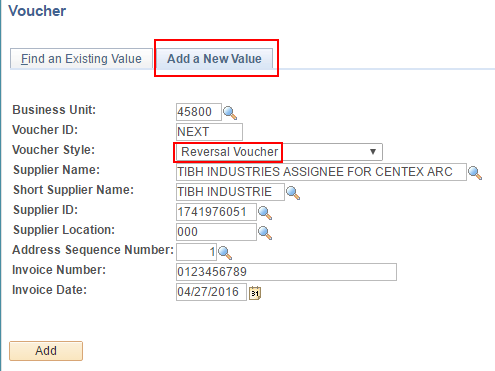
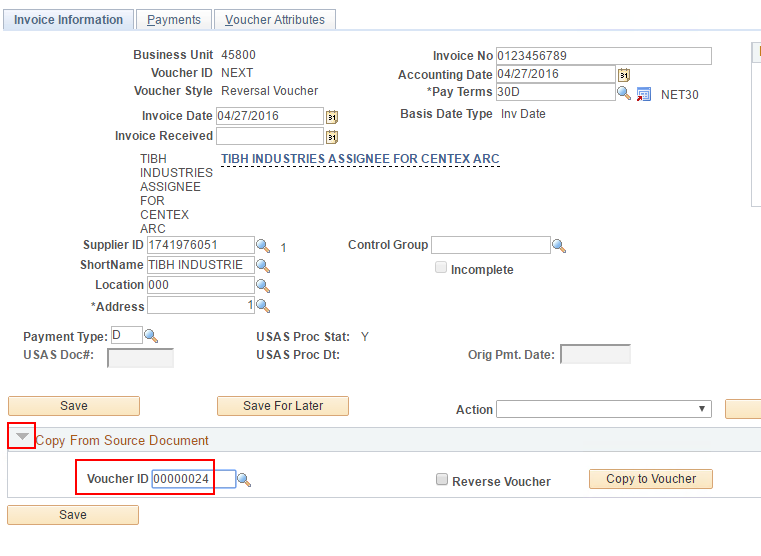
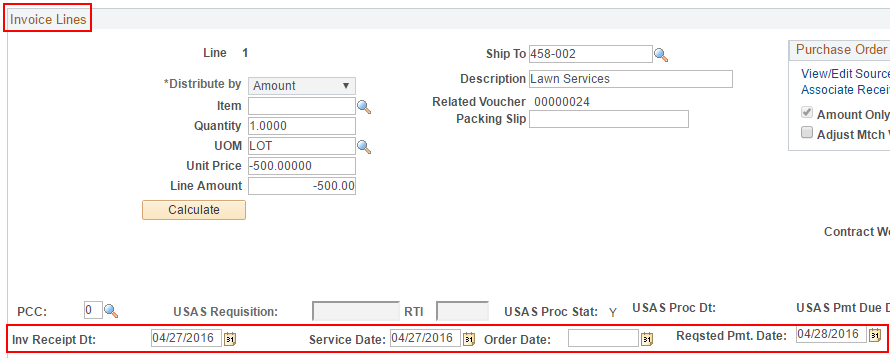
# Voucher Entry- Refund of Expenditure

1. **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**'**Add a New Value**'
2. **Enter**:  
   Voucher Style: Reversal  
   Supplier  
   Invoice Number  
   Invoice Date  
    **Click**: Add  
   
3. Open the '**Copy From Source Document**' section and enter the **Voucher ID**.  
     
   *Not Needed*: You do **NOT** need to check the Reverse Voucher checkbox.  
     
   Click '**Copy to Voucher**'.  
     
   
4. On the **Invoice Line**  
   **Enter**:  
   Inv Receipt Dt  
   Service Date  
   Reqsted Pmt. Date  
     
   
5. On the **Voucher Attributes** tab choose a **Template** that will generate a 180 Tcode.   
   
6. Click **Save**.  
   
7. Go to the **Invoice Information** tab to select '**Budget Check**' in the Action dropdown.  
   