Intensive Training Policy 28 - Procedure for Correcting an Incorrect Vendor on a Payment Voucher

**Supervisor will use the following process to correct an Incorrect Vendor on a Payment Voucher Approval. The process includes both a DJL function and a Fiscal Link function.**

**Fiscal Link Function:**

* Go into Fiscal Link
* Browse for Incorrect Voucher #
* Click Delete
* Then Confirm Deletion

DJL Function

* Return to S&T Plan
* Click on Payment
* Click Add/Edit
* Select Incorrect Vendor Name
* Click Edit Existing Payments
* Click on the $ amount
* On the Edit Payment screen – Click Delete then Continue
* Return to S&T Plan
* Go back into the FAV, click Modify, click Add Budget to Service and enter the correct vendor information on the Budget Contract Spreadsheet with the original PO # and a comment about the need to correct an Incorrect Payment Voucher