

Reprinting an Accepted Payment Voucher Warrant has NOT Been Issued

To reprint an accepted payment voucher (one where a warrant has **not** been issued), please follow the steps listed below:

1. Go to the AFNS SCHED table. Make sure the screen is blank (no records appearing on the screen).
2. Get the needed payment voucher record, by placing a "G" (for get) in the 'Action' field, tabbing down to the first line, and keying in the 'Vendor Code' and 'Payment Voucher Number'.
3. Press ENTER. The document information should appear on the screen and should be the only record on the screen.
4. In the 'Action' field key a "C" (for change), tab down to the 'Hold Ind' field and remove the "H" (by spacing out the letter).
5. After the fields (listed in step #4) have been updated press ENTER. A message should appear at the bottom of the screen stating that the record has been changed. The payment voucher should reprint the next business day.