

When I see a status of "Needs Revalidation" for my Payment Voucher, what does this mean?

A status of "Needs Revalidation" means that Accounts Payable must review and approve the voucher because the payment is for a restricted item (based on the expenditure type).

Payment Voucher (UVA AP Invoice Processor)

Batch Control Total: _____ Batch Actual Total: _____

Type	Supplier Site Name	Invoice Date	Invoice Num	Invoice	Invoice Amount	Terms Date	Description
Standard	MCLEAN	01-JAN-2016	DEC2015	USD	1,360.00	04-JAN-2016	UVA
Standard	HONOLULU	03-JAN-2016	GK/01/03-05	USD	640.87	03-JAN-2016	Reimbursement for Boeing Fin
Standard	CHARLOTTESVI 15	04-JAN-2016	GRT7300 112015 PAC8N 01	USD	117.92	04-JAN-2016	Medical services for grant part
Standard	CHARLOTTESVI 15	04-JAN-2016	GRT7300 112015 PAC8N 02	USD	53.71	04-JAN-2016	Medical services for grant part

1 General 2 Lines

Summary

Items	1,360.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	1,360.00
Tax	0.00
Freight	
Miscellaneous	
Total	1,360.00

Amount Paid: USD 0.00

Status: Needs Revalidation (circled in red)

Accounted: No

Holds: 1

Scheduled Payment Holds: 0

Description: UVA

Actions... 1 All Distributions

Another way to view the status of your Payment Voucher is through the Invoice Overview screen.

Invoice Workbench (UVA AP Invoice Processor)

Batch Control Total: _____ Batch Actual Total: _____

Operating Unit	Customer Taxpayer ID	Type	Supplier Site Name	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Control An
A1000 Rector/Board		Standard	MCLEAN	01-JAN-2016	DEC2015	USD	1,360.00	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	1,360.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	1,360.00
Tax	0.00
Freight	
Miscellaneous	
Total	1,360.00

Amount Paid: USD 0.00

Status: Needs Revalidation (circled in red)

Accounted: No

Approval: Not Required

Holds: 1

Scheduled Payment Holds: 0

Description: UVA

Actions... 1 Calculate Tax Tax Details Corrections Match All Distributions

If the voucher has been placed on hold, select the Holds tab to obtain more information.

Invoice Workbench (UVA AP Invoice Processor)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	Supplier Site Name	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Control An
A1000 Rector/Board		Standard	MCLEAN	01-JAN-2016	DEC2015	USD	1,360.00	

1 General 2 Lines **3 Holds** 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Hold Name	Hold Reason	Hold Date	Hold By	Release Name	Release Reason	Released By	Release Date	WF Status
Qty Rec	Quantity billed	06-JAN-2016	System					

Purchase Order
Number: 1559608
Release:
Line: 1
Ship To: DDREC

Shipment Quantity
Ordered: 11000
Billed: 10845
Received: 10791
Accepted: 0

Receipt
Number:
Line:
Date:

Receipt Quantity
Billed:
Received:
Accepted:

View PO Release... 1

Actions... 1 Calculate Tax Tax Details Corrections Match All Distributions