

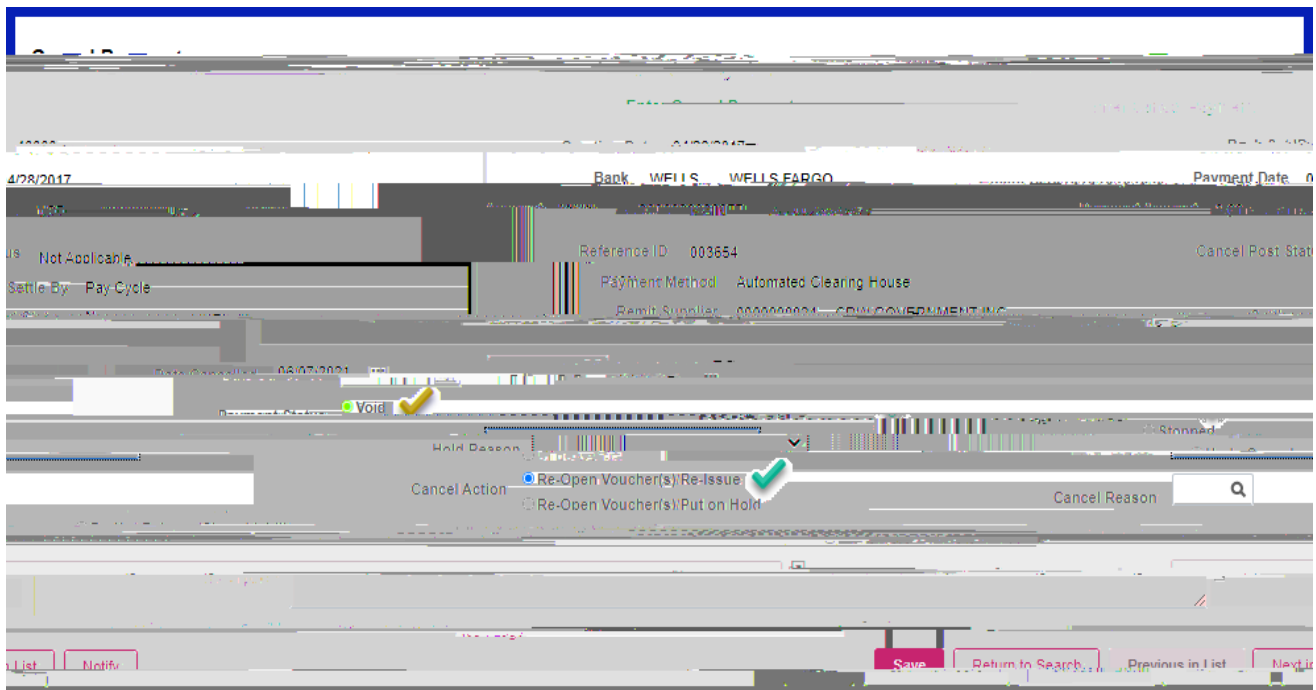




Option 1: No Changes Required to Voucher

When there are no expected changes to a pre-conversion voucher, such as payment location or payment method, users can follow the business process [AP 020 540 – Canceling a Payment](#). This will void the payment and open a new payment line on the pre-conversion voucher. The user will then be able to pay the voucher through running pay cycle.

Screenshot below shows what a user sees when voiding/reissuing a pre-conversion voucher that does not require changes:



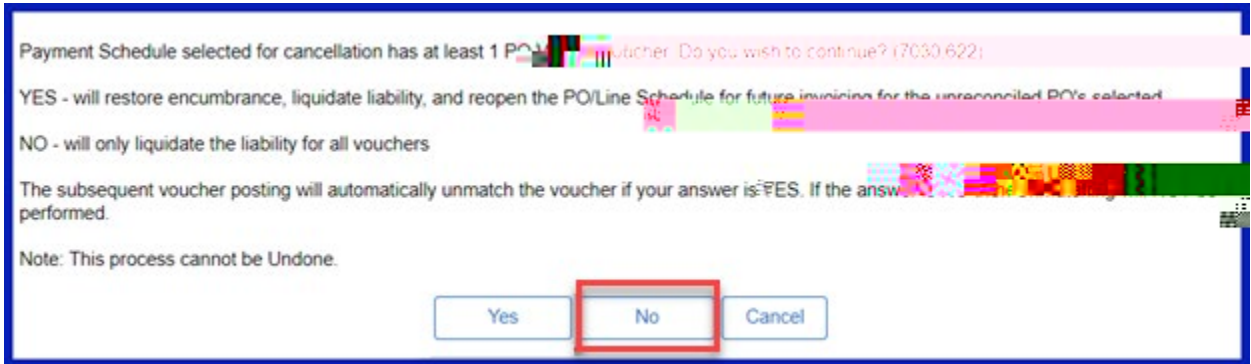


Option 2: Changes Required to Voucher

If a user needs to void a payment and make changes to 1 pmakA34chacTd7on



2. Click Save. For PO vouchers, when a user clicks Save, the following alert message appears:



Since the PO for pre-conversion vouchers have been reconciled prior to Supplier Conversion, click No to only liquidate the liability.

4. Create a new voucher with the SHARE Supplier ID to pay the supplier.

