
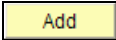






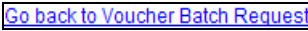
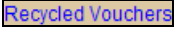




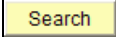
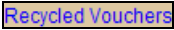


Processing Student Refunds in AP

1.	Click the Accounts Payable link. 
2.	Click the Batch Processes link.
3.	Click the Vouchers link.
4.	Click the Batch Voucher Request link.
5.	On the Voucher Batch Request page, click on the Add a New Value tab and enter a Run Control ID . Entering a Run Control ID that is relevant to the process may help you remember it for future use. You can save the Run Control ID and all the parameters you set so you can easily run this process again in the future.
6.	Click the Add button. 
7.	On the Voucher Request page, enter a Request ID . In the first field, enter a 7-digit code for the ID.
8.	Click on the drop-down arrow in the Voucher Process Option field. 
9.	Click on Process Business Unit to select it. 
10.	The Business Unit will default to your campus.
11.	Click the Save button. 
12.	Click the Run button to open the Process Scheduler Request page. 
13.	On the Process Scheduler Request page, click the OK button to return to the Voucher Batch Request page. 
14.	On the Voucher Batch Request page, note the Process Instance number and click the Process Monitor link to open the Process List page. 
15.	On the Process List page, locate your process in the listing. Click the Refresh button until the Distribution Status for your process shows <i>Posted</i> . 

16.	<p>After the <i>Distribution Status</i> shows as "Posted," click the Go back to Voucher Batch Request link.</p> 
17.	<p>On the Voucher Batch Request page, click the <i>Recycled Vouchers</i> tab to check if errors occurred during the batch process.</p> 
18.	<p>In this example, an error occurred during the batch process so a link to examine the error appears in the <i>Examine Error Messages</i> section.</p> <p>Click on the link to open the Header Error page.</p> 
19.	<p>In the Voucher Errors section of the page, we see that errors exist in the Voucher Distribution Line.</p> <p>Click the Correct Errors link to open the Invoice Information page and correct the errors.</p> 
20.	<p>On the Invoice Information page, if no error had occurred during the refund process the <i>Entry Status</i> would show as "Postable." Errors were detected, so the <i>Entry Status</i> shows as "Recycle."</p> <p>The Header Errors page noted that errors exist in the Voucher <i>Distribution Line</i>. We see that all Chartfields were left blank when the batch request was submitted. To fix error, we must enter the correct Chartfield combination in the <i>Distribution Line</i> section.</p>
21.	<p>After errors have been corrected, click the <i>Save</i> button.</p> 
22.	<p>After errors are corrected and the page is saved, the <i>Entry Status</i> field shows as "Postable." At this point, return to the Voucher Batch Request page.</p> <p>Click on the Batch Voucher Request link in the Financials menu.</p> 
23.	<p>On the Voucher Batch Request page, enter the <i>Run Control ID</i> you entered for this batch process.</p>
24.	<p>Click the Search button.</p> 
25.	<p>Click the Recycled Vouchers tab.</p> 
26.	<p>We see that no additional errors were detected, so the batch process has successfully run.</p>
27.	<p>End of Procedure.</p>

Section

