

CAPPS Desk Aid

Creating a Multi-Vendor Reversal Voucher (CAPPS only)

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Creating a Multi-Vendor Reversal Voucher (CAPPS only)

Overview

If a direct deposit was used to pay a multi-vendor voucher but was returned to the agency, a CAPPS-only entry is necessary in order to reconcile with USAS.

To reverse a purchase order (PO) multi-vendor voucher and restore the encumbrance, users must manually create a multi-vendor reversal voucher. The following are required to complete this transaction:

- **Prerequisite:** A *PO MVV Voucher* that was sent to USAS (USAS process status must equal **P**).
- **Security Role:** TX_FIN_AP_ENTER_VOUCHERS

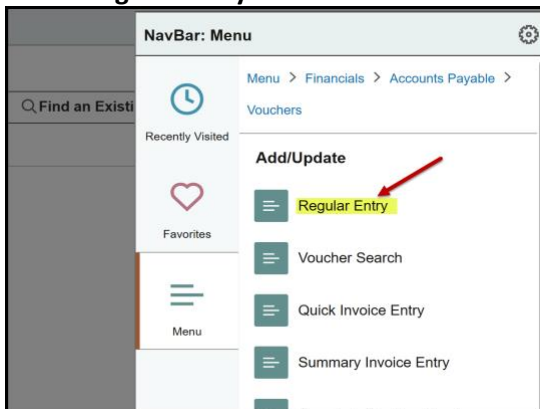
Creating a Multi-Vendor Reversal Voucher

Navigation

NavBar: Menu; Financials; Accounts Payable; Vouchers; Add/Update; Regular Entry

To create a multi-vendor reversal voucher:

1. Select **Regular Entry**.



2. Select **Multi-Vendor Reversal** for the VOUCHER STYLE drop-down menu.

 A screenshot of the "Voucher" form. The "Add a New Value" section is visible. The "Voucher Style" dropdown menu is highlighted with a red box and shows "Multi-Vendor Reversal" selected. A red arrow points to the "Add" button at the bottom left of the form. Other fields include "Business Unit", "Voucher ID" (with a "NEXT" button), "Supplier Name", "Short Supplier Name", "Supplier ID", "Supplier Location", "Address Sequence Number", "Invoice Number", and "Invoice Date".

3. Select **Add**.
The *Regular Entry* page displays.

4. Enter the SUPPLIER ID.
5. Enter the INVOICE NO.
6. Enter the INVOICE DATE.

Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 45500 | Invoice No: 0123456789-R

Voucher ID: NEXT | Accounting Date: 03/24/2026

Voucher Style: Multi-Vendor Reversal | *Pay Terms: NET30

Invoice Date: 03/24/2026 | Basis Date Type: Inv Date

Invoice Received: 03/24/2026

US BANK NATIONAL ASSOCIATION | 1310841368

Supplier ID: US BANK NA-002 | Control Group: 6

Location: 009 | *Address: 1

Incomplete Voucher

TINS Check

7. Open the *Copy From Source Document* drop-down menu.
8. Enter the VOUCHER ID.

Payment Type: D | USAS Proc Stat: Y

USAS Doc#: | USAS Proc Dt: | Orig Pmt. Date: | Draft Voucher

Save | Save For Later | Action: | Run | Calculate

▼ Copy From Source Document

Voucher ID: 00100129 | Reverse Voucher | Copy to Voucher

Save | Save For Later

Save | Notify | Refresh

Invoice Information | Payments | Voucher Attributes

Note: The *Reverse Voucher* checkbox is not necessary for this activity and should remain unchecked.

9. Select **Copy to Voucher**.
The *Default Voucher Line Fields* page displays.
10. Enter the INV RECEIPT DATE.
11. Enter the SERVICE DATE.
12. Enter the REQUESTED PMT DATE.
13. Select **OK**.
14. Select the **Voucher Attributes** tab.

Regular Entry

Invoice Information | Payments | **Voucher Attributes**

Business Unit: | Invoice No: 0123456789-R

Voucher ID: NEXT | Invoice Date: 03/24/2026 | Action: | Run

Voucher Style: Multi-Vendor Reversal | Incomplete Voucher

Voucher Processing

Post Voucher | Close Voucher

Revalue Voucher | Delete Voucher

Adjust Mch Values/Encumbrance

Tax Group

Tax Group: | Tax Pymt Type: |

Accounting Instructions

Account At: Gross | *Template: MANUAL | USAS Transaction Code: MAN

Transaction Currency

*Source: Tables | *Currency: USD

15. Select a template that will generate a MAN T-code.

Note: For a direct deposit return, use the Accounting Entry Template (AET) with MAN to offset against cash (for instance, if the voucher was already paid and processed in USAS). For agency-initiated cancellations, use the CANCEL AET template.

16. Select the **Invoice Information** tab.

The screenshot shows the 'Regular Entry' form with the 'Invoice Information' tab active. The 'Payment Type' dropdown is set to 'MAN'. A red box highlights the 'MAN' dropdown, and a red arrow points to the 'Save' button at the bottom left.

17. Enter **MAN** in the PAYMENT TYPE field.

18. Select **Save**.

19. Select **OK** to acknowledge the pop-up window warning message.

20. Select **Budget Check** in the ACTION drop-down menu.

The screenshot shows the 'Regular Entry' form with the 'Action' dropdown menu open. The 'Action' is set to 'Match, Doc Tol, Bdg' and the 'Run' button is highlighted with a red box and arrow.

21. Select **Run**.

A message displays to confirm waiting for processing to complete.

22. Select **Yes** in the processing pop-up window.

23. Select **OK** for the “Warning – Missing USAS DOC Number...” pop-up message.

Note: The agency may need to approve after budget checking. Once approved, the voucher needs to be posted and a journal is generated.

The screenshot shows the 'Regular Entry' form with the 'Summary' tab active. The 'Match Status' is 'Matched' and the 'Approval Status' is 'Approved'. A red box highlights the 'Match Status' and 'Approval Status' fields.

24. Select **Voucher Post** in the ACTION drop-down menu.

The screenshot shows the 'Invoice Information' tab of a CAPPS system. The 'Action' dropdown menu is highlighted with a red box, and a red arrow points to the 'Run' button next to it. The interface includes fields for Invoice No (0123456789-R), Accounting Date (03/24/2026), and Pay Terms (NET30). There are also buttons for 'TINS Check' and 'Calc Re'.

25. Select **Run**.

26. Select **Journal Generate** in the ACTION drop-down menu.

27. Select **Run**.

Revision History

Date	Description of Change	Changed By
May 4, 2026	Initial release.	K. Parker