# TeamWorks FinancialsAP Vouchers Build Error Reminder

In order to prepare for year end process for Accounts Payable, all agencies should review, correct or delete vouchers from the Voucher Build Error Detail page, as well as all other vouchers in Recycle Status on the Regular Entry page.
Navigation- **Accounts Payable >> Maintain >> Voucher Build Error Detail**
**Accounts Payable >> Vouchers >> Add/Update >>** **Regular Entry**

SAO highly encourages agencies and technical schools to review all vouchers in error on a monthly basis and make this a part of their regular reconciliation.

The Voucher Build Error page lists all vouchers built with errors.  These errors should be reviewed, researched, and resolved or deleted as soon as possible in order to minimize the number of transactions in error that will need to be processed at year-end.  This page can also be used to find missing vouchers.

**What does my agency need to do?**
Share this important information with the appropriate staff in your agency or technical school.
Use above navigation to make corrections to vouchers built with error or delete these vouchers as follows:

1. Click on "Correct Errors" to make the necessary corrections
2. After the error is corrected set the build status to "Build Voucher" or
3. To delete the voucher set the build status to "Delete Voucher"
4. Save
5. The voucher will be updated in the overnight batch process.