



**Example Scenario for Training Purposes Only**

**Note:** The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

**OVERVIEW**

**Purpose**

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

**List of Activities**

The following training exercises are part of the FIN302: Advanced Voucher Processing course:

- Activity 1: Posting a Voucher
- Activity 2: Creating a Reversal Voucher
- Activity 3: Performing Adjustments

**ACTIVITY 1: POSTING A VOUCHER TRAINING EXERCISE**

You have been asked to post a voucher. For the purposes of this exercise you will first, create the voucher to be posted. In reality, creating and posting a voucher processes may not be performed at the same time or by the same user. Use the data in the following table to complete the activity.

Field	Value
Navigation: <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>	
Business Unit	37000
Voucher ID	NEXT
Voucher Style	Regular Voucher
Supplier ID	000000032
Invoice Number	<Your Initials>_POST
Invoice Date	Use 2 days prior to Today's Date
Gross Invoice Amount	100
Estimated Number of Lines	1
Click <b>Add</b>	



Field	Value
Invoice Received	<i>Use Today's Date</i>
Accounting Date	<i>Use Today's Date</i>
Payment Terms	NET30
<b>Invoice Lines section</b>	
Distribute By	Amount
Description	Phone Bill
<b>Distribution Lines section</b>	
GL Unit	37000
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Department	3700000000
Account	1150000
Click <b>Save</b>	
Record Voucher ID to be used in Activity 2	
Action	Budget Checking
Click <b>Run</b>	
Click <b>Yes</b>	
Click <b>Submit Approval</b> after Budget Checking is complete	
Click <b>OK</b>	
Click  to view and select the <b>Invoice Information</b> tab	
Action	Voucher Post
Click <b>Run</b>	
Click <b>Yes</b>	
Fields will be blocked for editing after Voucher posts successfully	
<b>You have now completed this training exercise!</b>	



## ACTIVITY 2: CREATING A REVERSAL VOUCHER TRAINING EXERCISE

You created a voucher and then discovered it has an error. You have been asked to create a Reversal Voucher to correct the error. Use the data in the following table to complete the activity.

Field	Value
Navigation: <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>	
Business Unit	37000
Voucher ID	NEXT
Voucher Style	Reversal Voucher
Supplier ID	0000000032
Invoice Number	<Your Initials>_REV
Invoice Date	<i>Use 2 days prior to Today's Date</i>
Click <b>Add</b>	
Click  to expand <b>Copy From Source Document</b> section	
Voucher ID	<i>Use Voucher ID created in Activity 1</i>
Click <b>Copy to Voucher</b>	
Click <b>Save</b>	
<b>You have now completed this training exercise!</b>	



### ACTIVITY 3: PERFORMING ADJUSTMENTS TRAINING EXERCISE

You create a voucher and then realize the voucher amount is incorrect. You have been asked to make adjustments to the voucher to correct the error. Use the data in the following table to complete the activity.

Field	Value
Navigation: <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>	
Business Unit	37000
Voucher ID	NEXT
Voucher Style	Regular Voucher
Supplier ID	000000032
Invoice Number	<Your Initials> _REG_REV
Invoice Date	Use Today's Date
Gross Invoice Amount	100
Estimated Number of Lines	1
Click <b>Add</b>	
Invoice Received	Use Today's Date
Accounting Date	Use Today's Date
Payment Terms	NET30
<b>Invoice Lines section</b>	
Distribute By	Amount
Description	Phone Bill
<b>Distribution Lines section</b>	
GL Unit	37000
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Department	3700000000
Account	1150000



Field	Value
Click <b>Save</b>	
Record Voucher ID to be used later in the Activity	
Action	Budget Checking
Click <b>Run</b>	
Click <b>Yes</b>	
Click <b>Submit Approval</b> after Budget Checking is complete	
Click <b>OK</b>	
Click  to view and select the <b>Invoice Information</b> tab	
Action	Voucher Post
Click <b>Run</b>	
Click <b>Yes</b>	
Fields will be blocked for editing after Voucher posts successfully	
Navigate to <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>	
Business Unit	37000
Voucher Style	Adjustments
Supplier ID	000000032
Invoice Number	<Your Initials>_ADJ
Invoice Date	Use 2 days prior to Today's Date
Click <b>Add</b>	



Field	Value
Click  to expand <b>Copy From Source Document</b> section	
Voucher ID	<i>Use Voucher ID created earlier in the Activity</i>
Click <b>Copy to Voucher</b>	
Total	50.00
Line Amount	50.00
Click <b>Calculate</b>	
Verify <b>Merchandise Amt</b> in the <b>Distribution Lines</b> section changes to 50.00	
Click <b>Save</b>	
<b>You have now completed this training exercise!</b>	