Intensive Training Policy 27 - Procedure for Correcting a Payment Voucher Approval with an Incorrect Dollar Amount

**Supervisor will use the following process to correct a Payment Voucher Approval with an incorrect dollar amount. The process includes both a DJL function and a Fiscal Link function.**

**DJL Function:**

* **Go back to the S&T**
* **Click on the payment link associated with the payment.**
* **Click on Add/Edit.**
* **Click on Vendor**
* **Scroll down to Rate and re-enter the incorrect dollar amount again**
* **Scroll down to Units and enter “-1”**
* **Enter correct dates**
* **Enter a detailed comment related to the error**
* **Select Final Payment through the Dropdown box**
* **Click Submit**

**This will bring you to the screen where the Refund is accomplished (ignore the Refund Check Number box) click the Continue button.**

**Fiscal Link Function:**

* **Browse for the Incorrect Voucher #**
* **Click delete and confirm deletion**
* **Create a new payment voucher using the original PO number with the correct invoiced amount.**