How to correct voucher errors

Click on **Exceptions** to find the lines in error.

Click on the expander button to see the whole chartfield.
Here is the chartfield:

Once you determine what is wrong with the chartfield, then you can change the chartfield on the voucher.

Click on the Actions drop down and click on Review Source Entry to get back to the main voucher screen.
Click on the **Invoice Information** tab to change the chartfield.

1. Click on View All to see all of the invoice Lines.
2. Change the part of the chartfield that is incorrect or add missing information. Make sure to do this for all of the lines that are in error.
3. Click the Action drop down
4. Select Budget Checking
5. Click on Run.
6. It may take a few minutes, but after the budget checking is complete, it will let you know if the voucher is still in error or not.
If the budget checking corrected the issue, then the Summary page will list Valid, Valid for the Budget Status and Budget Misc Status (unlike here).