

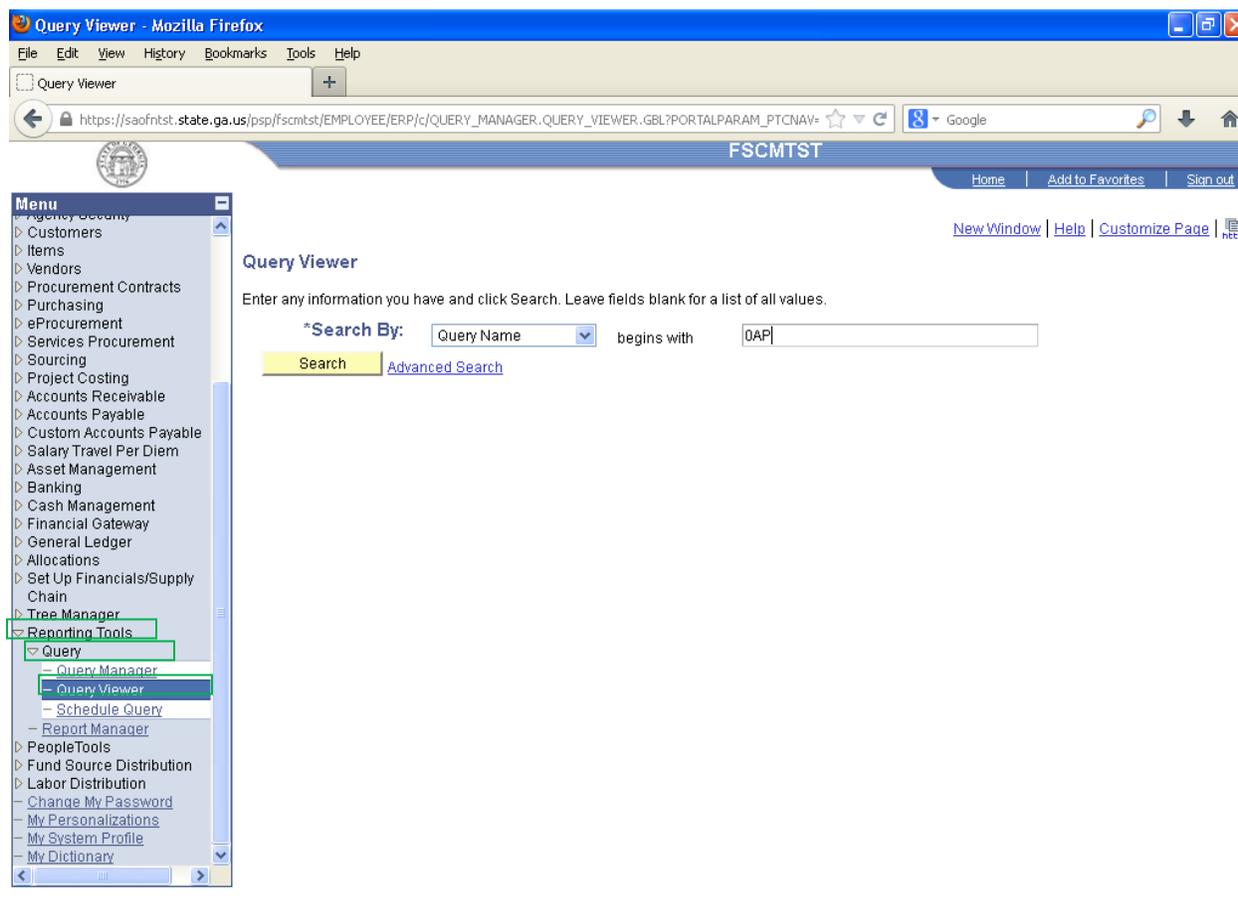


How to Edit TTE Vouchers in TeamWorks Financials

After the nightly data extract from TTE and the file is import into TeamWorks completes, the system runs a Voucher Build. On that day you have the ability to edit the vouchers created from TTE transactions.

Step 1: Access the Query Viewer

Navigation: *Reporting Tools > Query > Query Viewer*



Step 2: Run [Query 0AP042A_VCHRS_NOT_POSTED_DISTR](#) in TeamWorks Financials
 (This query will show all transactions extracted from TTE on the prior day)

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with 0AP

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
0AP034B_VOUCHERS_BY_EMPID	VOUCHERS_BY_EMPID	Public		HTML	Excel	XML	Schedule	Favorite
0AP034_3RD_PRTY_VCHR_W_OPN_ITM	3rd Party Vchrs w/Open Item	Public		HTML	Excel	XML	Schedule	Favorite
0AP042A_VCHRS_NOT_POSTED_DISTR	VCHRS_NOT_POSTED_DISTRB	Public		HTML	Excel	XML	Schedule	Favorite
0AP042_VOUCHERS_NOT_POSTED	VOUCHERS_NOT_POSTED	Public		HTML	Excel	XML	Schedule	Favorite
0AP045_VOIDS_BY_PERIODS	VOIDS_BY_PERIODS	Public		HTML	Excel	XML	Schedule	Favorite
0AP047_VCHR_WITH_SPLIT_PYMT	VCHR_WITH_SPLIT_PYMT	Public		HTML	Excel	XML	Schedule	Favorite
0AP051_PAYMENT_CANCELLATION	Payment_Cancellation	Public		HTML	Excel	XML	Schedule	Favorite
0AP052_VCHRS_BY_PAYMENT_REF	0AP052_VCHRS_BY_PAYMENT_REF	Public		HTML	Excel	XML	Schedule	Favorite
0AP053_VNDRS_RANKED_BY_PYMNTS	0AP053_VNDRS_RANKED_BY_PYMNTS	Public		HTML	Excel	XML	Schedule	Favorite
0AP056_SINGLEPAY_BY_BU	Single_Payment_BY-BU	Public		HTML	Excel	XML	Schedule	Favorite
0AP057B_INTERUNIT_PAYABLES_CC	Interunit Pay_Cust_Cnsoldtn	Public		HTML	Excel	XML	Schedule	Favorite
0AP057C_INTERUNIT_PAYABLES_LOC	Interunit Pay_by_Location	Public		HTML	Excel	XML	Schedule	Favorite
0AP057_INTERUNIT_PAYABLES	Interunit payables	Public		HTML	Excel	XML	Schedule	Favorite
0AP058_INVALID_FUNDS_2007		Public		HTML	Excel	XML	Schedule	Favorite
0AP059_INVALID_FUNDS_2006		Public		HTML	Excel	XML	Schedule	Favorite
0AP060_PRIOR_BY_EXP_IN_CRNT_FY	Prior BY Expense in Current FY	Public		HTML	Excel	XML	Schedule	Favorite
0AP061_VOUCHER_DISTRIBUTIONS	Voucher Distributions	Public		HTML	Excel	XML	Schedule	Favorite

Step 3:

Enter the **Agency's Business Unit**.
 Enter the **Accounting Date From** = date after extraction from TTE
 Enter **Accounting Date To** = date after extraction from TTE

For our Example: TTE transaction extracted for business day 06/13/13; Extract processed in TW 06/14/13

Enter Agency's Business Unit: 42700
 Accounting Date From: 06/14/2013
 Accounting Date To: 06/14/2013

0AP042A_VCHRS_NOT_POSTED_DISTR - VCHRS_NOT_POSTED_DISTRB

Business Unit:

Accounting Date From:

Accounting Date To:

[View Results](#)

Unit	Origin	User	Voucher	PO No.	Vendor	Name	Voucher Post Flag	Acctg Date	Status	Voucher Post Status	Budget Status	Close Date	Close Status	Gross Amt	Budg Dt	Vchr Line	Vchr Amt	Distrib Line	Distrib Amt	Account	Fund	Dept	Fund Src	Class	Program
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Step 4:

Once the query runs in Excel, filter: **Origin** "TRV". The query will show all travel payments extracted the prior day.

Agencies may review any of the vouchers listed and edit invoice information, payment information, or place vouchers on hold.