pay Date	Gross Payment Amount
<input checked="" type="checkbox"/>		Voucher ID		<input type="checkbox"/>	0.000		<input type="checkbox"/>				

☒ Select All ☐ Deselect All

Payment Amount: 250.00  
Total Applied: 0.00  
Balance: 250.00

Save Return to Search Notify Previous tab Next tab

Man Pay Worksheet | Apply Voucher

16. Process complete.