
Payment Cancellations

When a voucher is created in error, there are three possible actions that can be taken to correct the error. The action that is taken is dependent on how far along the voucher is in the payment process:

- If the voucher has not been posted yet, delete it. The Core-CT navigation to do this is Accounts Payable > Vouchers > Add/Update > Delete Voucher. If the voucher is successfully deleted, there is no need to contact the Comptroller's Office.
- If the error is discovered after the voucher has been posted, but before it has been paid, put the voucher on hold immediately. The hold reason should be FAC. Also, change the schedule due date on the payments tab of the voucher to the 17th of the following month, save the voucher, and send an email to **osc.apd@po.state.ct.us** with the subject "Voucher to be paid in ZPC." Also include the business unit, voucher ID, and the vendor ID. A reversing voucher will have to be created to match with the original voucher. The two vouchers will combine, net to \$0.00, and be processed in the next Zero-Dollar Pay Cycle at the end of the month. See the section below labeled *Creating Reversing Vouchers* for detailed instructions.
- For an erroneous voucher that is not identified until after a payment has been generated, submit cancellation forms to the Accounts Payable Division of the State Comptroller's. The forms are available on the web at: <http://www.osc.state.ct.us/agencies/forms/>.

Glossary of Terms

Voucher Accounting Date – Found on the invoice information tab of the voucher, labeled Accounting Date. This is the date that determines if a voucher is from the current or prior fiscal year.

Cancel Action – The method by which the payment is canceled. **Cancel/Close** means the payment is not being reissued and the voucher will be closed.

Open/Reissue means the payment will be reissued to the vendor, and **Open/Hold** means the payment is going to be reissued with changes, or the voucher requires a reversing voucher.

Open Payment Schedule(s) – Refers to the new **unpaid** payment schedule(s) created when a payment is canceled. There can be multiple open payment schedules on a single voucher or a single open payment schedule on multiple vouchers, or any combination thereof.

Original Voucher(s) – The voucher(s) associated with a payment that was canceled. Original Vouchers may have a voucher style of Regular, Adjustment, or Reversal.

Reversal Voucher – A voucher style entered to reverse the accounting and encumbrance entries when the original voucher is a Regular style voucher. A reversal is always a credit voucher.

Adjustment Voucher - A voucher style used to record credit memos or reverse the accounting entries when the original voucher is an Adjustment or Reversal style voucher. An adjustment voucher can be either a credit or debit voucher.

Reversing Voucher – A voucher entered to reverse the accounting entries of the original voucher. It is either a Reversal voucher or an Adjustment voucher depending on the voucher style of the original voucher. A reversing voucher can be either a positive or negative amount.

Completing the Cancellation Forms

The CO-790 revised in May, 2009, combines the previous versions of the CO-790 and CO-860 into one form. All CO-790 forms should be sent to the Office of the State Comptroller, Accounts Payable Division (OSC APD) for processing. Do not send a CO-790 to the Office of the State Treasurer.

When an agency is notified that a vendor did not receive a payment, or that a payment was made in error, the first step in the new cancellation procedure is to look up the reconciliation status in Core-CT. The navigation to do this is Accounts Payable > Review Accounts Payable Info > Payments > Payment. Enter the payment reference ID in the reference box and click Search. If the reconciliation status field is not visible, it might be due to the customization. Click the [customize](#) hyperlink to change the settings.

The reconciliation status is updated daily and should be used as a guide. It is possible for the status to change during the process.

Steps to Follow if the Reconciliation Status is Unrecon:

The reconciliation status indicates the status of vendor checks at the bank. A reconciliation status of 'Unrecon' generally means that the check has not been cashed and is still outstanding. A reconciliation status of 'Unrecon' and payment status of 'Paid' means that the check can be canceled.

Source	Payment Reference ID	Payment Method	Vendor ID	Amount	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	Cancel Action
VCHR	12570459	Check	0000109814	558.00	02/11/2009	Paid	Unrecon		No Cancel

To proceed with the cancellation process, prepare a CO-790. Use the following table to fill out the form properly:

Core-CT Page (with navigation)	Use to fill in the CO-790:
Payment Inquiry - Accounts Payable > Review Accounts Payable Info > Payments > Payment > Payment reference ID hyperlink	Box 1 - Business Unit Box 7 - Payee Name Box 8 - Payment Reference ID Box 11 - Payment amount Box 13 - Voucher ID(s)
Voucher - Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value. Look up the voucher and go to the Payments Tab	Box 5 - Vendor ID Box 9 - Payment method Box 10 - Handling code Box 12 - Payment date
Voucher - Invoice Information Tab	Box 14 - Accounting date Box 15 - Voucher amount Box 16 - Check yes or no. If the voucher is part of a control group, there will be a control group number on the invoice information page of the voucher, just above the accounting date. Box 6 - FEIN/SSN* - use the FEIN that appears here only if the vendor ID on the payment tab is the same vendor ID on the Invoice Information screen. If it is not, look up the remit vendor's vendor ID in the vendor file (navigation: Vendors > Vendor Information > Add/update > Vendor) and enter their short name in the FEIN box.

Fill out the remaining boxes of the CO-790 as follows:

Boxes 2 thru 4 – Where the contact person is located. If the forms need to be returned, this is where they will be sent.

Box 17 – Answer the question, “Will OSC APD be reissuing this payment from the same voucher(s)?” This box is designed to tell APD what cancel action needs to be taken. So, even if the payment is going to be reissued with a new voucher, box 17 should be checked “no”.

Box 17A – In general, if the payment is not being reissued, a CO-790S should be submitted with the cancellation paperwork.

Box 18 – Give a detailed explanation of what happened and what needs to be done. APD uses the information provided here to validate the responses in boxes 17 and 20.

Box 19 – Mark the appropriate box. This is a new box to indicate if the CO-790 needs to be authorized by the Treasurer’s Office before OSC APD can process it. If the check is attached, no authorization is necessary. If the check is missing, or if

the payment was made electronically, the Treasurer’s Office validates the status of the payment at the bank before approving the payment for cancellation.

Box 20 – Check the appropriate boxes to tell OSC APD what should be done to the open payment schedule. If a situation requires some vouchers to be canceled/closed and other vouchers to be reissued, check the “other” box and list the voucher ID’s to be reissued. The box labeled “Reissue without changes (except changing handling code to ‘RA’)” is the action that used to be done with a CO-860.

Boxes 21 thru 24 – Fill in current contact information

Box 25 – Provide the email address of the person who enters reversal vouchers, if it is a different person than in box 24.

Boxes 26 thru 28 – The form must be signed and dated for OSC APD to process. The CO-790 does not need to be signed by the Agency Head; only CO-790S forms need to be signed by the Agency Head or Deputy.

Send the CO-790 to OSC APD, 55 Elm St 6th Floor, Hartford, CT 06106. Remember to include the check and CO-790S, if applicable. Refer to the following chart to determine if you need a CO-790S:

Situation	Cancel Action will be	Required Form(s)
<ul style="list-style-type: none"> ▪ Voucher accounting date is in the current fiscal year and <ul style="list-style-type: none"> ○ Wrong Vendor was paid ○ Payment was for the wrong amount ○ Payment was a duplicate or overpayment 	Cancel/Close	CO-790 & CO-790S
<ul style="list-style-type: none"> ▪ Payment needs to be canceled and not reissued to the vendor, but accounting date is from a prior fiscal year 	Open/Hold	CO-790 & CO-790S
<ul style="list-style-type: none"> ▪ Need a change in: <ul style="list-style-type: none"> ○ Address/Alternate Payee Name ○ Location/Payment Method ○ Separate payment flag 	Open/Hold	CO-790
<ul style="list-style-type: none"> ▪ Check needs to be reissued because it is stale dated ▪ Check is damaged ▪ Treasurer’s Office received forgery recovery ▪ Missing check 	Open/Reissue	CO-790

If a new voucher is going to be created to reissue the payment made in error, wait for the original payment to be canceled before processing a new voucher or it is considered a duplicate payment. Verify the payment cancellation has been completed by searching for the payment reference ID on the Payment

Inquiry screen. If the Cancel Action is anything other than "No Cancel" and the Cancel Date is filled in, that means the cancellation has been processed and a new voucher can be created. If a payment needs to be reissued quickly, notify OSC APD for assistance so a duplicate payment is not created.

When submitting a check to be canceled with a CO-790, be sure to make the check non-negotiable before mailing it; write or stamp "Void" or "Cancel" on the check.

Steps to Follow if the Reconciliation Status is Recon:

A status of 'Recon' generally means that the check was cashed; the reconcile date is the date that the check cleared the State's bank account. If a check has a reconciliation status of 'Recon' and payment status of 'Paid', a CO-860 may be completed and submitted to the Office of the State Treasurer to request a copy of the cashed check. A CO-860 cannot be used to reissue a check.

Source	Payment Reference ID	Payment Method	Vendor ID	Amount	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	Cancel Action
VCHR	12362955	Check	0000056420	6,086.00	09/11/2008	Paid	Recon	09/22/2008	No Cancel

If the payment status is 'Stopped' or 'Void' that means the payment has had some action taken on it and is no longer a valid payment. Contact OSC APD to get more information on a payment that has been stopped or voided.

Fill out the CO-860 as follows, and send it to the Office of the State Treasurer for a check copy:

Core-CT Page (with navigation)	Use to fill in the CO-860:
Payment Inquiry - Accounts Payable > Review Accounts Payable Info > Payments > Payment > Payment reference ID hyperlink	Box 1 - Business Unit Box 7 - Payee Name Box 8 - Payment Reference ID Box 11 - Payment amount Box 13 - Voucher ID(s)
Voucher - Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value. Look up the voucher and go to the Payments Tab	Box 5 - Vendor ID Box 9 - Payment method Box 10 - Handling code Box 12 - Payment date
Voucher - Invoice Information Tab	Box 14 - Accounting date Box 15 - Voucher amount Box 16 - Check yes or no. If the voucher is part of a control group, there will be a control group number on the invoice information page of the voucher,

	<p>just above the accounting date. Box 6 - FEIN/SSN* - use the FEIN that appears here only if the vendor ID on the payment tab is the same vendor ID on the Invoice Information screen. If it is not, look up the remit vendor's vendor ID in the vendor file (navigation: Vendors > Vendor Information > Add/update > Vendor) and enter their short name in the FEIN box.</p>
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Fill out the remaining boxes of the CO-860 as follows:

Boxes 2 thru 4 – Where the contact person is located. This is where the check copy or returned form will be sent.

Box 17 – If check is missing, mark this box.

Box 18 – Mark this box to receive a copy of the check, if it has been cashed.

Box 19 – This is a new box to be used if additional information justifying the request is needed.

Boxes 20 thru 23 – Fill in current contact information

Boxes 24 thru 28 – The form must be signed and dated for OTT to process.

What if the Reconciliation Status has changed?

If the agency submits a CO-790 to OSC APD because the reconciliation status is Unrecon, but it turns out that the check has been cashed at the bank, the agency will receive a copy of the front and back of the check.

If the agency submits a CO-860 to the Treasurer's Office for a copy of a check, but the check is still outstanding at the bank, the agency will be notified and asked to submit a CO-790 to OSC APD if the check needs to be canceled.

If the reconciliation status is ever blank, please contact OSC APD.

After the Cancellation is Processed:

OSC APD will not send any paperwork back to the agency after processing, except the reissued check if it was requested to be coded as an 'RA.'

To see if the payment has been canceled in Core-CT, go to the payment inquiry page and search for the payment reference ID. If the cancellation has been processed, the payment status will be 'Stopped' or 'Void' and the cancel action will be filled in. The Cancel Date is the date the cancellation was processed.

Here is an example:

Payment Inquiry Result										
Source	Payment Reference	Payment Method	Vendor ID	Amount	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	Cancel Action	Cancel Date
VCHR	12541306	Check	0000106814	208.00	01/16/2009	Void	Recon		Open/Hold	02/10/2009

To get the check number of the reissued payment, click the [Payment Reference ID](#) hyperlink.

Payment Amount:	208.00 USD	Payment Method:	CHK					
Description	vendor name has been corrected SC							
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount
ESBM1	00039275		12/09/2008	October2008	208.00	208.00	USD	

Click the Voucher ID hyperlink. This opens the voucher inquiry page. Scroll to the bottom and click the \$ icon under Payment Information:

Voucher Inquiry Results								
Business Unit	Voucher ID	Gross Invoice Amount	Invoice Number	Invoice Date	Accounting Entries	Match Status	Match WorkBench	Payment Information
ESBM1	00039275	208.00	October2008	12/09/2008		Matched		

All payments will be listed for the voucher:

				Back To Voucher Inquiry						
Business Unit:	ESBM1	Voucher ID:	00039275	Invoice Number:	October2008					
Vendor Name:		Vendor Location:			MAIN					
Gross Invoice Amount:	208.00	Transaction Currency:			USD					
Details										
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
OTTM1	FLEE2	VEN1	12570604			02/12/2009	208.00	USD	208.00	Paid
OTTM1	FLEE2	VEN1	12541306			01/16/2009	208.00	USD	208.00	Void

Completing a CO-790S

The purpose of the CO-790S is to evaluate how an erroneous payment was made and identify improvements that can be implemented to prevent a recurrence. Section A must describe the situation in detail. If the payment was to the wrong vendor or for the wrong amount, indicate who the correct vendor is or what the amount should have been. Also include how the incorrect information was selected and why it was not caught at the approver level.

Section B must describe the internal controls that were in place at the time of the error. Even if the controls may not have been a factor, this section still needs to be filled out.

Section C should describe changes that are going to be made to prevent a similar error from happening again. Sometimes a simple revision to existing processes can make a big difference; it does not have to be a huge re-write of procedures.

OSC APD will pre-approve CO-790S forms to eliminate the need for multiple signatures. Fax the unsigned CO-790S forms to 860-702-3420 or email them to **osc.apd@po.state.ct.us**. After APD pre-approves the CO-790, then send it to the agency head to be signed. The CO-790S must be signed by the agency head or deputy.

Creating Reversing Vouchers

When prior fiscal year payments are canceled, a reversing voucher is required to reverse the accounting entries. Reversing vouchers are also used to correct the entries from a posted, unpaid voucher. The following instructions are applicable to both situations, but if the reversing voucher is required for a cancellation, do not start the process until after receiving an email from OSC APD.

1. Verify the vendor is active. If the vendor is inactive, email the vendor file at **osc.apdvf@po.state.ct.us** prior to entering the voucher. After the voucher is saved, notify the vendor file to change the status back to inactive.
2. In Core-CT navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry. Enter the business unit as it appears on the original voucher. Leave the voucher ID as NEXT, and select the appropriate voucher style. Do not enter "Next" if there is something else in the voucher ID box; click on the left hand navigation and start over. If the original voucher style was Regular, use the Reversal Voucher style, otherwise choose Adjustment Voucher.
3. Enter the Vendor ID. It is not possible to search for the original voucher if the vendor ID is not filled in.
4. Click Add

Search:

- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Customers
- ▷ Customer Contracts
- ▷ Items
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Project Costing
- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
 - ▷ Vouchers
 - ▷ Add/Update
 - Regular Entry
 - Delete Voucher
 - ▷ Maintain
 - ▷ Review Accounts Payable Info
 - ▷ Reports
 - Accounts Payable Center

Voucher

Find an Existing Value
Add a New Value

Business Unit: 🔍

Voucher ID:

Voucher Style: ▼

Short Vendor Name: 🔍

Vendor ID: 🔍

Vendor Location: 🔍

Address Sequence Number: 🔍

Invoice Number:

Invoice Date: 📅

Add

- For Reversal Style vouchers, click the magnifying glass next to the Voucher to be Reversed box.

Invoice Information
Payments
Voucher Attributes
Consumption

Business Unit: DEPM1 **Invoice Number:**

Voucher ID: NEXT **Invoice Date:** 📅 **Receipt Date:** 09/05/2008 📅

Voucher Style: Reversal

Copy from a Source Document

Voucher To Be Reversed: 🔍 Copy to Voucher Reverse Remaining Vchr Balance

Vendor: <input type="text" value="0000096898"/> 🔍	Pay Terms: <input type="text" value="Due Now"/> ▼ 📅	Basis Dt Type: Inv Date
Name: <input type="text" value="820100960F-001"/> 🔍	Control Group: <input type="text"/> 🔍	Comments
Location: <input type="text" value="MAIN"/> 🔍	Accounting Date: <input type="text" value="09/05/2008"/>	
*Address: <input type="text" value="1"/> 🔍 Advanced Vendor Search	*Currency: <input type="text" value="USD"/>	
OFFICEMAX INC 50 RADO DR NAUGATUCK, CT 06770	Total: <input type="text" value="0.00"/> Calculate	Retainage Penalty Details

Packing Slip:

Then click the Lookup button; enter the voucher ID in the search field before clicking Lookup to limit the results. (For Adjustment Style vouchers, use the Copy to Voucher option to bring the original voucher coding into the adjustment voucher; the quantity or amount may need to be changed.)

Look Up Voucher To Be Reversed

Business Unit: DEPM1
Vendor ID: 0000096898
Voucher ID: begins with
Invoice Number: begins with
Short Vendor Name: begins with
Name 1: begins with

[Basic Lookup](#)

Search Results

View All First 1-100 of 252 Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Name 1	Voucher Style
00063554	303027	1590	03/31/2008	820100960F-001	OFFICEMAX INC	Regular
00062348	942435	225	02/13/2008	820100960F-001	OFFICEMAX INC	Regular
00061529	241530	575	01/30/2008	820100960F-001	OFFICEMAX INC	Regular
00061400	533831	878.43	01/04/2008	820100960F-001	OFFICEMAX INC	Regular
00060998	619987	145.36	01/10/2008	820100960F-001	OFFICEMAX INC	Regular

- Click on the voucher ID in the Search Results section. The Look Up screen will close. The voucher ID selected should be in the Voucher to be Reversed box. Click the Copy to Voucher button.

[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Consumption](#)

Business Unit: DEPM1
Voucher ID: NEXT
Voucher Style: Reversal

Invoice Number:
Invoice Date:
Receipt Date: 09/05/2008

Copy from a Source Document

Voucher To Be Reversed:

 Reverse Remaining Vchr Balance

Vendor:
Name:
Location:
***Address:** [Advanced Vendor Search](#)

***Pay Terms:** Due Now
Control Group: [Comments](#)
Accounting Date: 09/05/2008
***Currency:** USD
Total: Retainage Penalty Details

Basis Dt Type **Inv Date**

OFFICEMAX INC
 50 RADO DR
 NAUGATUCK, CT 06770

The original voucher will now appear in the Invoice Lines section as the related voucher, and all of the coding from the original voucher will be brought into the reversing voucher. Verify the quantity and amount are the opposite sign of the original voucher.

Invoice Information | Payments | Voucher Attributes | Consumption

Business Unit: DEPM1 **Invoice Number:** 942435Rev
Voucher ID: NEXT **Invoice Date:** 2/13/08 **Receipt Date:** 2/26/08
Voucher Style: Reversal

Vendor: 0000096898 **Pay Terms:** Due Now **Basis Dt Type:** Inv Date
Name: 820100960F-001 **Control Group:** [Comments](#)
Location: MAIN **Accounting Date:** 09/05/2008
Address: 1 **Currency:** USD [Non Merchandise Summary](#)
OFFICEMAX INC
50 RADO DR
NAUGATUCK, CT 06770

Total: -225.00 [Calculate](#) [Retainage Penalty Details](#)

Packing Slip: _____

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		Labor to reconfigure cubic	-1.0000	EA	225.00000	-225.00

Ship To: 06400001 **Related Voucher:** 00062348 Use One Asset ID Use One Asset ID Force Price Force Price

[Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines

Line	Amount	Quantity	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2
1	-225.00	-1.0000	STATE	12060	DEP43930	21010	63012	52531		

7. Enter the invoice number exactly how it was entered on the original voucher and add an "R" or "Rev" to the end of it ("Adj" for adjustment vouchers)
8. Copy the invoice and receipt dates from the original voucher.
9. Review the account coding on the reversing voucher. If the fund that was brought in from the original voucher is a budgeted fund (see list below), use the refund of prior year expense coding on the reversing voucher. This means the following coding needs to be changed:
 - SID – change to 18010
 - Account – change to 44410
 - Budget Reference – change to current fiscal year

If the original voucher was to a non-budgeted fund, leave the coding the way it is, with the possible exception of the budget reference. Agencies that consolidate their budget references at year end will need to change the budget reference to the current fiscal year.

If the original voucher was to a revenue account, use the same coding on the reversing voucher as the original voucher, except change the budget reference to the current fiscal year.

The following are budgeted funds:

- | | |
|----------------------------------|---|
| 11000 General Fund | 12007 Workers Compensation Fund |
| 12001 Transportation Fund | 12009 Mashantucket Pequot & Mohegan Fund |
| 12003 Banking Fund | 12010 Soldiers Sailors and Marines Fund |
| 12004 Insurance Fund | 12013 Regional Market Operations Fund |
| 12006 Consumer Counsel/DPUC Fund | 12014 Criminal Injuries Compensation Fund |

Do not save the voucher yet!

10. Go to the payments tab of the voucher. Verify the following fields are exactly the same as on the original voucher, and change any that need to be so they match the original voucher:
 - Vendor ID
 - Address
 - Location
 - Payment Method
 - Handling Code (RA for checks)
 - Separate Payment Flag (should be unchecked)
11. Check the hold box on the payment tab. Select FAC as the hold reason
12. **SAVE** the reversing voucher
13. Change the scheduled due date to the 17th of the following month
14. **SAVE** the voucher again.

Completing the Reversing Voucher

PO Vouchers - After the voucher is saved, it has to go through matching. This batch job is run throughout the day. Once the voucher is matched, it will be routed to the approver's worklist.

NON-PO Vouchers – The voucher can be approved after it is routed to the approver's worklist.

The next step of the process is for the reversing voucher to go through budget check. If it passes, the budget status will become Valid. If it fails, it will go into exception and require maintenance. The voucher will continue to go through Budget Check until it passes.

After the reversing voucher has been approved and has a budget status of valid, it will go through the Voucher Post process, which is a batch job run overnight.

When the reversing voucher has been posted, remove the hold on the reversing and original vouchers. This should be done in the afternoon so it does not conflict with the daily State Pay Cycle. Uncheck the hold box on the credit (negative) voucher first and save it. Then do the same for the debit (positive) voucher. Remember to go to the open payment schedule of the original voucher by clicking the right arrow in the Payment Information section blue bar:



Email **osc.apd@po.state.ct.us** as soon as the vouchers are off of hold. If there are no changes necessary, APD will not respond. If something needs to be changed on the reversing voucher, APD will reply to the email.

Verify the vouchers were paid in the Zero-Dollar Pay Cycle by reviewing the vouchers the first day of the next month. The payment date and payment reference fields will be filled in if the vouchers were processed.

The next page contains a checklist to assist in creating and processing reversing vouchers.

Agency Reversing Voucher Process – Checklist

Business Unit _____ Vendor Location _____
 Voucher to be reversed _____ Vendor Address _____
 Voucher Style of Reversing voucher _____ Payment Method _____
 Vendor ID _____ Handling Code _____

Are the Vendor, Address, and Location all active? _____ If no, contact Vendor File

- Go to Regular Entry in Core-CT. Enter the Business Unit, Voucher Style, and the Vendor ID
- Lookup up the original voucher to be reversed and copy it into the voucher.
- Enter the Invoice Date, Receipt Date, and Invoice ID.
- Update the account coding if necessary. If the fund is a budgeted fund, change the Account to 44410 and the SID to 18010. Change the budget reference, if applicable, and verify that the budget exists.
- Update the Payment Tab information so the following fields match the open payment schedule of the original voucher: Vendor ID, Business Unit, Address, Location, Payment Method, Handling Code, and Separate Payment Flag.
- Place voucher on hold. Use reason code FAC.
- Save the voucher.
- Change the scheduled due date to the 17th of the following month.
- Save the voucher again.
- If the vendor file was contacted to activate the vendor, notify them that it can be made inactive again.
- If there is a PO associated with the voucher, it must successfully go through matching.
- Get the voucher approved.
- Voucher will go through budget check. Verify the next day that the budget status is valid.
- Voucher will go through voucher post, which is run overnight.
- Once voucher is matched, approved, budget checked, and posted, remove the hold on the reversing voucher and then the original voucher. Please only do so in the afternoon to avoid conflicting with the daily State Pay Cycle.

- Forward the reversal request email to OSC.APD@PO.STATE.CT.US immediately after removing the holds. Include the voucher IDs of the reversing voucher(s) in the email.
- Verify the vouchers were processed in the Zero-Dollar Pay Cycle the first business day of the following month.