# 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.
