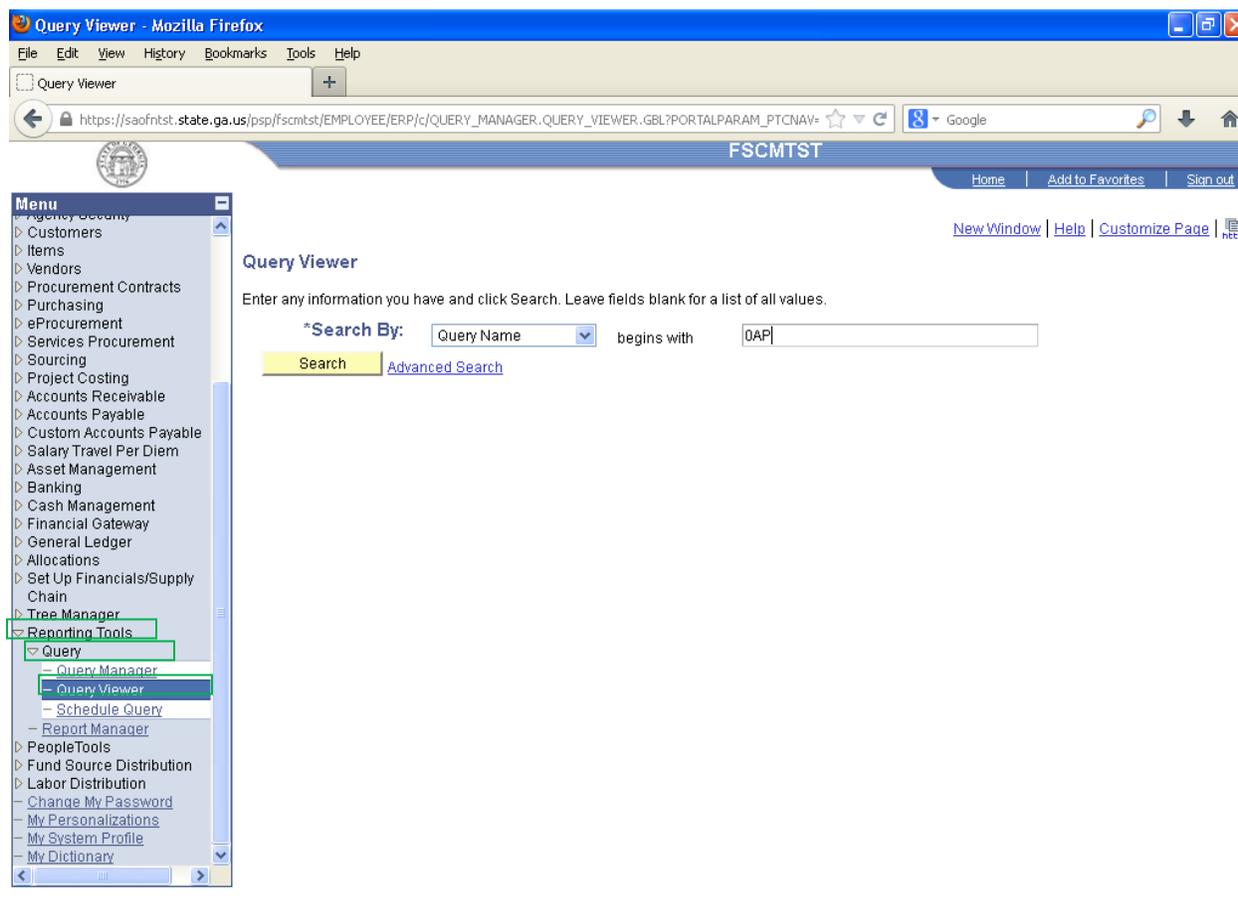# How to Edit TTE Vouchers in TeamWorks Financials

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)

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

Step 4:

Once the query runs in Excel, filer: **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.