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Voucher Style vs. Voucher Type Definitions
Voucher Processing

<u>Voucher Styles</u> are used to process voucher transactions for a specific purpose. The different Voucher Styles are summarized below:

Voucher Style	Definition
Regular Voucher	Used to process PO and Non-PO vouchers. - Regular Non-PO Vouchers are most likely entered for invoices, check requests, employee reimbursements, travel advances, cash advances, petty cash, stipends, ACH Debit, OGC, and p-card Voucher Types. - Regular PO Vouchers are most likely entered for invoices, refunds, and check requests.
Prepaid Vouchers	Used to process prepayments and advances. Prepaid Vouchers are most likely entered for travel advance, cash advance, invoice, and check request Voucher Types.
Reversal Voucher (Central Users Only)	Used to restore encumbrances to a PO Voucher that referenced the incorrect PO.
Adjustment Voucher	Used to process credit or debit memos against a voucher that has been posted and thus cannot be modified and/or to relate one voucher to another.
Journal Voucher	Used to process an adjustment to a ChartString allocation against a voucher that has been posted and thus cannot be modified.
Template Voucher	Used as a template for generating regular vouchers that share similar voucher data.
Single Payment Voucher	Used to process a voucher for a one-time vendor that is not maintained in the master vendor file. Certain integrating systems will have the ability to process Single Payment Vouchers via the Inbound Voucher Interface process. Single Payment Vouchers will not be processed online by departments.

<u>Voucher Types</u> are utilized to indicate the nature of a voucher transaction and/or to drive workflow routing requirements (i.e. pay an invoice, process a travel advance, etc.). The different voucher types are as follows:

- Invoice
- Check Request
- Employee Reimbursement
- Travel Advance
- Cash Advance
- OGC
- Prepayment

- Petty Cash
- Refund
- Stipend
- ACH Debit
- P-Card
- V-Pay

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