

**Payment Voucher
Training Guide**

Table of Contents

Prepare Payment Vouchers	1
Non-Purchase Order Voucher.....	1
Purchase Order Voucher.....	11
HSP Purchase Order Voucher	22
Single Payment Voucher	33
Applying a Discount to a Voucher	40
Attach Document to Voucher.....	42
Search for an Existing Voucher.....	44
View Voucher Summary Page	46
View Voucher Related Documents Page.....	50
View Voucher Error Summary Page.....	52
Viewing Payment Information on Vouchers	55
View Payments by Supplier Name.....	57
View Scheduled Payments by Supplier	61
View Scheduled Payments by Voucher ID.....	63
View Scheduled Payments on Hold for a Vendor	65
View Vouchers by User ID.....	67
View Payment by Reference ID	69

Prepare Payment Vouchers

The Accounts Payable module is used for voucher entry and payment processing involving Purchase Orders and Non-Purchase Order payments to suppliers.

Non-Purchase Order Voucher

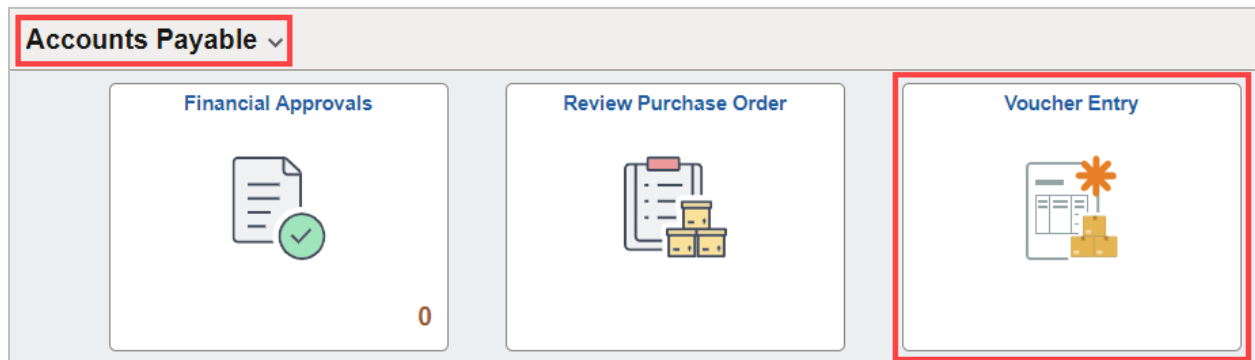
A Non-Purchase Order Voucher requests payment for goods and/or services that do NOT require a purchase order. This includes items such as utilities, membership dues, and registration fees to be paid directly to a supplier. For a complete listing of purchases that can be made without obtaining a purchase order, see [Procedure BF-PGS-PR8](#), Reimbursements and Payments Other than for Travel and Purchase Orders.

Things to consider before starting a Non-Purchase Order voucher:

- An original invoice is required for payment to a supplier. It must display the company's name, the "remit to" address, the date the goods or services were received, a description of the purchase, taxes charged (if any), and the cost.
- The date the invoice was received on campus must be indicated on the support documentation. The date can be handwritten or a pre-inked date stamp.
- When paying membership dues, or subscriptions, a statement explaining the benefit to the University is required in the Comment section of the voucher.

Create a Non-Purchase Order Voucher

1. To create a Non-Purchase Order Voucher, navigate to the **Accounts Payable Homepage**, and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. The **Voucher Entry** page is displayed. From the **Add a New Value** screen, leave the default values:
 - Business Unit (UTARL)
 - Voucher ID (NEXT)
 - Voucher Style (Regular Voucher)
3. Enter the **Invoice Number** appearing on the support documentation. If one is not available, ask the vendor/supplier to provide an updated invoice with a unique invoice ID
4. Enter the **Invoice Date** indicated on the invoice.

- Enter the total dollar amount of the invoice to be paid in the **Gross Invoice Amount** field.
- Click the **Add** button.

Note: The information entered on the “Add New Value” page (i.e., Invoice Number, Invoice Date, Gross Amount) is now on the voucher entry form.

Invoice Information		Payments	Voucher Attributes
Business Unit	UTARL	Invoice No	123456789
Voucher ID	NEXT	Accounting Date	06/28/2023
Voucher Style	Regular Voucher	*Pay Terms	NET30
Invoice Date	06/26/2023	Basis Date Type	Inv Date
Invoice Received		Control Group	
Supplier ID		Pay Schedule	Manual
ShortName			
Location			
*Address			
<input type="button" value="Save"/> <input type="button" value="Save For Later"/>		<input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>	

Invoice Total

Line Total	456.12
*Currency	USD
Miscellaneous	
Freight	
Total	456.12
Difference	0.00

[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[Basis Date Calculation](#)
[Template List](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Supplier 360](#)

- Enter the desired information into the **Supplier ID** field.
- To ensure the voucher is payable to the correct Supplier ID and the payment is mailed to the correct Address Sequence, select the supplier's remit-to address (PW-REMT) using the magnifying glass by the Address field.

Note: If the supplier or the address is not in the system, users must invite the supplier using PaymentWorks.

Invoice Information		Payments	Voucher Attributes
Business Unit	UTARL	Invoice No	123456789
Voucher ID	NEXT	Accounting Date	06/28/2023
Voucher Style	Regular Voucher	*Pay Terms	NET30
Invoice Date	06/26/2023	Basis Date Type	Inv Date
Invoice Received		Control Group	
KONICA MINOLTA BUSINESS SOLUTIONS USA IN		Pay Schedule	Manual
Supplier ID	0000012345		
ShortName	KONICA MIN-003		
Location	SHARED		
*Address	29		
<input type="button" value="Save"/> <input type="button" value="Save For Later"/>		<input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>	

Invoice Total

Line Total	456.12
*Currency	USD
Miscellaneous	
Freight	
Total	456.12
Difference	0.00

[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[Basis Date Calculation](#)
[Template List](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Supplier 360](#)

9. The **Comments** link is used to add any remarks related to the voucher or any requests for payment (such as to pick up the check or change the payment date).

10. The Non-PO Voucher must be accompanied by the appropriate support documentation (invoice at a minimum). Users can use the **Attachments** link to add an attachment to the voucher. See [Attach Document to Voucher](#) Instructions.

11. The **Pay Terms** field can be adjusted, by using the magnifying glass, for discount terms if the pay terms on the invoice differ from the default, which is Net 30 Days in compliance with the Texas Prompt Pay law. This field triggers discounts and late fee calculations.

Invoice Total		Non Merchandise Summary
Line Total	456.12	Session Defaults
*Currency	USD	Comments(0)
Miscellaneous		Attachments (0)
Freight		Basis Date Calculation
Total	456.12	Template List
Difference	0.00	Advanced Supplier Search
		Supplier Hierarchy
		Supplier 360

Invoice No	123456789	
Accounting Date	06/28/2023	31
*Pay Terms	NET30	Net 30 Day
Basis Date Type	Inv Date	

Pay Terms ID	Short Description	Description	Explanation
11030	1-10-Net30	1% - 10 days, Net 30	1% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
15N30	1.5-10-N30	1.5% - 10 days, Net 30	1.5% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
21030	2-10-Net30	2% - 10 days, Net 30	2% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
31030	3-10-Net30	3% - 10 days, Net 30	3% discount if paid within 10 days; otherwise, pay in full within 30 days after the invoice date.
N4EOM	N4d PR EOM	Net Due 4 days prior to EOM	Pay 4 days before the last day of the month.
N7EOM	N7d PR EOM	Net Due 7 days prior to EOM	Pay 7 days before the last day of the month.
NET00	Net 0 Days	Net 0 Days - Due Immediately	Pay on receipt of the invoice.
NET07	Net 07 Day	Net Due 07 Days	Pay 7 days after the invoice date.
NET10	Net 10 Day	Net Due 10 Days	Pay 10 days after the invoice date.
NET15	Net 15 Day	Net Due 15 Days	Pay 15 days after the invoice date.
NET20	Net 20 Day	Net Due 20 Days	Pay 20 days after the invoice date.
NET30	Net 30 Day	Net Due 30 Days	Pay 30 days after the invoice date.
NET45	Net 45 Day	Net Due 45 Days	Pay 45 days after invoice date – should only be used for payment for legal services.

Discount day counts are based on the invoice date entered on the voucher. UTShare will automatically calculate the discount and apply it at the time of payment when the discount payment term is used on the voucher. These discounts are applicable for all funding sources.

Note: Payment Vouchers will default to the “NET30” pay terms in compliance with the State of Texas Prompt Pay regulations. For more information, see the [Texas Comptroller’s website](#).

12. From the Invoice Information page, click the **Basis Date Calculation** link, listed under the Attachments link, to enter the information required for the prompt payment calculation.

According to the Prompt Pay Act, the University must pay a supplier for goods and/or services within 30 days from the date the goods are provided, the services completed, or the invoice is received, whichever is later. Agencies that pay suppliers after the payment due date will be required to pay an interest penalty fee.

Note: Prompt pay interest penalty fees will be charged to UTA cost centers only; these fees will not be charged to sponsored projects, cost shares, or plant funds.

13. To determine the **Payment Basis Date**, the following fields must be completed for the prompt payment calculation:

- Invoice Receipt Date
- Invoice Date
- Goods/Services Receipt Date

14. Enter the **Invoice Receipt Date**, the date the invoice was received on campus. The Invoice Date is the date printed on the invoice or receipt.

Note: If provided, the Invoice Date will default from the "Invoice Information" page.

15. Enter the **Goods/Services Receipt Date**, the date the goods/services were received on campus.

16. Click the **Calculate** button to generate the Payment Basis Date.

The Payment Basis Date is the date that is the starting point for the Prompt Pay Calculation.

Note: The Payment Basis Date determines the payment Scheduled Due date. The Scheduled Due date can be viewed from the Payments page and cannot be changed. The supplier’s payment must be made promptly to avoid applying a penalty fee.

The Service Dates section is used to enter the date the goods/services were received.

17. Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.
18. Enter the date the goods were provided or the date the service was completed in the **Service End Date** field.
19. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all invoice lines on the Invoice Information page.

20. Click the **Back to Invoice** link to return to the **Invoice Information** page.
- The **Invoice Line** section is used to enter line-item information and accounting details.
21. Enter the 6-digit Cost Center or 10-digit Project ID to use for the expense line in the **SpeedChart** field. A SpeedChart quickly populates chartfield values into the chartfields (e.g., Fund, Dept, Cost Center or Project ID, Function).
22. Press the **[Enter]** or **[Return]** key to populate the chartfield values.
23. Briefly describe the line item in the **Description** field.

The screenshot shows the 'Invoice Lines' form. On the left, there's a section for 'Line 1' with a 'Copy Down' checkbox and a '*Distribute by' dropdown set to 'Amount'. Below this are fields for 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (which shows 456.12). On the right, there are fields for 'SpeedChart' (123456), 'Ship To' (CENT110), and 'Description' (Meter - Black and White Copies). There's also a 'One Asset' checkbox and a 'Calculate' button.

24. Enter the desired information into the **Account** field. Users must enter or look up the appropriate Account number for the line item. The Account is used to identify the expense type (i.e., Registration Fee, membership fee).

The screenshot shows the 'Distribution Lines' table. At the top, there are fields for '*Service Start' (06/28/2023), '*Service End Date' (06/28/2023), 'Date', and 'Empl ID'. Below the table header, there's a row with 'Line' 1, 'Merchandise Amt' 456.12, 'Quantity', '*GL Unit' (UTARL), 'Account' (64101), 'Oper Unit', 'Fund' (4700), 'Dept' (654321), 'Program', 'Function' (500), and 'Product'. The 'Account' field is highlighted with a red box.

- A. If multiple invoice lines are needed, Change the **Line Amount** on **line 1** and the **Merchandise Amt** under the **Distribution Lines** from the gross amount to the correct amount for that individual line.
- B. Use the "+" in the top right-corner of the Invoice Lines to create additional lines.

The screenshot shows the 'Invoice Lines' form with a torn paper effect. The 'Line Amount' field is highlighted with a red box and shows 256.12. Below it, the 'Distribution Lines' table is visible, with the 'Merchandise Amt' field highlighted with a red box and showing 256.12. The '+' button in the top right corner of the Invoice Lines section is also highlighted with a red box.

- C. Enter the number of lines to be added (the number of lines on received invoice) and click "OK."
- D. Enter the **Line Amount** and **Merchandise Amount** for the line(s).
- E. Repeat steps 21-24 for each new line.

Note: All individual lines must add up to the **Invoice Total** found at the top of the invoice. Otherwise, the voucher cannot be saved until corrected.

25. Once all lines are entered, click the **Save** button. Notice that the Voucher ID number has been assigned.

26. Click the **Payments** tab.

The Payments page views information about the payment, such as the payment terms, remit to address, and the payment due date.

27. Ensure that the address number displayed in the Payment Information section matches the address entered on the Invoice Information page.

Note: The address should be the supplier's remit-to address (PW-REMT).

28. The **Scheduled Due** Date field will default to the date the payment is scheduled to be paid. This date cannot be changed; to request payment before the Scheduled Due date, enter a Comment regarding the requested payment date.

29. Click the **Save** button.

After completing the required fields, the user must run budget checking before submitting the voucher for approval. Budget Checking is the process that checks for available funds and valid chartfield values.

30. Click the **Action** drop-down menu.
31. Select **Budget Checking** from the list.
32. Click the **Run** button.
33. Click the **Yes** button to wait for the budget checking process to complete.



Summary	Related Documents	Invoice Information	Payments
<p>Business Unit UTARL</p> <p>Voucher ID 00280047</p> <p>Voucher Style Regular</p> <p>Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA IN KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188</p> <p>Entry Status Postable</p> <p>Match Status No Match Preview Approval</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> <p>Budget Status Valid</p> <p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> Go</p> <p> Return to Search Notify Refresh </p>			

Summary	Related Documents	Invoice Information	Payments
<p>Business Unit UTARL</p> <p>Voucher ID 00280047</p> <p>Voucher Style Regular</p> <p>Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA IN KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188</p> <p>Entry Status Postable</p> <p>Match Status No Match</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> <p>Budget Status Exceptions</p> <p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> Go</p> <p> Return to Search Notify Refresh </p>			

Note: When the budget check finishes, the Budget Status on the Summary page will update. A voucher must be in "Valid" budget check status to submit the voucher. If it shows "Exceptions," click on the word to drill to the cause of the exception. Return to the Payments tab once the issue is corrected and rerun the Budget check Process.

The three common budget errors are:

- Exceeds Budget Tolerance-There are insufficient funds in the Cost Center or Project provided. A Budget Transfer may be necessary to move money into the correct account.
- No Budget Exists-The Chartfield combination does not exist for the budget row, or one of the chart fields does not match the valid string. It is recommended to utilize SpeedCharts whenever feasible.
- Date Out of Bound-Budget date on the transaction is not within the Project effective date (Error only impacts grant/project).

Once the voucher is successfully budget checked, the **Submit for Approval** button becomes available on the **Invoice Information** page.

Note: If necessary, verify the document routing before submitting the voucher for approval by clicking the **Preview Approval** link on the Summary page.

34. Click the **Submit Approval** button.

35. The Approval Comments Window appears. Enter any relevant comments regarding the payment voucher. The comments entered in this section appear on the Approval History page for the workflow approvers to view (comments are optional).

36. Click the **OK** button.

37. If the system determines the payment is overdue, a message will appear stating the late fee amount that has been assessed. Click **OK** if message appears.

38. Click the **Summary** tab.

Notes: The Summary page summarizes all the information entered on the voucher. Notice that the Approval Status of the voucher is displayed as "Pending" with a "Valid" Budget Status.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UTARL Voucher ID 00280047 Voucher Style Regular Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA IN KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188		Invoice Date 06/26/2023 Invoice No 123456789 Invoice Total 456.12 USD Pay Terms Net 30 Day Voucher Source Online Origin ONL Created On 06/28/2023 1:29PM Created By 6001234567 Last Update 06/28/2023 3:27PM Modified By 6001234567 ERS Type Not Applicable Close Status Open			
Entry Status Postable Match Status No Match Approval Status Pending Post Status Unposted		Approval History			
Budget Status Valid					
Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>			

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

39. Click the **Approval History** link.

The Approval History page displays the current routing (*Pending*) and the future routing (*Awaiting Further Approvals*).

Note: Multiple Approvers indicate there is more than one approver listed.

Approval History

Business Unit UTARL	Total 456.12
Voucher ID 00280047	
Approval Status Pending	

Department Approval

BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Pending

Department Approval

Pending
 Multiple Approvers
 Manager

AP Approval

BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Awaiting Further Approvals

AP Approval

Not Routed
 Multiple Approvers
 AP Approval

40. Click the **Multiple Approvers** link to view the approvers.

Approval History

Business Unit UTARL Total 456.12

Voucher ID 00280047

Approval Status Pending

Department Approval

▼ BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Pending

Department Approval

Pending

Multiple Approvers

Manager

AP Approval

▼ BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Awaiting Further Approvals

AP Approval

Not Routed

Multiple Approvers

AP Approval

Return

41. The Approver Information window displays the name of each approver.

Approver #1

Name: Sam Maverick

Description: Sam Maverick

Approver #2

Name: Blaze Nedderman

Description: Blaze Nedderman

Approver #3

Name: Jane Dolan

Description: Jane Dolan

Close

Click the **Close** button.

42. Click the **Return** button to return to the Voucher Summary page.

Purchase Order Voucher

Purchase Orders are used to purchase items such as computer equipment, maintenance contracts, and laboratory equipment. The Purchase Order (PO) Voucher requests payment for those goods and/or services encumbered by a Purchase Order.

If a department needs to make a purchase that requires a Purchase Order (see UTA's **Best Value Purchasing Procedures**, [Procedure BF-PGS-PR01](#)), a requisition can be entered that will, upon approval, be sourced to a Purchase Order. Once the Purchase Order has been dispatched, it can be sent to the supplier to make the purchase. Then, the supplier will fulfill the order, and when items on the invoice are received or the service is completed, the PO voucher can be created to generate a payment to the supplier.

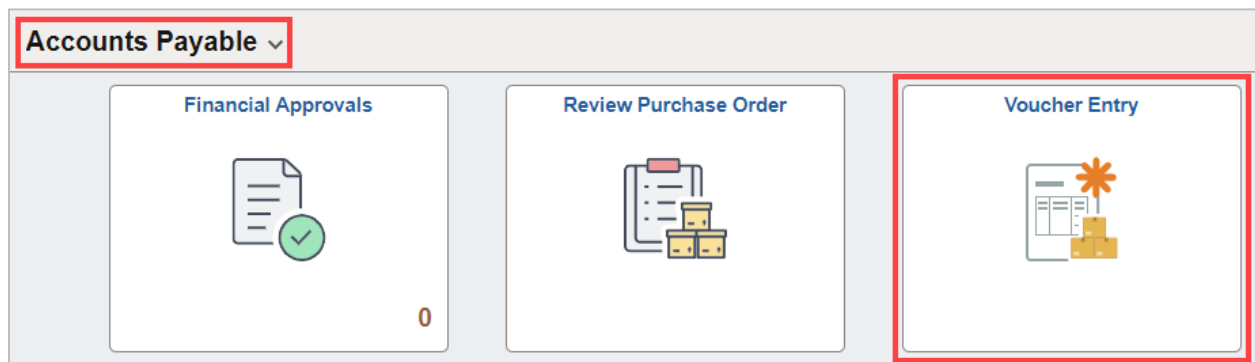
Note: *Not all items require a systematic receipt to process a PO Voucher. The voucher will error during a budget check if a receipt is required.*

Things to consider before starting a PO Voucher:

- An original invoice is required for payment to a supplier. It must display the name of the company, the remittance address, the date the goods or services were received, a description of the purchase, taxes charged (if any), and the cost.
- The date the invoice was received on campus must be indicated on the support documentation. The date can be handwritten or by a pre-inked date stamp.
- When processing a Purchase Order (PO) Voucher, the elements of the chartfield string (Fund, Department, Function, Cost Center, Project) should not be updated from the approved PO on the voucher. This includes using the SpeedChart function.

Create a Purchase Order Voucher

1. To create a Purchase Order Voucher, navigate to the **Accounts Payable Homepage**, and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

- The **Voucher Entry** page is displayed. From the **Add a New Value** screen, leave the default values:

- Business Unit (UTARL)
- Voucher ID (NEXT)
- Voucher Style (Regular Voucher)

- Enter the **Invoice Number**.

- Enter the **Invoice Date**.

Note: Leave the remaining fields blank when processing a Purchase Order Voucher. The Supplier Name, Address, and Invoice Amount will be copied from the PO.

- Click the **Add** button.

Add a New Value

*Business Unit	UTARL
*Voucher ID	NEXT
*Voucher Style	Regular Voucher
Supplier Name	
Short Supplier Name	
Supplier ID	
Supplier Location	
Address Sequence Number	0
Invoice Number	7654321
Invoice Date	03/17/2023
Gross Invoice Amount	0.00
Freight Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	
PO Number	
Estimated No. of Invoice Lines	1
Add	

- The **Invoice Information** page is displayed. The Purchase Order Voucher begins with copying PO data from the source document. After copying the PO, users can edit or add additional data to complete the voucher. Click the expansion arrow to open the **Copy from Source Document** section.

Invoice Information Payments Voucher Attributes	
Business Unit UTARL Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 03/17/2023 Invoice Received Supplier ID ShortName Location *Address Save Save For Later	Invoice No 7654321 Accounting Date 04/10/2023 *Pay Terms NET30 Net 30 Day Basis Date Type Inv Date Control Group Pay Schedule Manual <input type="checkbox"/> Incomplete Voucher Action Copy From Source Document PO Unit PO Number Copy PO Copy From None Go
Invoice Total Line Total 0.00 *Currency USD Miscellaneous Freight Total 0.00 Difference 0.00	Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Supplier 360

7. Click the **Copy From** drop-down menu.
8. Select **Purchase Order Only** from the list. This option allows users to view the PO lines and select specific line item(s) to copy onto the voucher.
9. Click the **Go** link.

The **Copy Worksheet** page is displayed. This page is used to copy information from an approved PO. Using the copy feature saves time and reduces the possibility of data entry errors.

10. Enter "UTARL" in the **PO Business Unit** field.
11. Enter or search for the PO number in the **PO Number From** field.
12. Click the **Search** button.

The Select PO Lines grid displays line-item information from the PO.

Note: To view the additional PO lines, users may need to click the **View All** link or the "Show next" button in the Select PO Lines title bar.

13. Select the items received and ready to be vouchered by clicking the box in the **Select** column. If all items are not received, it may be necessary to adjust the Quantity, to match the invoice quantity.

Select PO Lines Find | View All First 1 of 1 Last

PO Unit UTARL PO Number 0000054321
 Supplier ID 0000012345 SCARBOROUGH SPECIALTIES INC PO Date 03/03/2023

☒ Select All ☐ Deselect All

Select PO Lines Personalize | Find | View 1 1-4 of 4 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	1.04000	1	1		Light Up Piggy Key Chain	900.0000	EA	1040.00	USD	1000.0000	EA	1.040
<input checked="" type="checkbox"/>	20.00000	2	1		Setup Charge: REPEAT	1.0000	EA	20.00	USD	1.0000	EA	20.000
<input checked="" type="checkbox"/>	2.19000	3	1		Pig Spikey Top Pen	250.0000	EA	1095.00	USD	500.0000	EA	2.190
<input type="checkbox"/>	4.69000	4	1		Shortie Pig	300.0000	EA	1407.00	USD	300.0000	EA	4.690

☒ Select All ☐ Deselect All

PO Line Count 4
PO Total \$3,562.00

For PO line items for “Amount Only” items, it may be necessary to adjust the Merchandise Amount to match the invoiced amount.

Select PO Lines Find | View All First 1 of 1 Last

PO Unit UTARL PO Number 0000012345
 Supplier ID 0000054321 Parchment LLC PO Date 03/02/2023

☒ Select All ☐ Deselect All

Select PO Lines Personalize | Find | View All 1 of 1 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input type="checkbox"/>	188000.00000	1	1		Parchment Diploma Services	1.0000	LOT	188000.00	USD	1.0000	LOT	188000.0000

☒ Select All ☐ Deselect All

PO Line Count 1
PO Total \$188,000.00

14. If all line items are to be paid, click the **Select All** link to select all items on the PO.

15. Click the **Copy Selected Lines** button.

Copy Worksheet

Business Unit UTARL [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit UTARL UT Arlington ☐ View Matched /Cancelled Only

PO Number From 0000054321 PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

Select PO Lines [Find](#) | [View All](#) First 1 of 1 Last

PO Unit UTARL PO Number 0000054321

Supplier ID 0000012345 SCARBOROUGH SPECIALTIES INC PO Date 03/03/2023

☒ Select All ☐ Deselect All

Select PO Lines [Personalize](#) | [Find](#) | [View 1](#) | [1-4 of 4](#) | [Last](#)

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	1.04000	1	1		Light Up Piggy Key Chain	900.0000	EA	1040.00	USD	1000.0000	EA	1.040
<input checked="" type="checkbox"/>	20.00000	2	1		Setup Charge: REPEAT	1.0000	EA	20.00	USD	1.0000	EA	20.000
<input checked="" type="checkbox"/>	2.19000	3	1		Pig Spikey Top Pen	250.0000	EA	1095.00	USD	500.0000	EA	2.190
<input type="checkbox"/>	4.69000	4	1		Shortie Pig	300.0000	EA	1407.00	USD	300.0000	EA	4.690

☒ Select All ☐ Deselect All PO Line Count 4 PO Total \$3,562.00

The **Invoice Information** page is displayed.

Regular Entry

[Invoice Information](#) [Payments](#) [Voucher Attributes](#)

Business Unit UTARL Invoice No 7654321

Voucher ID NEXT Accounting Date 04/10/2023

Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day

Invoice Date 03/17/2023 Basis Date Type Inv Date

Invoice Received

SCARBOROUGH SPECIALTIES INC

Supplier ID 0000012345 Control Group

ShortName SCARBOROUGH-00: Pay Schedule Manual

Location SHARED

*Address 1 ☐ Incomplete Voucher

Action

Invoice Total

Line Total	1,503.50
*Currency	USD
Miscellaneous	
Freight	
Total	1,503.50
Difference	0.00

Non Merchandise Summary

- Session Defaults
- Comments(0)
- Attachments (0)
- Basis Date Calculation
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Custom Fields
- Supplier 360

Copy From Source Document

PO Unit PO Number Copy From None

Invoice Lines [Find](#) | [View All](#) First 1 of 3 Last

Line 1 ☐ Copy Down

*Distribute by Quantity

Item

Quantity 900.0000

UOM EA

Unit Price 1.04000

Line Amount 936.00

SpeedChart

Ship To 642-130

Description Light Up Piggy Key Chain


Purchase Order

UTARL|0000054321|11 Associate Receiver(s)

☐ Force Price

☐ One Asset

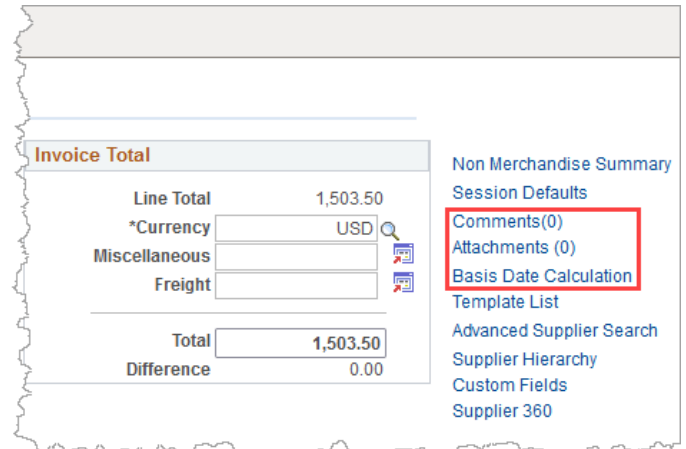
The following information was copied from the PO: the supplier's name, remit to address, the dollar amount to be paid, the PO lines, and the accounting information provided on the requisition. Review the information for accuracy and complete the additional fields required for processing the PO voucher.

16. Make sure the remit-to address matches the address on the supplier's invoice. Click the Address Lookup icon  to search for the correct address (PW-RMT). If the address does not exist, users must request the address to be added through PaymentWorks by the supplier before proceeding with the voucher.

17. The **Comments** link is used to add any remarks related to the voucher or any requests for payment (such as "check to be picked-up by [person name] on [date]", or "process as separate payment").

18. The PO Voucher must be accompanied by the appropriate support documentation (invoice at a minimum). Users can use the **Attachments** link to add an attachment to the voucher. See [Attach Document to Voucher](#) Instructions.

19. Click the **Basis Date Calculation** link to enter the information required for the prompt payment calculation.

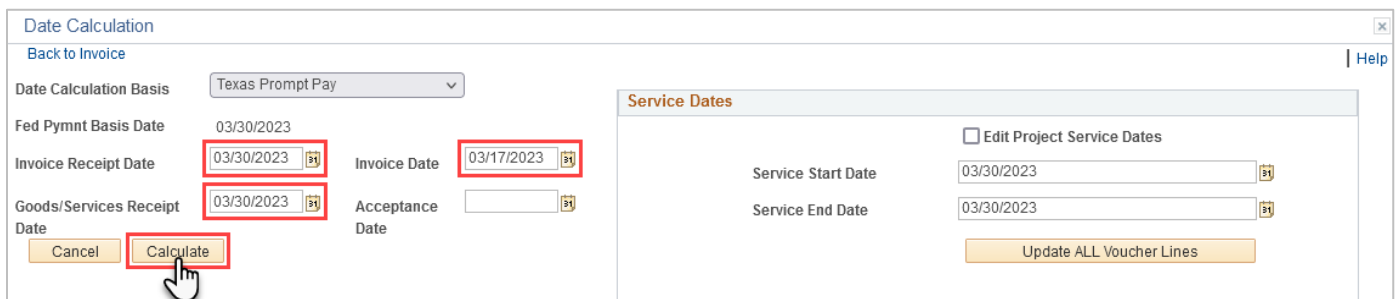


The **Basis Date Calculation** page is used to calculate the prompt pay date. According to the State of Texas Prompt Pay Act, the University must pay a supplier for goods and/or services within 30 days from the date the goods are provided, the services completed, or the invoice is received, whichever is later. Payments made after the prompt pay date will be required to pay a late fee.

20. To determine the **Payment Basis Date**, the following fields must be completed for the prompt payment calculation:
 - A. Invoice Receipt Date
 - B. Invoice Date
 - C. Goods/Services Receipt Date
21. Enter the **Invoice Receipt Date**, the date the invoice was received on campus. The Invoice Date is the date printed on the invoice or receipt.

Note: *If provided, the Invoice Date will default from the "Invoice Information" page.*

22. Enter the **Goods/Services Receipt Date**, the date the goods/services were received on campus.



23. Click the **Calculate** button to generate the Payment Basis Date. This will update based on the Invoice receipt date, Invoice Date, and the Goods/Services Receipt date, whichever is later.

The **Payment Basis Date** is the date that is the starting point for the Prompt Pay Calculation.

Note: The Payment Basis Date determines the payment Scheduled Due date. The Scheduled Due date can be viewed from the Payments page. The supplier's payment must be made promptly to avoid applying a penalty fee.

The Service Dates section is used to enter the date the goods/services were received.

24. Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.
25. Enter the date the goods were provided or the date the service was completed in the **Service End Date** field.
26. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all invoice lines on the Invoice Information page.
27. Click the **Back to Invoice** link to return to the Invoice Information page.

The Invoice and Distribution Lines will default with the information copied from the PO. Review the information for accuracy.

Note: Do not change the line information from the Voucher screen once it has been copied from the PO Copy Worksheet. For the PO encumbrance to release appropriately, ensure all PO line information comes from the Copy Worksheet. If a change to the PO needs to be made due to changes after the PO was dispatched, contact the Buyer in Procurement Services.

If there is more than one line item on the purchase order voucher, click the **View All** link or the **Show Next** button to view the additional line items.

The screenshot shows the 'Invoice Lines' section. On the left, there is a table with one line item:

Line	Quantity	Item	UOM	Unit Price	Line Amount
1	900.0000	Light Up Piggy Key Chain	EA	1.04000	936.00

On the right, there is a 'Purchase Order' section with the following details:

- UTAR 0000054321111
- Associate Receiver(s)
- Force Price (checkbox)

At the top right, the 'View All' button is highlighted in red. Below it, there is a 'Calculate' button.

28. Click the **Save** button. Notice that the Voucher ID number has been assigned.

The screenshot shows the 'Invoice Information' section. The 'Business Unit' is 'UTARL'. The 'Voucher ID' is '00280050', which is highlighted in red. Other fields include:

- Invoice No: 7654321
- Accounting Date: 04/10/2023
- *Pay Terms: NET30
- Invoice Date: 03/17/2023
- Invoice Received: 03/30/2023
- Supplier ID: 0000012345
- ShortName: SCARBOROUGH-005
- Location: SHARED
- *Address: 1
- Control Group: [blank]
- Pay Schedule: Manual

On the right, there is an 'Invoice Total' section with the following details:

Line Total	1,503.50
*Currency	USD
Miscellaneous	
Freight	
Total	1,503.50
Difference	0.00

At the bottom left, the 'Save' button is highlighted in red. At the bottom right, there are buttons for 'Run', 'Calculate', and 'Print'.

29. Click the **Payments** tab. The Payments page views information about the payment, such as the payment terms, remit to address, and the payment due date.

30. Ensure that the address displayed in the Payment Information section matches the address entered on the Invoice Information page.

Note: The address should be the supplier's remit-to address (PW-REMT).

31. The **Scheduled Due Date** field will default to the date the payment is scheduled to be paid. This date cannot be changed; to request payment before the Scheduled Due date, enter a Comment regarding the requested payment date.

32. Click the **Save** button.

After completing the required fields, users must run matching and then budget checking before submitting the voucher for approval.

- Matching is a process that compares the voucher to the PO and receiving documents to ensure that users are paying for what was ordered and received. This process must be run successfully, to a "Matched" status, before the Budget Check process will run.
- Budget Checking is the process that checks for available funds and valid chartfield values.

33. Click the **Action** drop-down menu.
34. Select **Matching** from the list.
35. Click the **Run** button.
36. Click the **Yes** button to wait for the budget checking process to complete.



Once the Matching process is complete, the Match Status on the **Summary** tab will update. A voucher must be in “Matched” status to proceed.

Regular Entry

Summary | Related Documents | Invoice Information | Paymer

Business Unit UTARL
 Voucher ID 00280050
 Voucher Style Regular
 Supplier Name SCARBOROUGH SPECIALTIES INC
 10501 INDIANA AVE
 LUBBOCK, TX 79423-5179

Entry Status Postable
Match Status Matched
 Approval Status Pending
 Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid
 *View Related Payment Inquiry Go

Regular Entry

Summary | Related Documents | Invoice Information | Paymer

Business Unit UTARL
 Voucher ID 00280050
 Voucher Style Regular
 Supplier Name SCARBOROUGH SPECIALTIES INC
 10501 INDIANA AVE
 LUBBOCK, TX 79423-5179

Entry Status Postable
Match Status Exceptions
 Approval Status Pending
 Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid
 *View Related Payment Inquiry Go

If the Match status is “Exceptions”, click on the **Error Summary** tab to review the cause of the exception(s). Two commonly seen Match Exceptions are below. If assistance is needed to resolve a matching exception, please contact Knowledge Services (KnowledgeServices@uta.edu).

- “Life To Date Voucher Amt > PO Schedule Amt + % Tolerance” – Indicates that there is a discrepancy between how much is being paid on the voucher against how much encumbrance exists on the PO. Investigate the amount of the voucher against how much remains encumbered on the PO.
- “No Receipts Exist” – Indicates that one or more of the selected PO lines requires receiving and the receipt has not yet been created. A receipt must be entered for the PO line items. See the **Desktop Receiving Job Aid** for further information. Once the receipt is entered, navigate back to the voucher, and run Matching again. The voucher must be in a “Matched” Match Status to move forward for budget checking.

Return to the **Payments** tab once the issue is corrected and rerun the Matching Process.

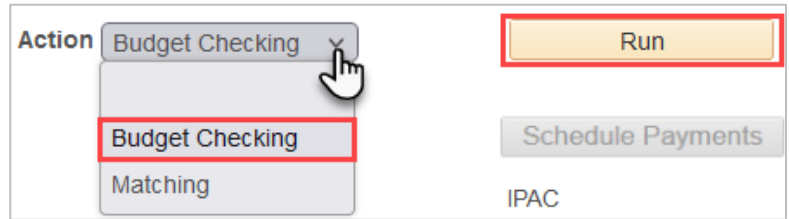
After successfully running the matching process (Match Status is “Matched”), return to the **Payments** Tab to run a Budget Check.

37. Click the **Action** drop-down menu.

38. Select **Budget Checking** from the list.

39. Click the **Run** button.

40. Click the **Yes** button to wait for the budget checking process to complete.



Note: When the budget check finishes, the Budget Status on the Summary page will update. A voucher must be in “Valid” budget check status to submit the voucher. If it shows “Exceptions,” click on the word to drill to the cause of the exception.

Regular Entry	
Summary	Related Documents
<p>Business Unit UTARL</p> <p>Voucher ID 00280050</p> <p>Voucher Style Regular</p> <p>Supplier Name SCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179</p> <p>Entry Status Postable</p> <p>Match Status Matched</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> <p>Budget Status Exceptions</p> <p>Budget Misc Status Valid</p> <p>*View Related Payment Inquiry Go</p>	

Regular Entry	
Summary	Related Documents
<p>Business Unit UTARL</p> <p>Voucher ID 00280050</p> <p>Voucher Style Regular</p> <p>Supplier Name SCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179</p> <p>Entry Status Postable</p> <p>Match Status Matched</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> <p>Budget Status Valid</p> <p>Budget Misc Status Valid</p> <p>*View Related Payment Inquiry Go</p>	

The three common budget errors are:

- Exceeds Budget Tolerance-There are no funds/insufficient funds in the Cost Center provided. A Budget Transfer may be necessary to move money into the correct account.
- No Budget Exists-The Chartfield combination does not exist for the budget row, or one of the chart fields does not match the valid string. It is recommended to utilize SpeedCharts whenever feasible.
- Date Out of Bound-Budget date on the transaction is not within the project Effective date (Error only impacts grant/project).

Return to the **Payments tab** once the issue is corrected and rerun the Budget check Process.

41. Once the voucher is successfully budget checked, the Submit for Approval button becomes available on the **Invoice Information** page. Click the **Submit Approval** button.

Note: If necessary, verify the document routing before submitting the voucher for approval by clicking the **Preview Approval** link on the Summary page.

The screenshot displays the 'Invoice Information' tab of a payment voucher entry form. Key fields include Business Unit (UTARL), Voucher ID (00280050), Invoice No (7654321), Accounting Date (04/10/2023), Pay Terms (NET30), Basis Date Type (Inv Date), and Supplier Information (SCARBOROUGH SPECIALTIES INC). The Invoice Total section shows a Line Total of 1,503.50 and a Total of 1,503.50. The Submit Approval button is highlighted with a red box.

42. The **Approval Comments** Window appears. Enter any relevant comments regarding the payment voucher. The comments entered in this section appear on the Approval History page for the workflow approvers to view. (Comments are optional).

43. Click the **OK** button.

The screenshot shows the 'Approval Comments' window. It contains fields for Business Unit (UTARL) and Voucher ID (00280050). The Additional Details section is empty. The OK button is highlighted with a red box.

44. Click the **Summary Tab**. The Summary page summarizes all the information entered on the voucher.

Note: The voucher status is displayed as "Pending" with a "Valid" budget status.

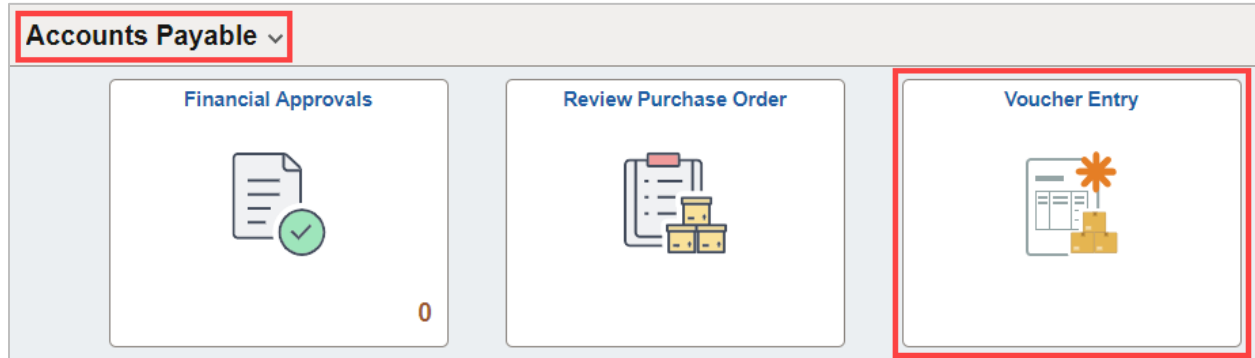
The screenshot displays the 'Summary' tab of a 'Regular Entry'. It shows a comprehensive overview of the voucher, including Business Unit (UTARL), Voucher ID (00280050), Invoice Date (03/17/2023), Invoice No (7654321), Invoice Total (1,503.50 USD), and Supplier Name (SCARBOROUGH SPECIALTIES INC). The Entry Status is Postable, Match Status is Matched, Approval Status is Pending, and Budget Status is Valid. The OK button is highlighted with a red box.

HSP Purchase Order Voucher

If the contract or purchase order includes an HSP, ensure the supplier submits an updated Progress Assessment Report (PAR) with each invoice. A pop-up notification will appear when creating a payment voucher for such purchase orders. Invoices without a submitted PAR cannot be paid.

Create a HSP Purchase Order Voucher

45. To create a Purchase Order Voucher, navigate to the **Accounts Payable Homepage**, and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

46. The **Voucher Entry** page is displayed. From the **Add a New Value** screen, leave the default values:

- Business Unit (UTARL)
- Voucher ID (NEXT)
- Voucher Style (Regular Voucher)

47. Enter the **Invoice Number**.

48. Enter the **Invoice Date**.

Note: Leave the remaining fields blank when processing a Purchase Order Voucher. The Supplier Name, Address, and Invoice Amount will be copied from the PO.

49. Click the **Add** button.

The 'Add a New Value' form includes the following fields and values:

*Business Unit	UTARL
*Voucher ID	NEXT
*Voucher Style	Regular Voucher
Supplier Name	
Short Supplier Name	
Supplier ID	
Supplier Location	
Address Sequence Number	0
Invoice Number	A12345678
Invoice Date	07/21/2024
Gross Invoice Amount	0.00
Freight Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	
PO Number	
Estimated No. of Invoice Lines	1
Add	

50. The **Invoice Information** page is displayed. The Purchase Order Voucher begins with copying PO data from the source document. After copying the PO, users can edit or add additional data to

complete the voucher. Click the expansion arrow to open the **Copy from Source Document** section.

The screenshot shows the 'Invoice Information' form. The 'Copy From Source Document' section is highlighted with a red box. It contains fields for PO Unit, PO Number, and a 'Copy From' dropdown menu set to 'None'. A 'Go' button is next to the dropdown. Below this is the 'Invoice Lines' section with a table for line items.

51. Click the **Copy From** drop-down menu.

52. Select **Purchase Order Only** from the list. This option lets users view the PO lines and select specific line item(s) to copy onto the voucher.

53. Click the **Go** link.

The **Copy Worksheet** page is displayed. This page is used to copy information from an approved PO. Using the copy feature saves time and reduces the possibility of data entry errors.

This is a close-up of the 'Copy From' dropdown menu. The 'Purchase Order Only' option is highlighted with a red box. A 'Go' button is visible to the right of the dropdown.

54. Enter **UTARL** in the **PO Business Unit** field.

55. Enter or search for the PO number in the **PO Number From** field.

56. Click the **Search** button.

The screenshot shows the 'Copy Worksheet' page. The 'PO Lookup Criteria' section is highlighted with a red box. It contains fields for PO Business Unit (UTARL), PO Number From (0000054321), and a 'Search' button. The 'Additional Search Criteria' section is also visible.

57. Select the items that have been received and are ready to be vouchered by clicking the box in the **Select** column. If all line items are to be paid, click the **Select All** link to select all items on

the PO. To view the additional PO lines, click the **View All** link or the **Show next** button in the **Select PO Lines** title bar.

- A. For quantity-based lines it may be necessary to adjust the Quantity if all items are not received, to match the invoiced quantity.
- B. For Amount Only lines adjust the dollar amount to the invoiced amount.

Note: If the PO contains an HSP, the **HSP Present** checkbox will be checked on the Copy Worksheet.

Copy Worksheet

Business Unit UTARL [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit UTARL UT Arlington ☐ View Matched /Cancelled Only

PO Number From 0000060785 PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

Select PO Lines [Find](#) [View All](#) First 1 of 1 Last

PO Unit UTARL PO Number 0000060785 ☒ HSP Present

Supplier ID 0000041584 LAB RESOURCES INC PO Date 07/29/2024

☒ Select All ☐ Deselect All

Select PO Lines [Personalize](#) [Find](#) [View All](#) First 1-3 of 3 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	15995.00000	1	1		TRUEVIS SG3 54* PRINTER/CUTTER	3	EA	95970.00	USD	6.0000	EA	15995.0
<input checked="" type="checkbox"/>	1350.00000	2	1		Freight	1.0000	LOT	1350.00	JSD	1.0000	LOT	1350.0
<input type="checkbox"/>	2995.00000	3	1		Installation	1.0000	EA	2995.00	USD	1.0000	EA	2995.0

☒ Select All ☐ Deselect All

PO Line Count 3
PO Total \$100,315.00

14. Click the **Copy Selected Lines** button, to copy the lines to the **Invoice Information** page.

Copy Worksheet

Business Unit UTARL [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit UTARL UT Arlington ☐ View Matched /Cancelled Only

PO Number From 0000060785 PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

Select PO Lines [Find](#) [View All](#) First 1 of 1 Last

PO Unit UTARL PO Number 0000060785 ☒ Present

Supplier ID 0000041584 LAB RESOURCES INC PO Date 07/29/2024

☒ Select All ☐ Deselect All


Select PO Lines [Personalize](#) [Find](#) [View All](#) First 1-3 of 3 Last

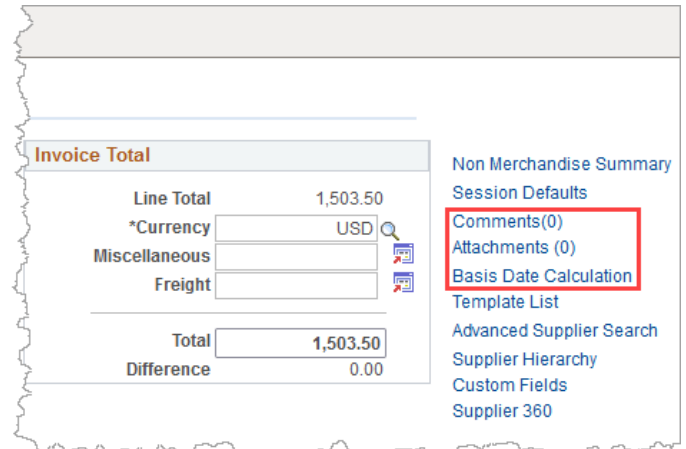
Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	15995.00000	1	1		TRUEVIS SG3 54* PRINTER/CUTTER	3	EA	95970.00	USD	6.0000	EA	15995.0
<input checked="" type="checkbox"/>	1350.00000	2	1		Freight	1.0000	LOT	1350.00	USD	1.0000	LOT	1350.0
<input type="checkbox"/>	2995.00000	3	1		Installation	1.0000	EA	2995.00	USD	1.0000	EA	2995.0

☒ Select All ☐ Deselect All

PO Line Count 3
PO Total \$100,315.00

The following information was copied from the PO: the supplier's name, remit to address, the dollar amount to be paid, the PO lines, and the accounting information provided on the requisition. Review the information for accuracy and complete the additional fields required for processing the PO voucher.

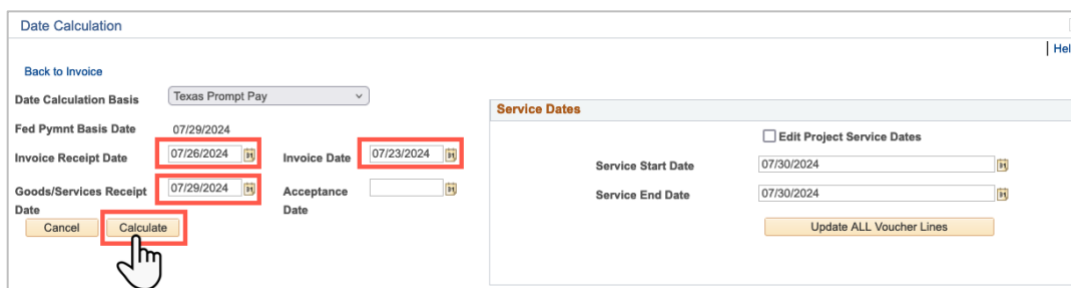
15. Confirm the remit-to address matches the address on the supplier's invoice. Click the Address Lookup icon  to search for the correct address (PW-RMT). If the address does not exist, the supplier will need to update their PaymentWorks profile before proceeding with the voucher.
16. The **Comments** link is used to add any remarks related to the voucher or any requests for payment (such as "check to be picked-up by [person name] on [date]", or "process as separate payment").
17. The PO Voucher must be accompanied by the appropriate support documentation such as the Invoice and updated PAR. Use the **Attachments** link to add an attachment to the voucher.
18. Click the **Basis Date Calculation** link to enter the information required for the prompt payment calculation.



The **Basis Date Calculation** page is used to determine the Payment Basis Date. The Payment Basis Date determines the date when the payment is scheduled to pay. The Scheduled Due Date can be viewed from the Payments page.

19. To determine the **Payment Basis Date**, the following fields must be completed for the prompt payment calculation:
 - a. Enter the **Invoice Receipt Date**: the date the invoice was received on campus. The Invoice Date is the date printed on the invoice or receipt.
 - b. Enter the **Invoice Date**: The Invoice Date is the date printed on the invoice or receipt.
 - c. Enter the **Goods/Services Receipt Date**: the date the goods/services were received on campus.

Note: If provided, the Invoice Date will default from the "Invoice Information" page.



20. Click the **Calculate** button to generate the Payment Basis Date. This will update based on the Invoice receipt date, Invoice Date, and the Goods/Services Receipt date, whichever is latest.

The **Payment Basis Date** serves as the initial reference point for calculating prompt payment due dates.

Note: The Payment Basis Date determines the payment Scheduled Due date. The Scheduled Due date can be viewed from the Payments page. The supplier's payment must be made promptly to avoid applying a penalty fee.

The Service Dates section is used to enter the date the goods/services were received.

21. Enter the date the services were provided or the date the service will begin in the **Service Start Date** field.
22. Enter the date the services were provided or the date the service was completed in the **Service End Date** field.
23. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all invoice lines on the Invoice Information page.
24. Click the **Back to Invoice** link to return to the Invoice Information page.

The Invoice and Distribution Lines will default with the information copied from the PO. Review the information for accuracy.

Note: Do not change the line information from the Voucher screen once it has been copied from the PO Copy Worksheet. For the PO encumbrance to release appropriately, ensure all PO line information comes from the Copy Worksheet. If a change to the PO needs to be made due to changes after the PO was dispatched, contact the Buyer in Procurement Services.

25. Click the **Save** button. Notice that the Voucher ID number has been assigned.

The screenshot shows the 'Invoice Information' tab of the Payment Voucher system. The 'Voucher ID' field is highlighted with a red box and a hand cursor pointing to it. The 'Save' button is also highlighted with a red box and a hand cursor pointing to it. The interface includes various input fields for invoice details, a summary table, and a sidebar with navigation links.

Invoice Information	
Business Unit	UTARL
Voucher ID	00310914
Voucher Style	Regular Voucher
Invoice Date	07/23/2024
Invoice Received	07/26/2024
LAB RESOURCES INC	
Supplier ID	0000041584
ShortName	LAB RESOUR-001
Location	SHARED
*Address	3
Download Details to Excel	
Invoice No	1234567891
Accounting Date	07/30/2024
*Pay Terms	NET30
Basis Date Type	Inv Date
Control Group	
Pay Schedule	Manual
Net 30 Day	

Invoice Total	
Line Total	49,335.00
*Currency	USD
Miscellaneous	
Freight	
Total	49,335.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Custom Fields
Supplier 360

Action: Save Run Calculate Print

26. **Click the Payments tab.** The Payments page provides detailed information about the payment, including the payment method, payment terms, remit-to address, and the payment due date. Confirm that the address displayed in the Payment Information section matches the address entered on the Invoice Information page.

Note: The address should be the supplier's remit-to address (PW-REMT).

27. **Scheduled Due Date:** This field will automatically display the date the payment is scheduled to be made. This date cannot be changed. If payment is required before the Scheduled Due Date, contact your department's Accounts Payable Processor.

After completing the required fields, run matching and then budget checking before submitting the voucher for approval.

Matching compares the voucher to the purchase order (PO) and receiving documents. It ensures that payment is made only for what was ordered and received. This process must reach a 'Matched' status before the Budget Check process runs. Budget Checking is the process that checks for available funds and valid chartfield values.

28. Click the **Action** drop-down menu.

29. Select **Matching** from the list.

30. Click the **Run** button.

31. Click the **Yes** button to wait for the budget checking process to complete.

The screenshot shows the 'Action' dropdown menu with 'Matching' selected. The 'Run' button is highlighted with a red box.

Action: Budget Checking Matching Run

Once the Matching process is complete, the Match Status on the **Summary** tab will update. A voucher must be in “Matched” status to proceed.

Regular Entry

[Summary](#)
[Related Documents](#)
[Invoice Information](#)
[Paymer](#)

Business Unit UTARL
Voucher ID 00280050
Voucher Style Regular
Supplier Name SCARBOROUGH SPECIALTIES INC
10501 INDIANA AVE
LUBBOCK, TX 79423-5179

Entry Status Postable
Match Status Matched
Approval Status Pending
Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid
*View Related Payment Inquiry Go

Regular Entry

[Summary](#)
[Related Documents](#)
[Invoice Information](#)
[Paymer](#)

Business Unit UTARL
Voucher ID 00280050
Voucher Style Regular
Supplier Name SCARBOROUGH SPECIALTIES INC
10501 INDIANA AVE
LUBBOCK, TX 79423-5179

Entry Status Postable
Match Status Exceptions
Approval Status Pending
Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid
*View Related Payment Inquiry Go

If the Match status is **Exceptions**, click on the **Error Summary** tab to review the cause of the exception(s). Two commonly seen Match Exceptions are below. If assistance is needed to resolve a matching exception, please contact Knowledge Services (KnowledgeServices@uta.edu)

- “Life To Date Voucher Amt > PO Schedule Amt + % Tolerance” – Indicates that there is a discrepancy between how much is being paid on the voucher against how much encumbrance exists on the PO. Investigate the amount of the voucher against how much remains encumbered on the PO.
- “No Receipts Exist” – Indicates that one or more of the selected PO lines requires receiving and the receipt has not yet been created. A receipt must be entered for the PO line items. See the **Desktop Receiving Job Aid** for further information. Once the receipt is entered, navigate back to the voucher, and run Matching again. The voucher must be in a “Matched” Match Status to move forward for budget checking.

Return to the **Invoice Information Tab** once the issue is corrected and rerun the Matching Process.

After successfully running the matching process (Match Status is “Matched”), return to the **Invoice Information Tab** to run a Budget Check.

32. Click the **Action** drop-down menu.
33. Select **Budget Checking** from the list.
34. Click the **Run** button.

Action Budget Checking Go
Run

35. Click the **Yes** button to wait for the budget checking process to complete.

Note: When the budget check finishes, the Budget Status on the Summary page will update. A voucher must be in "Valid" budget check status to submit the voucher. If it shows "Exceptions," click on the word to drill to the cause of the exception.

Regular Entry	
Summary	Related Documents
Invoice Information	
Payments	
Business Unit	UTARL
Voucher ID	00280050
Voucher Style	Regular
Supplier Name	SCARBOROUGH SPECIALTIES INC
	10501 INDIANA AVE
	LUBBOCK, TX 79423-5179
Entry Status	Postable
Match Status	Matched
Approval Status	Pending
Post Status	Unposted
Budget Status	Exceptions
Budget Misc Status	Valid
*View Related	Payment Inquiry <input type="button" value="Go"/>

Regular Entry	
Summary	Related Documents
Invoice Information	
Payments	
Business Unit	UTARL
Voucher ID	00280050
Voucher Style	Regular
Supplier Name	SCARBOROUGH SPECIALTIES INC
	10501 INDIANA AVE
	LUBBOCK, TX 79423-5179
Entry Status	Postable
Match Status	Matched
Approval Status	Pending
Post Status	Unposted
Budget Status	Valid
Budget Misc Status	Valid
*View Related	Payment Inquiry <input type="button" value="Go"/>

The three common budget errors are:

- Exceeds Budget Tolerance-There are no funds/insufficient funds in the Cost Center provided. A Budget Transfer may be necessary to move money into the correct account.
- No Budget Exists-The Chartfield combination does not exist for the budget row, or one of the chart fields does not match the valid string. It is recommended to utilize SpeedCharts whenever feasible.
- Date Out of Bound-Budget date on the transaction is not within the project Effective date (Error only impacts grant/project).

Return to the **Invoice Information tab** once the issue is corrected re-run the Budget check process.

36. Once the voucher is successfully budget checked, the Submit for Approval button becomes available on the **Invoice Information** tab. Click the **Submit Approval** button.

Note: If necessary, verify the document routing before submitting the voucher for approval by clicking the **Preview Approval** link on the Summary page.

37. If HSP present box on the PO is checked a window will appear stating 'A PAR is required'
- If the PAR is attached, click **Yes** and move to the next step.
 - If the PAR is not attached, click **No**, it will return to the Invoice Information page
 - On the **Voucher Entry** screen, attach the **PAR** using the **Attachments** link.
 - Click the **Submit Approval** button.
 - Select Yes.

Note: Suppliers can locate the PAR form and Instructions on the [Doing Business with UTA](#) site.

38. The **Approval Comments** Window appears. Enter any relevant comments regarding the payment voucher. The comments entered in this section appear on the Approval History page for the workflow approvers to view. (Comments are optional).

39. Click the **OK** button.

Approval Comments

Business Unit UTARL

Voucher ID 00310914

Additional Details PAR Attached with Invoice

228 characters remaining

OK Cancel Refresh

40. Click the **Summary Tab**. The Summary page summarizes all the information entered on the voucher. *The voucher status is displayed as "Pending" with a "Valid" budget status.*

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit UTARL	Invoice Date 07/23/2024
Voucher ID 00310914	Invoice No 1234567891
Voucher Style Regular	Invoice Total 49,335.00 USD
Supplier Name LAB RESOURCES INC 27905 COMMERCIAL PARK RD STE 430 TOMBALL, TX 77375-6580	
Entry Status Postable	Pay Terms Net 30 Day
Match Status Matched	Voucher Source Online
Approval Status Pending	Origin HSP
Post Status Unposted	Created On 07/30/2024 9:58AM
Budget Status Valid	Created By 6001658605
Budget Misc Status Valid	Last Update 07/30/2024 4:22PM
*View Related Payment Inquiry	Modified By 6001658605
	ERS Type Not Applicable
	Close Status Open

Go

Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

41. Click the **Approval History** link to view the approval workflow, PO vouchers with an HSP will route to HUB Program Management Office, before routing to Accounts Payable for Approval.

Approval History

Business Unit
UTARL
Total
49,335.00

Voucher ID
00310914

Approval Status
Pending

HUB Coordinator Approval

BUSINESS_UNIT=UTARL, VOUCHER_ID=00310914:Pending
View/Hide Comments

HUB Coordinator Approval

Pending
Multiple Approvers
User List for HSP Voucher Appr

Comments

AP Approval

BUSINESS_UNIT=UTARL, VOUCHER_ID=00310914:Awaiting Further Approvals

AP Approval

Not Routed
Multiple Approvers
AP Approval

Return

Last Revision: 12/6/2024

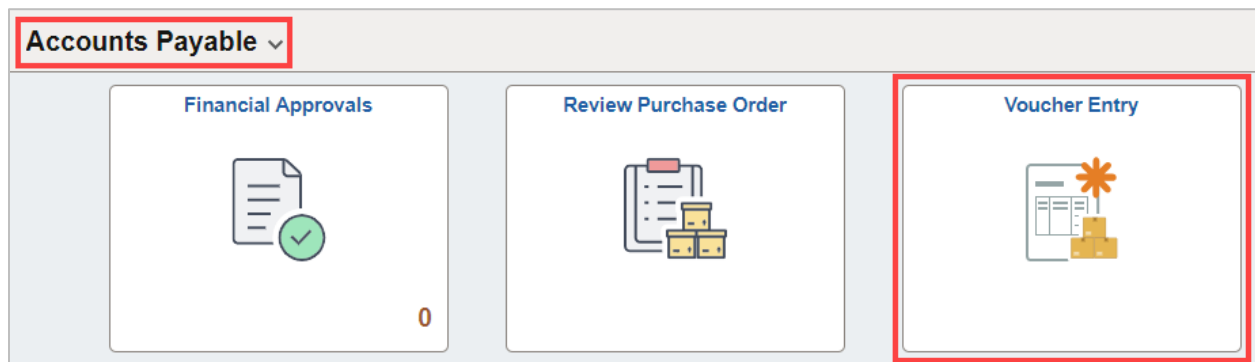
Page 32

Single Payment Voucher

A **Single Payment** voucher is used for one-time payments when Fiduciary Funds (Fund code 9200) are used, or refunds are being made by UTA for services not rendered or overpayments by suppliers. All appropriate documentation should be signed/approved prior to the entry of the payment voucher.

The Payment Approval Voucher form, [BF-P-F16](#), must be attached to all Single Pay Vouchers. If a Single Pay Voucher is created on your behalf by the Office of Disbursements, please email a completed and signed form to accounts_payable@uta.edu to be attached to the voucher.

1. To create a **Single Payment** Voucher, navigate to the **Accounts Payable Homepage**, and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

43. The **Voucher Entry** page is displayed.

From the **Add a New Value** screen, leave the default values:

- Business Unit (UTARL)
- Voucher ID (NEXT)

2. Click the drop-down menu in the Voucher Style field and select **Single Payment Voucher**.
3. Enter the **Supplier ID** "0000051870".
4. Press the **Tab** key to populate the Single Pay Vendor information.

 The screenshot shows the 'Voucher' entry page with a section titled 'Add a New Value'. It contains several input fields: '*Business Unit' with 'UTARL', '*Voucher ID' with 'NEXT', '*Voucher Style' with a dropdown menu showing 'Single Payment Voucher', 'Supplier Name', 'Short Supplier Name', 'Supplier ID' with '0000051870', and 'Supplier Location'. A red rectangular box highlights the first four fields. A hand cursor icon is pointing at the dropdown arrow of the '*Voucher Style' field.

5. Enter the **Invoice Number**. If there is no invoice number, enter the date as numerals only.
6. Enter the **Invoice Date**. If there is no invoice date, enter the date the voucher is being entered.
7. Enter the amount to be paid in the **Gross Invoice Amount** field.
8. Click **Add**.

Voucher

Add a New Value

*Business Unit	UTARL
*Voucher ID	NEXT
*Voucher Style	Single Payment Voucher
Supplier Name	SINGLE PAY VENDOR
Short Supplier Name	SINGLE PAY-001
Supplier ID	0000051870
Supplier Location	1
Address Sequence Number	1
Invoice Number	03102023
Invoice Date	03/10/2023
Gross Invoice Amount	100.00
Freight Amount	0.00
Misc Charge Amount	0.00
Estimated No. of Invoice Lines	1

Add

9. The voucher will open to the **Single Payment Supplier** tab. Enter the **Supplier Name**. Enter any Additional Name if necessary.
10. Enter the supplier's **Address**, including the street address, City, Postal Code, and State.
11. Click **Save**.

Note: Do not click Save for Later.

Supplier Information

Invoice Information | Payments | Voucher Attributes | **Single Payment Supplier**

Supplier Bank | Supplier Bank Address | Transfer to EFT options | Additional ID Numbers

Business Unit UTARL Voucher ID NEXT Payment Method EFT

Supplier Name Blaze Maverick High School

Additional Name Arlington ISD

Country USA United States

Address 1 1234 Nedderman Way

Address 2 ATTN: Jane Dolan

Address 3

City Arlington

County

State TX

Postal 76019

Email ID

Save **Save for Later**

Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

12. An error will populate stating an Account Value is missing. Click **OK** to continue.

Message

At least 1 Distribution is missing an Account Value. (7030,691)

At least 1 Distribution is missing an Account Value. This must be corrected before this voucher can be saved.

OK

13. Click the **Invoice Information** tab. This page is where the payment details should be entered.

14. Click the **Attachments** link to attach all needed support documentation to the voucher. See **Attach Documents to Voucher Job Aid**.

Regular Entry

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

Business Unit: UTARL
 Voucher ID: NEXT
 Voucher Style: Single Payment Voucher
 Invoice Date: 03/10/2023
 Invoice Received:
 Supplier ID: 0000051870
 ShortName: SINGLE PAY-001
 Location: 1
 *Address: 1

Invoice No: 03102023
 Accounting Date: 03/16/2023
 *Pay Terms: NET30
 Basis Date Type: Inv Date
 Control Group:
 Pay Schedule: Manual
☐ Incomplete Voucher

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
Attachments (0)
 Basis Date Calculation
 Template List
 Supplier Hierarchy
 Supplier 360

Save Save For Later Action Run Calculate Print

Note: The Payment Approval Voucher form, [BF-P-F16](#), must be completed and attached to the Single Pay Voucher.

15. Click **OK** to return to the Invoice Information page.

16. Click on the **Basis Date Calculation** link to enter the basis dates.

Regular Entry

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

Business Unit: UTARL
 Voucher ID: NEXT
 Voucher Style: Single Payment Voucher
 Invoice Date: 03/10/2023
 Invoice Received:
 Supplier ID: 0000051870
 ShortName: SINGLE PAY-001
 Location: 1
 *Address: 1

Invoice No: 03102023
 Accounting Date: 03/16/2023
 *Pay Terms: NET30
 Basis Date Type: Inv Date
 Control Group:
 Pay Schedule: Manual
☐ Incomplete Voucher

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (1)
Basis Date Calculation
 Template List
 Supplier Hierarchy
 Supplier 360

Save Save For Later Action Run Calculate Print

17. Enter the **Invoice Receipt Date** and the **Goods/Services Receipt Date**, then click **Calculate**. This will generate the Fed Pymnt Basis Date.

The screenshot shows the 'Date Calculation' form. The 'Date Calculation Basis' is set to 'Texas Prompt Pay'. The 'Invoice Receipt Date' is 03/10/2023 and the 'Goods/Services Receipt Date' is 03/16/2023. The 'Calculate' button is highlighted with a red box and a mouse cursor. The 'Service Dates' section shows 'Service Start Date' and 'Service End Date' both set to 03/16/2023. The 'Update ALL Voucher Lines' button is also visible.

This will generate the **Fed Pymnt Basis Date**.

The screenshot shows the 'Date Calculation' form after the calculation. The 'Fed Pymnt Basis Date' is now 03/16/2023. The 'Invoice Receipt Date' and 'Goods/Services Receipt Date' remain 03/10/2023 and 03/16/2023 respectively. The 'Service Dates' section is still visible.

18. Enter the **Service Start Date** and the **Service End Date**, then click **Update ALL Voucher Lines**.
19. Click the **Back to Invoice** link in the upper left of the page to return to the Invoice Information page.

The screenshot shows the 'Date Calculation' form. The 'Back to Invoice' link is highlighted with a red box. The 'Fed Pymnt Basis Date' is 03/16/2023. The 'Service Start Date' and 'Service End Date' are both 03/16/2023. The 'Update ALL Voucher Lines' button is highlighted with a red box and a mouse cursor.

20. In the Invoice Lines section, click in the field to enter the **SpeedChart**. This is the funding account's 6-digit cost center or 10-digit Project ID.
21. Click in the **Description** field and provide a description/justification for the payment.
22. In the Distribution Lines section, click on the field to enter the **Account** number. Enter the GL account appropriate for the payment.

Invoice Lines

Line 1 ☐ Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 100.00

SpeedChart 654321

Ship To CENT110

Description Conference Refund

*Service Start 03/16/2023

*Service End 03/16/2023

Empl ID:

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
<input type="checkbox"/>	1	100.00		UTARL	42212		4700	321123		500	

23. Click **Save**.

24. Still on **Invoice Information**, from the **Actions** drop-down menu, select **Budget Checking**, and click **Run**.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Single Payment Supplier Error Summary

Business Unit UTARL

Voucher ID 00280063

Voucher Style Single Payment

Invoice Date 03/10/2023

Invoice Received 03/10/2023

SINGLE PAY VENDOR

Supplier ID 0000051870

ShortName SINGLE PAY-001

Location 1

*Address 1

Invoice No 03102023

Accounting Date 07/24/2023

*Pay Terms NET30

Basis Date Type Inv Date

Control Group

Pay Schedule Manual

Invoice Total

Line 1

*Current

Miscellaneous

Fre

To

Differe

Save

Action

Budget Checking

Run

Invoice Lines

Line 1 ☐ Copy Down

*Distribute by Amount

SpeedChar

Ship To CENT110

25. A message will populate asking if you want to wait for the process to be completed. Click **Yes** to continue.

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes No

26. Once the budget check is complete (the processing wheel in the top right corner disappears), click on the **Summary** tab to view the status of the Budget Check.

Note: If the Budget Status says **Exceptions**, click on the word **Exceptions** to be taken to the screen that will detail the reason for the error. Correct the issue, then run the budget check again. A "Valid" Budget Status is required to submit the voucher.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

Business Unit: UTARL
 Voucher ID: 00280063
 Voucher Style: SinglePay
 Supplier Name: SINGLE PAY VENDOR

Invoice Date: 03/10/2023
 Invoice No: 03102023
 Invoice Total: 100.00 USD

Entry Status: Postable
 Match Status: No Match
 Approval Status: Pending
 Post Status: Unposted

Budget Status: Valid

Budget Misc Status: Valid
 *View Related: Payment Inquiry Go

Pay Terms: Net 30 Day
 Voucher Source: Online
 Origin: ONL
 Created On: 03/16/2023 8:45AM
 Created By: 6001234567
 Last Update: 03/16/2023 10:36AM
 Modified By: 6001234567
 ERS Type: Not Applicable
 Close Status: Open

Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

27. To submit the voucher for workflow approvals, click **Invoice Information** tab then on the **Submit Approval** button.

Note: This button will only populate when the voucher has a valid budget check and is complete and ready for submission.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

Business Unit: UTARL
 Voucher ID: 00280063
 Voucher Style: Single Payment Voucher
 Invoice Date: 03/10/2023
 Invoice Received: 03/10/2023
 Supplier ID: 0000051870
 ShortName: SINGLE PAY-001
 Location: 1
 *Address: 1

Invoice No: 03102023
 Accounting Date: 03/16/2026
 *Pay Terms: NET30
 Basis Date Type: Inv Date
 Pay Schedule: Manual

Invoice Total

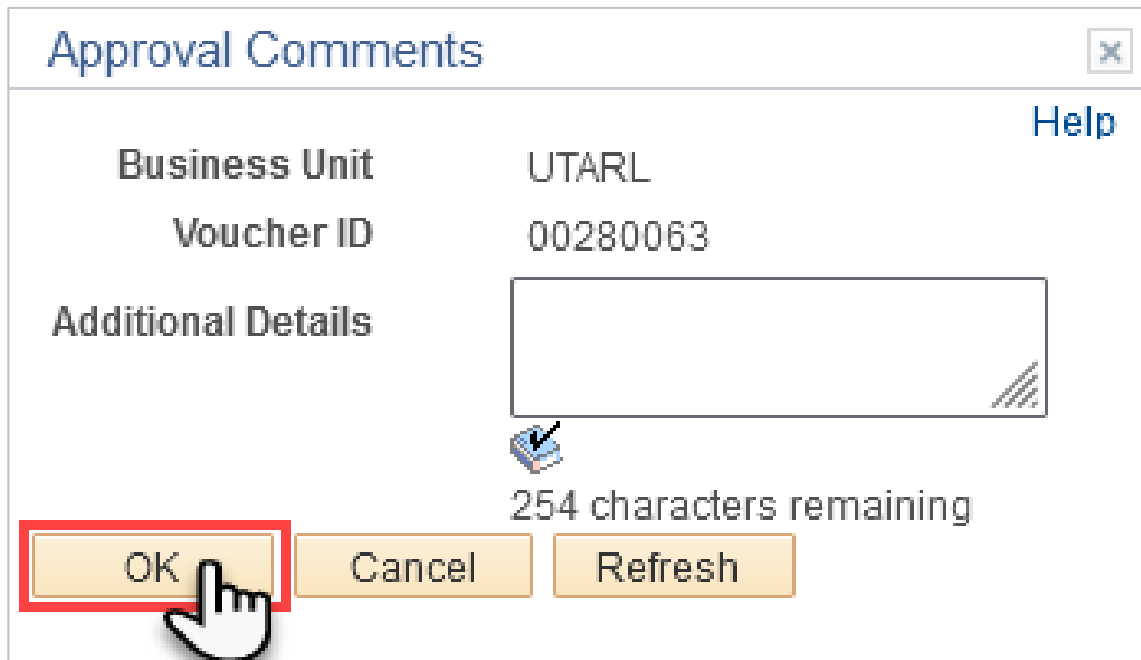
Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (1)
 Basis Date Calculation
 Template List
 Preview Approval
 Supplier Hierarchy
 Supplier 360

Save | Action | Run | Calculate | Print | **Submit Approval**

Invoice Lines ? | Line 1 | Copy Down | SpeedChart | Find | View

28. If required by the approver, enter any Approval Additional Details. Click **OK** to continue to submit the voucher for workflow approvals.



The image shows a dialog box titled "Approval Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Help" link in the top right. The form contains the following fields:

- Business Unit:** UTARL
- Voucher ID:** 00280063
- Additional Details:** A large text area for entering comments.

Below the text area, there is a checkmark icon and the text "254 characters remaining". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Refresh". The "OK" button is highlighted with a red border, and a hand cursor is pointing at it.

29. To view the workflow approval routing, click on the **Summary** tab and then the **Approval History** link.

Applying a Discount to a Voucher

When a supplier gives a discount for a purchase, the discount should not be entered into the requisition/Purchase Order. The discount must be added as a Non-PO line on the payment voucher.

1. For a PO Voucher copy the PO line(s) into the voucher using the Copy Worksheet. See the steps above in [Create a Purchase Order Voucher](#) for assistance.

For Non-PO Vouchers, the **Invoice Line** section is used to enter line-item information and accounting details.

2. Use the “+” to create a new Invoice Line.

The screenshot shows the 'Invoice Lines' interface. At the top, there's a 'Line 1' section with fields for 'Distribute by' (Quantity), 'Item', 'Quantity' (2.0000), 'UOM' (EA), 'Unit Price' (336.86000), and 'Line Amount' (673.72). To the right, there's a 'Purchase Order' section with fields for 'Ship To' (644-121), 'Description' (TK80556917T Water Filter Syste), 'Service Start' (03/20/2023), 'Service End Date' (03/20/2023), 'Date', and 'Empl ID'. Below these, there's a 'Distribution Lines' table with columns: GL Chart, Exchange Rate, Statistics, Assets, Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Oper Unit, Fund, Dept, and Program. The table shows one line with Line 1, PO Percent 100.0000, Percent 100.0000, Merchandise Amt 673.72, Quantity 2.0000, *GL Unit UTARL, Account 63101, Oper Unit 2100, Fund 654321, and Program.

3. Enter the number of lines to be added and click **OK**.

The screenshot shows a dialog box titled 'zafi-uat.utshare.utsystem.edu'. It contains the text 'Enter number of rows to add:' followed by a text input field containing the number '1'. Below the input field are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

4. On the new invoice line for the discount line, enter the following values:
 - A. In the “Line Amount” field, enter the discount amount as a negative number.
 - B. For the “SpeedChart,” enter the Cost Center or Project to which the PO or Non-PO line was charged (for PO Vouchers this can be seen on voucher lines pulled in from the PO).
 - C. Enter a “Description” for the discount.

The screenshot shows the 'Distribution Lines' table with one line. Below the table, there's a 'Line 3' section with fields for 'Distribute by' (Amount), 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (-67.37). To the right, there's a 'SpeedChart' section with fields for 'SpeedChart' (123456), 'Ship To' (CENT110), and 'Description' (10% Discount per Invoice). The 'Line Amount' field is annotated with a red box and the letter 'A'. The 'SpeedChart' field is annotated with a red box and the letter 'B'. The 'Description' field is annotated with a red box and the letter 'C'.

- D. In the Distribution Lines section, for the “Account,” enter the same GL account number to which the PO or Non-PO line was charged (this can be seen on voucher lines pulled in from the PO).

Unit Price
Line Amount -67.37

*Service Start 03/20/2023 *Service End Date: 03/20/2023
Date:
Empl ID:

Distribution Lines Personalize Find View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
						1	-67.37		UTARL	63101		2100	654321		800	

5. Adjust the “Invoice Total” at the top of the Invoice Information page to the invoice amount less the discount. Click the **Calculate** button.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit UTARL Invoice No 9876543
Voucher ID 00280051 Accounting Date 06/30/2023
Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day
Invoice Date 03/13/2023 Basis Date Type Inv Date
Invoice Received 03/20/2023

GRAINGER/BURGOON - UTARL
Supplier ID 1000000004
ShortName GRNG-UTA-001
Location EDX
*Address 1

Pay Schedule Manual

Invoice Total
Line Total 689.03
*Currency USD
Miscellaneous
Freight
Total 689.03
Difference 0.00

Save Action Run **Calculate** Print

Note: If the invoice total is not adjusted, users will receive the below popup message:

Message

Header amounts exceed invoice line amounts by 67.37. You cannot save this voucher until it is balanced. (7030,18)
Header amounts exceed invoice line amounts. The voucher must be balanced before it can be saved.

OK

To resolve this imbalance, adjust the “Invoice Total” above and click the **Calculate** button.

6. Proceed with finalizing the voucher as required.

Attach Document to Voucher

Original invoices must accompany voucher payments. The support documentation can be scanned and electronically attached to the voucher. Make sure that the scanned invoice is legible. Multiple invoices may be scanned as a single file.

1. Starting from the **Voucher - Invoice Information** page, click the **Attachments** link to add an attachment to the voucher.

2. The **Voucher Header Attachment** page is displayed. It will auto-populate the User ID and Name. Click the **Add Attachment** button.

3. Click the **Browse...** button and navigate to the file to upload.
4. Select the file to attach.
5. Click the **Open** button.
6. Click the **Upload** button to proceed.
7. If needed, repeat the process to attach up to five documents.
8. Click the Description field to describe the document(s) briefly.
9. Once all the attachments and descriptions are added, click the **OK** button to return to the Voucher - Invoice Information page.

Voucher Header Attachment

Business Unit UTARL Voucher ID 00280050

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Hi.pdf	<input checked="" type="checkbox"/>	Receipt Purchase of Goods	600123456	Sam Maverick	07/11/2023 1:17:25PM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit UTARL Invoice No 9876543

Voucher ID 00280051 Accounting Date 06/30/2023

Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day

Invoice Date 03/13/2023 Basis Date Type Inv Date

Invoice Received 03/20/2023

GRAINGER/BURGOON - UTARL

Supplier ID 1000000004

ShortName GRNG-UTA-001

Location EDX

*Address 1

Pay Schedule Manual

Invoice Total

Line Total	689.03
*Currency	USD
Miscellaneous	
Freight	
Total	689.03
Difference	0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (3)

Basis Date Calculation

Template List

Advanced Supplier Search

Supplier Hierarchy

Custom Fields

Supplier 360

Save Action Run Calculate Print

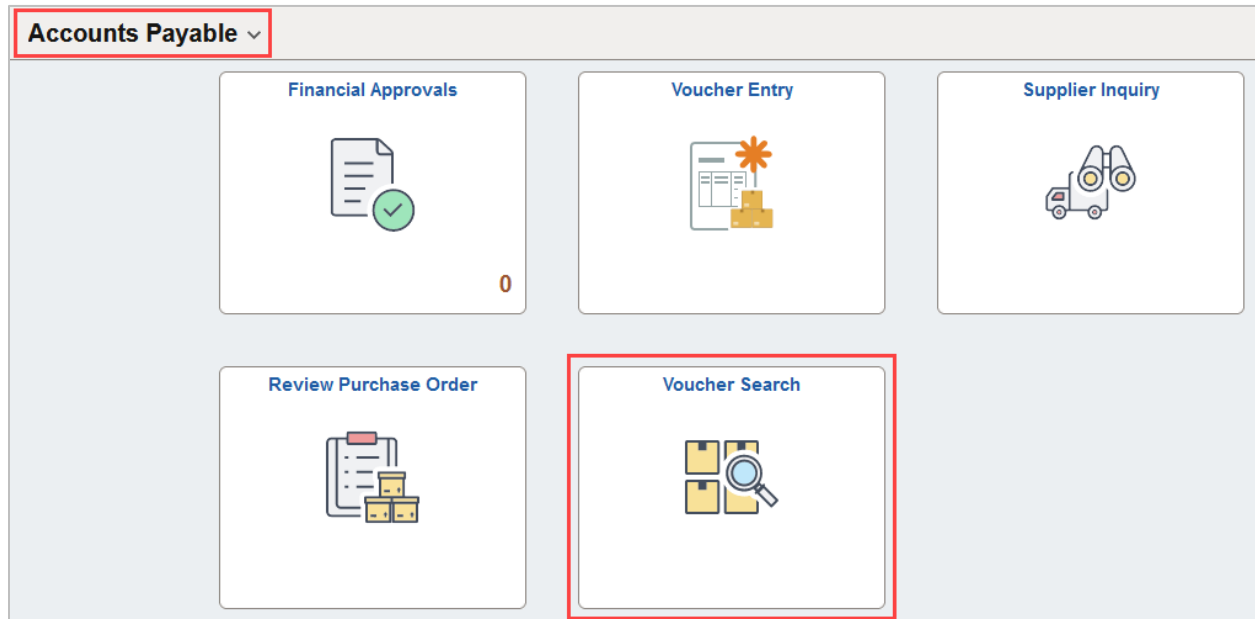
Note: The number in the parenthesis next to the word "Attachments" has increased from 0.

10. To view the attachment, click the **Attachments** link.
11. Select the File Name for the attachment want to view. A new window or tab will open with the attachment displayed, depending on the browser.
12. Click the **Close** button to close the new window.
13. Click the **OK** button to return to the Voucher.

Search for an Existing Voucher

The Voucher Search page is used to search for an existing voucher. This page allows users to search for a voucher using one of the following: Voucher ID, Invoice Number, Supplier ID, or Supplier Name.

1. Navigate to the **Accounts Payable Homepage** and click on the **Voucher Search** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Voucher Search**.

The **Voucher Search** page is displayed.

Voucher Information	
*Business Unit	UTARL
Voucher ID	
Invoice Number	
Related Voucher	
Incomplete Voucher	
Entry Status	
Voucher Style	
Voucher Source	
Supplier Detail	
Supplier ID	
Short Supplier Name	
Supplier Name	
<input checked="" type="checkbox"/> New window	
<input type="button" value="Search"/>	

2. Enter the desired information into their respective fields. Users may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name.
3. Click the **Search** button.

Voucher Search

Voucher Information

*Business Unit
Voucher ID
Invoice Number
Related Voucher

Incomplete Voucher
Entry Status
Voucher Style
Voucher Source

Supplier Detail

Supplier ID
Short Supplier Name
Supplier Name

☒ New window

Search Results

Personalize | Find | View All |
First 1 of 1 Last

Business Unit	Voucher ID	Copy Voucher	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gross Invoice Amount	Transaction Currency	Attachments (0)
UTARL	00280051		9876543	03/13/2023	Regular	Online	Postable	<input type="checkbox"/>	756.40	USD	Attachments (0)

The Search Results table displays the requested voucher.

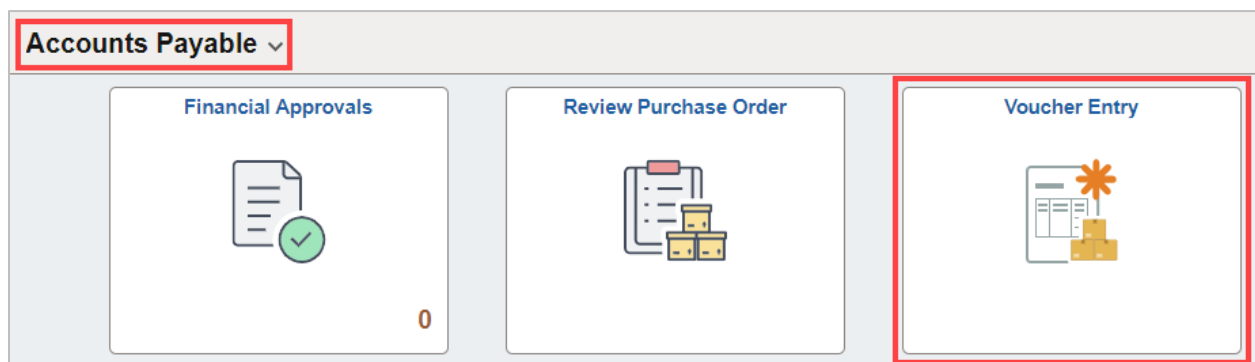
- To view the Voucher, click the **Voucher ID** link.

View Voucher Summary Page

The **Voucher Summary** page views important information summarized from the other three primary pages in the Voucher component (Invoice Information, Payments, and Voucher Attributes).

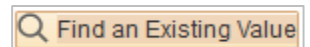
The Summary page appears only after the voucher is saved in UTShare. This page includes information such as voucher header information, various statuses, and payment terms. Users can view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date and time on which the voucher was last updated.

1. To view the Voucher Summary Page, navigate to the **Accounts Payable Homepage**, and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. The **Voucher Entry** page is displayed. To search for an existing **Voucher**, click the **Find an Existing Value** button.



3. From the Voucher - Find an Existing Value page, users can search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher ID** field. However, not necessary.
4. Click the **Search** button to proceed.

Voucher

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Business Unit = UTARL

Voucher ID begins with 00280051

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

[Show fewer options](#)

☐ Case Sensitive

Search
Clear

5. It will populate the search results below the Search Criteria. Click on the desired entry.

▼ **Search Results**

1 rows - Business Unit "UTARL" Voucher ID "00280051"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
UTARL	00280051	9876543	756.4	756.4	03/13/2023	GRNG-UTA-001	1000000004	GRAINGER/BURGOON - UTARL	Regular	(blank)	Postable	Online	Complete	>

The Voucher - **Summary** page is displayed. This page provides a summary of the voucher and its status.

The **Summary** page is only available after the voucher is "Saved" in UTShare. It includes basic information about the voucher, such as supplier, dates, invoice total, various statuses, payment terms, the voucher source (origin), the date the voucher was created, and the user ID of the person that created/modified the voucher.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UTARL Voucher ID 00280051 Voucher Style Regular Supplier Name GRAINGER/BURGOON - UTARL PO BOX 1168 GALVESTON, TX 77553-1168		Invoice Date 03/13/2023 Invoice No 9876543 Invoice Total 756.40 USD Pay Terms Net 30 Day Voucher Source Online Origin ONL Created On 06/30/2023 2:23PM Created By 6001234567 Last Update 06/30/2023 2:31PM Modified By 6001234567 ERS Type Not Applicable Close Status Open			
Entry Status Postable Match Status Ready Approval Status Pending Post Status Unposted Budget Status Not Chk'd					
Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary					

A. The Entry Status field displays the current status of the voucher. Values include:

- **Open** - The voucher has been entered into UTShare, but not yet saved or submitted for processing.
- **Postable** - The voucher has successfully passed through matching and budget checking; therefore, it can be posted to the General Ledger.
- **Recycle** - The voucher has matching or budget checking exceptions that require the voucher to be edited and the exceptions resolved before the voucher can be posted and paid.

B. The Match Status field indicates the status of the matching process. The matching process compares the voucher to the purchase order and the receiving document to ensure that payments are made only for the goods or services ordered and received. This audit is performed by the system automatically.

Note: *The matching process is not required for Non- PO vouchers.*

Values for this field include:

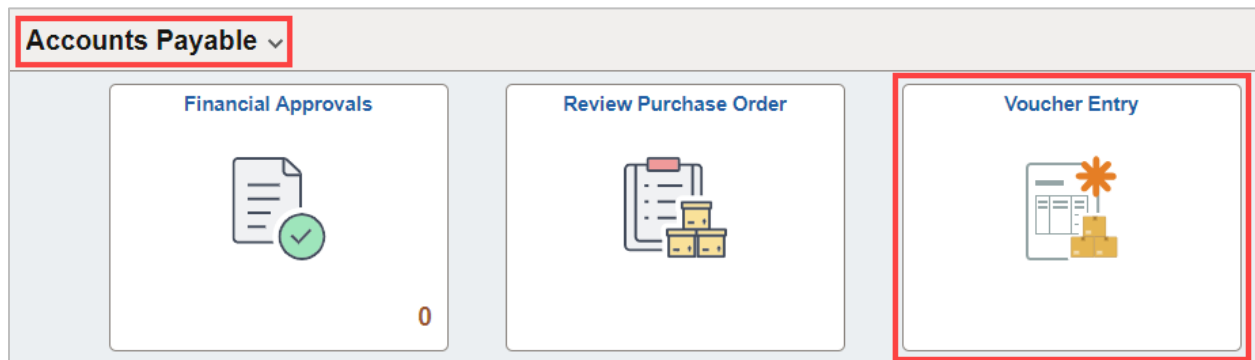
- **To Be Matched** - The voucher has not gone through the matching process.
- **Exception** - The matching process identified match exceptions for the voucher.
- **Manually Overridden** - The match exception has been manually overridden.
- **Matched** - The voucher has successfully passed through the matching process.
- **Match / Dispute** - The voucher is on hold for further match processing.
- **No Match** - Matching does not apply to this voucher.

- C. The Approval Status field displays the voucher's approval status. Values include:
- **Pending** - The voucher is awaiting approval.
 - **Approved** - The voucher has been fully approved.
 - **Denied** - The voucher has been denied from workflow and returned to the voucher originator for editing.
 - **Rejected** - The voucher has been rejected and cannot be resubmitted into the workflow.
- Note:** *When a rejected voucher is returned for editing, the Entry Status will read "Recycled."*
- D. The Post Status field displays the voucher posting status. Values include:
- **Posted** - The voucher posting process has run successfully, and the voucher is now posted.
 - **Unposted** - The voucher posting process has not run or has not yet been fully approved.
- Note:** *The voucher must be fully approved before it can be posted.*
- E. The Budget Status and the Budget Miscellaneous Status field display the voucher budget checking status. Values include:
- **Error** – The system detected an error while running the budget checking process.
 - **Not Chk'd** - The voucher has not yet gone through the budget checking process.
 - **Exceptions** - Budget exceptions exist for the voucher.
 - **Valid** - The voucher has successfully passed the budget check.

View Voucher Related Documents Page

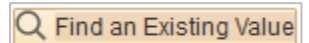
The **Voucher Related Documents** page views related document information, including payment details and purchase order information. Users can access further detailed information from this page. This page appears only after the voucher is saved in UTShare.

1. Navigate to the **Accounts Payable Homepage** and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. The **Voucher Entry** page is displayed. To search for an existing **Voucher**, click the **Find an Existing Value** button.
3. From the Voucher - Find an Existing Value page, users may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher ID** field. However, not necessary.
4. Click the **Search** button to proceed.



▼ Search Results

1 rows - Business Unit "UTARL" Voucher ID "00280051"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
UTARL	00280051	9876543	756.4	756.4	03/13/2023	GRNG-UTA-001	1000000004	GRAINGER/BURGOON - UTARL	Regular	(blank)	Postable	Online	Complete	>

5. The **Voucher Summary** Page will display. Click the **Related Documents** tab.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UTARL Voucher ID 00280051 Voucher Style Regular Supplier Name GRAINGER/BURGOON - UTARL PO BOX 1168 GALVESTON, TX 77553-1168			Invoice Date 03/13/2023 Invoice No 9876543 Invoice Total 756.40 USD		

The Voucher - **Related Documents** page is displayed. This page views related document information, including payment details and purchase order information (if applicable). The **Related Documents** page is only available after the voucher is "Saved" in UTShare.

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit UTARL Invoice No 9876543
 Voucher ID 00280051 Invoice Date 03/13/2023
 Voucher Style Regular Voucher
 Supplier ID 1000000004

Action

▼ **Payment Details** Personalize | Find | View All | First 1 of 1 Last

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions		Not Selected for Payment	06/30/2023		UTARL	1000000004		3 ACH	756.40		USD

► **Voucher Line - PO Information**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

In this example, payment details and purchase order information are available to view.

The Payment Details grid displays payment information such as the payment schedule date, the status of the payment, the payment reference number when the voucher is paid, the payment method (ACH or CHK), and the payment amount.

If a Purchase Order (PO) is involved, the Voucher Line - PO Information section will be available. This section will provide basic PO Information.

- Click the **Expand section** link for Voucher Line - PO Information in this example. The Voucher Line - PO Information grid displays purchase order information such as the PO matching option, PO number, quantity entered, unit of measure, and unit price.

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit UTARL Invoice No 9876543
 Voucher ID 00280051 Invoice Date 03/13/2023
 Voucher Style Regular Voucher
 Supplier ID 1000000004

Action

► **Payment Details** Personalize | Find | View All | First 1-2 of 2 Last

Voucher Line - PO Information

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	UTARL	0000054321	12		1	2.0000	EA	336.86000
2	Full Match	UTARL	0000054321	19		1	2.0000	EA	41.34000

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

- Clicking the **Details** icon on each Invoice line will take users to the corresponding Purchase Order.

▼ Voucher Line - PO Information										Personalize Find View All First 1-2 of 2 Last
Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price	
1	Full Match	UTARL	0000012345	12	1		2.0000	EA	336.86000	
2	Full Match	UTARL	0000012345	19	1		2.0000	EA	41.34000	

Purchase Order Inquiry

Purchase Order

Business Unit UTARL

PO ID 0000012345

PO Status Dispatched

Budget Status Valid

▼ Header

PO Date 03/13/2023

Supplier Name GRNG-UTA-001

Supplier ID 1000000004

Buyer MAV_eSHOP

PO Reference

Supplier Details

Backorder Status Not Backordered

Receipt Status Received

☐ Hold From Further Processing

Header Details

Activity Summary

Header Comments...

Document Status

▼ Actions

Amount Summary

Merchandise 3,678.08

Freight/Tax/Misc. 0.00

Total 3,678.08 USD

Encumbrance Balance 756.40 USD

Lines

Personalize | Find | View All | First 1-10 of 20 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1		TK80556866T Scratch Brush, Han	27113001	2.0000	EA	14.32 USD	Active		

View Voucher Error Summary Page

The Voucher Error Summary page is used for voucher processing errors (i.e., matching errors, duplicate invoices, etc.). This page appears only after the voucher is saved in UTShare.

1. Navigate to the **Accounts Payable Homepage** and click on the **Voucher Entry** tile.

Accounts Payable ▼

Financial Approvals

0

Review Purchase Order

Voucher Entry

Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. The **Voucher Entry** page is displayed. To search for an existing **Voucher**, click the **Find an Existing Value** button.

- From the Voucher - Find an Existing Value page, users may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher ID** field. However, not necessary.
- Click the **Search** button to proceed.
- It will populate the search results below. Click on the desired entry.

▼ Search Results
1 rows - Business Unit "UTARL" Voucher ID "00280051"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
UTARL	00280051	9876543	756.4	756.4	03/13/2023	GRNG-UTA-001	1000000004	GRAINGER/BURGOON - UTARL	Regular	(blank)	Postable	Online	Complete	>

- The **Voucher Summary** Page will display. Click the **Error Summary** tab.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
-------------------------	-----------------------------------	-------------------------------------	--------------------------	------------------------------------	-------------------------------

Business Unit UTARL

Voucher ID 00280051

Voucher Style Regular

Supplier Name GRAINGER/BURGOON - UTARL
PO BOX 1168
GALVESTON, TX 77553-1168

Invoice Date 03/13/2023

Invoice No 9876543

Invoice Total 756.40 USD

The Voucher - **Error Summary** page is displayed. This page views voucher processing errors such as matching errors, duplicate invoices, and out-of-balance errors on the voucher. The Error Summary page is only available after the voucher is "Saved" in UTShare.

Note: If no errors are found in the voucher, the following message will be displayed: "This Voucher does not have any errors."

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
-------------------------	-----------------------------------	-------------------------------------	--------------------------	------------------------------------	-------------------------------

Business Unit UTARL

Voucher ID 00280051

Style Regular Voucher

Invoice Number 9876543

Invoice Date 03/13/2023

Total 756.40 USD

This Voucher does not have any errors.





[Return to Search](#)
[Notify](#)
[Refresh](#)




[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

If errors are found, the Invoice Line Errors grid explains the error.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
-------------------------	-----------------------------------	-------------------------------------	--------------------------	------------------------------------	-------------------------------

Business Unit UTARL	Invoice Number payment terms test
Voucher ID 00162325	Invoice Date 04/01/2019
Style Regular Voucher	Total 7,723.43 USD

Invoice Line Errors		Personalize Find View All  	First  1-3 of 17  Last
Line	Field Name	Message	
1	RULE_H100	The terms on the PO do not match the terms on the Voucher	
1	RULE_R500	No Receipts Exist	
2	RULE_H100	The terms on the PO do not match the terms on the Voucher	
2	RULE_V500	Life To Date Voucher Amt > PO Schedule Amt + Tolerance	

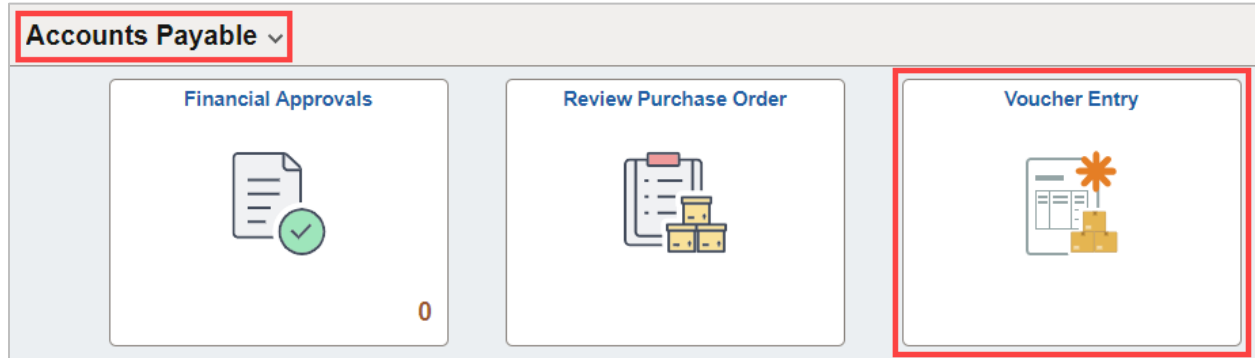
 Return to Search	 Notify	 Refresh
--	--	---

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Viewing Payment Information on Vouchers

The Payments page contains important information pertaining to payments scheduled and disbursed to suppliers. This page appears only after the voucher is saved in UTShare.

1. Navigate to the **Accounts Payable Homepage** and click on the **Voucher Entry** tile.



Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. The **Voucher Entry** page is displayed. To search for an existing **Voucher**, click the **Find an Existing Value** button.
3. From the Voucher - Find an Existing Value page, users may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher ID** field. However, not necessary.
4. Click the **Search** button to proceed.
5. It will populate the search results below. Click on the desired entry.

Find an Existing Value

▼ Search Results

1 rows - Business Unit "UTARL" Voucher ID "A1234567"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
UTARL	A1234567	96543210	1006.72	1006.72	02/01/2023	B&H PHOTO-001	0000012345	B&H PHOTO AND ELECTRONICS CORP	Regular	(blank)	Postable	XML	Complete	>

6. The **Voucher Summary Page** will display. Click the **Payments** tab.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UTARL Voucher ID A1234567 Voucher Style Regular Supplier Name B&H PHOTO AND ELECTRONICS CORP 420 Ninth Avenue New York, NY 10001 Entry Status Postable Match Status Matched Approval Status Approved Post Status Posted Budget Status Valid Budget Misc Status Valid *View Related Payment Inquiry Go			Invoice Date 02/01/2023 Invoice No 987654321 Invoice Total 1,006.72 USD Pay Terms Net 30 Day Voucher Source XML Invoices Origin SCQ Created On 02/06/2023 2:02AM Created By UTZBATCH-UTZ Last Update 02/21/2023 9:02PM Modified By UTZBATCH-UTZ ERS Type Not Applicable Close Status Open		

Return to Search Notify Refresh Add Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

The **Payments** Page is displayed. This page will show important information regarding the Voucher's payment status such as the **Payment Date** and corresponding **Reference** number.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UTARL Voucher ID A1234567 Voucher Style Regular Voucher Total Amount 1,006.72 Supplier Name B&H PHOTO AND ELECTRONICS CORP			Invoice No 987654321 Invoice Date 02/01/2023 Action ▼ Run *Pay Terms NET30 Net 30 Day Schedule Payments IPAC		
Payment Information Find View All First 1 of 1 Last					
Payment 1 *Remit to 0000052510 Location EDX *Address 2 B&H PHOTO AND ELECTRONICS CORP PO BOX 28072 NEW YORK, NY 10087-8072		Schedule ID Gross Amount 1,006.72 USD Discount 0.00 USD Scheduled Due 03/10/2023 Net Due 03/10/2023 Discount Due Accounting Date 03/10/2023		Payment Inquiry <input type="checkbox"/> Discount Denied Late Charge Express Payment Payment Note(0) Holiday/Currency	
Payment Options					
*Bank CHASE *Account 1AP1 *Method ACH ACH Message		Pay Group *Handling US Mail Hold Reason		*Netting Not Applicable L/C ID Supplier Bank Messages Layout <input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment <input type="checkbox"/> Inbound IPAC Select IPAC	
Message will appear on remittance advice. <input type="checkbox"/> Supplier Offset TOP					
Schedule Payment					
*Action Schedule Payment Pay		Payment Date 03/10/2023 Reference 10001123456			
Save					
Return to Search Notify Refresh Add Update/Display					
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary					

View Payments by Supplier Name

The Payment Inquiry page provides several search options (i.e., vendor name, payment reference number, amount, etc.).

1. Navigate to the Payment Inquiry page at **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Payments > Payment.**
2. The **Payment Inquiry** page is displayed. This page provides several options for searching for a payment (i.e., vendor name, payment reference number, amount, etc.).
3. To view all payments for a specific supplier, enter or lookup the **From Supplier Name 1**.

Note: If you choose to enter the Supplier Name, it must be entered exactly how it appears in the UT Share database.

- a. It is recommended to look up a supplier by clicking the **magnifying glass** beside the field to search for the supplier.

Payment Inquiry

▼ **Search Criteria**

Search Name ALL

From

From Supplier Name 1

Supplier Location

*Amount Rule Any

Amount

*Currency

- b. From the Look Up Supplier Name window, click in the **Search by** field. Enter the desired information into the field and press **Enter** or click **Look Up**.

Note: Use the % sign at the beginning to allow the term to be found in any part of the description. For example, instead of searching "staples," search "%staples." Notice more results are yielded with the %.

Look Up From Supplier Name 1

Search by: Supplier Name begins with Staples

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Supplier Name
STAPLES ADVANTAGE
STAPLES CONTRACT & COMMERCIAL INC

Look Up From Supplier Name 1

Search by: Supplier Name begins with %Staples

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

Supplier Name
LEE H STAPLES
STAPLES ADVANTAGE
STAPLES CONTRACT & COMMERCIAL INC
Summus Industries Inc.- Staples

- c. A list of suppliers meeting your search criteria will appear. You can select the supplier Name by clicking the appropriate **SupplierName** link from the Search Results table.

Note: If the supplier you are looking for is not found, try performing an advanced search.

Look Up From Supplier Name 1

[Help](#)

Search by: Supplier Name begins with

Look Up

Cancel

Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100
First
1-300 of 300
Last

Supplier Name
Devin Shelton

d. Notice, the Supplier Name now appears in the appropriate fields.

4. Click the Search button to proceed.

Payment Inquiry

Search Criteria

Search Name ALL

From

From Supplier Name 1 Summus Industries Inc.- Staples
Supplier Location

To

Summus Industries Inc.- Staples

Max Rows 300
Search
Clear
Keyword Search

☐ Show Chart
*Chart Type Bar Chart

Sorting Criteria

1st sort Bank Account
2nd sort Payment Reference ID

☐ Descending
☐ Descending
Sort

5. To view the search results, scroll down the page.

Payment Inquiry Result											
Payment Details				Additional Info		Supplier Details		Financial Gateway			
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	100012345	Automated Clearing House		2,131.50	USD	06/11/2018	06/11/2018	Paid	Reconciled	07/12/2018
▼ Actions	VCHR	100012349	Automated Clearing House		7,474.30	USD	06/20/2018	06/20/2018	Paid	Reconciled	07/12/2018

- To view the search results, scroll down the page. The **Payment Inquiry Results** table provides payment information divided into four tabs: Payment Details, Additional Info, Supplier Details, and Financial Gateway.

Note: The Actions, Source, and Payment Reference ID column appears from all four tabs.

Payment Inquiry											
<div> <div>Search Criteria</div> <div>2nd sort Payment Reference ID</div> <div>Descending</div> </div>											
Payment Inquiry Result											
<div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> </div>											
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

- The **Payment Details** page displays the payment reference number (check or Direct Deposit number), payment method, payment amount, payment date, and the payment status.

Payment Inquiry Result											
<div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> </div>											
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

- The **Additional Info** page displays the payment reference number (check or Direct Deposit number), post status, cancel status, pay cycle, and bank information associated with the payment.

Payment Inquiry Result

Personalize | Find | View All |

First 1 of 1 Last

Payment Details

Additional Info

Supplier Details

Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	1000654321	Posted	No Cancel Action				ARLDLY	2905	1AP1	*****1234	JPMorgan Chase Bank, N.A.

- The **Supplier Details** tab displays the vendor's name and the address associated with the payment.

Payment Inquiry Result											
<div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> </div>											
Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal		
▼ Actions	VCHR	1000654321	Summus Industries Inc. -VWR	000012345	EDX	Dept 601	Houston	TX	77210		

10. The **Financial Gateway** tab displays summary information for payments settled through the Financial Gateway.

Payment Inquiry Result								
Payment Details		Additional Info	Supplier Details	Financial Gateway				
Actions	Source	Payment Reference ID	Settle By	Settlement Status	Transaction ID	Payment Details	External Party Reference ID	Batch ID
▼ Actions	VCHR	1000654321	Financial Gateway	Paid	AP000154321	Payment Details		.ARDLY-002345

11. Click on the **Payment Reference ID** to drill to the **Vouchers For a Payment** page. This number can be found on all tabs.

Payment Inquiry Result												
Payment Details		Additional Info	Supplier Details	Financial Gateway								
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023	

This page includes the Vendor Name, Address, Payment Amount, Payment Method, Payment Reference ID, Payment Date, Payment Clear Date, and the related vouchers associated with the payment.

12. Click the **Back to Payment Inquiry** link to return to the Payment Inquiry page.

Vouchers For a Payment

Bank NameJPMorgan Chase Bank, N.A.

Bank Account #*****1234

Pay CycleARLDLYSeq Num2905

Supplier NameSummus Industries Inc. -VWR

AddressDept 601

PO Box 4346

HoustonTX77210USA

Payment Amount110.25 USD

Description

Schedule ID

Approved By

Approval Date

Back To Payment Inquiry

Pymnt Ref ID1000654321

Accounting Date03/03/2023

Payment Date03/03/2023

Days Outstanding4

Payment Clear Date03/07/2023

Reconcile Date03/08/2023

Value Date03/07/2023

Treasury Chk #

Details

PersonalizeFindView All

First1 of 1Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
UTARL	A0298765	1	02/01/2023	876543210	110.25	110.25	USD			Accounts Payable Vouchers

View Scheduled Payments by Supplier

A scheduled payment is a pre-determined date for payment to a supplier. The Scheduled Payment Inquiry page views vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e., Voucher ID, Supplier Name or ID, etc.).

1. Begin by Clicking **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment**.
2. Enter or look up, using the magnifying glasses to the corresponding fields, the Supplier ID using the **From Supplier ID** or the **From Supplier Short Name** field.
3. Click the **Search** button to proceed.

Scheduled Payment

Scheduled Payment Inquiry

Search Criteria

Search Name

ALL

From

From Business Unit

UTARL

From Voucher ID

Supplier SetID

UTARL

From Supplier Short Name

From Supplier ID

Supplier Location

To

UTARL

*Amount Rule

Sanctions Status

Max Rows

300

Search

Clear

Display Currency Criteria

1st sort

Supplier ID

2nd sort

Voucher ID

Descending

Descending

Sort

4. To view the search results, scroll down the page. The Scheduled Payment Listing table provides voucher information divided into three tabs: **Schedule Details**, **Voucher Details**, and **Bank Details**.
 - a. The **Scheduled Details** page displays the voucher ID(s), payment method, scheduled to pay date, payment amount, and supplier name.

Scheduled Payment Listing										
2nd sort Voucher ID			Descending		Sort					
Schedule Details			Voucher Details		Bank Details					
Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
UTARL	00234566	1	ACH	03/31/2023	<input type="checkbox"/>	<input type="checkbox"/>	100.38	USD	0000123456	Summus Industries Inc.- Staples
UTARL	00234567	1	ACH	04/03/2023	<input type="checkbox"/>	<input type="checkbox"/>	6.74	USD	0000123456	Summus Industries Inc.- Staples
UTARL	00234568	1	ACH	03/31/2023	<input type="checkbox"/>	<input type="checkbox"/>	440.63	USD	0000123456	Summus Industries Inc.- Staples
UTARL	00234569	1	ACH	03/16/2023	<input type="checkbox"/>	<input type="checkbox"/>	1,374.37	USD	0000123456	Summus Industries Inc.- Staples

- b. The **Voucher Details** page displays the voucher ID(s), voucher style (type), invoice ID, supplier ID, and voucher approval status.

2nd sort

Voucher ID



▼



☐

Descending

Sort

Scheduled Payment Listing

Personalize | Find | View 100 |  

First  1-10 of 300  Last

Schedule Details

Voucher Details

Bank Details

Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
UTARL	00234566	Regular Voucher	9876543210	0000123456	Approved
UTARL	00234567	Regular Voucher	9876543211	0000123456	Approved
UTARL	00234568	Regular Voucher	9876543212	0000123456	Pending
UTARL	00234569	Regular Voucher	9876543213	0000123456	Pending

- c. The **Bank Details** page displays the voucher ID and banking information for the supplier.

2nd sort



Voucher ID



▼

☐ Descending

Sort

Scheduled Payment Listing

Personalize | Find | View 100 |  

First  1-10 of 300  Last

Schedule Details

Voucher Details

Bank Details

Business Unit	Voucher ID	Remit SetID	Remit Supplier	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Sight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
UTARL	00234566	UTARL	0000123456	600000000001	UTSHR	CHASE	1AP1				
UTARL	00234567	UTARL	0000123456	600000000001	UTSHR	CHASE	1AP1				
UTARL	00234568	UTARL	0000123456	600000000001	UTSHR	CHASE	1AP1				
UTARL	00234569	UTARL	0000123456	600000000001	UTSHR	CHASE	1AP1				

View Scheduled Payments by Voucher ID

A scheduled payment is a pre-determined date for payment to a supplier. The Scheduled Payment Inquiry page views vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e., Voucher ID, Supplier Name or ID, etc.).

1. Begin by Clicking **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment**.
2. To view a specific voucher, enter or look up the appropriate Voucher ID number in the **From Voucher ID** field.
3. Click the **Search** button to proceed.

Scheduled Payment

Scheduled Payment Inquiry

▼ Search Criteria

Search Name ALL

From

From Business Unit UTARL

From Voucher ID

Supplier SetID UTARL

From Supplier Short Name

To

UTARL

Max Rows 300

Search Clear

► Display Currency Criteria

1st sort Supplier ID

2nd sort Voucher ID

☐ Descending

☐ Descending

Sort

4. To view the search results, scroll down the page. The **Scheduled Payment Listing** table provides voucher information divided into three tabs: **Schedule Details**, **Voucher Details**, and **Bank Details**.
 - a. The **Scheduled Details** page displays the voucher ID, payment method, scheduled to-pay date, payment amount, and supplier name.

2nd sort Voucher ID ☐ Descending Sort

Scheduled Payment Listing Personalize Find View All First 1 of 1 Last

Schedule Details Voucher Details Bank Details

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
UTARL	A0234567	1	ACH	04/02/2023	<input type="checkbox"/>	<input type="checkbox"/>	562.68	USD	0000043210	B&H PHOTO AND ELECTRONICS CORP
Total Gross Amount									562.68	USD

- b. The **Voucher Details** page displays the voucher ID, voucher style (type), invoice ID, supplier ID, and voucher approval status.

2nd sort

Voucher ID

Descending

Sort

Scheduled Payment Listing

Personalize | Find | View All | First 1 of 1 Last

Schedule Details

Voucher Details

Bank Details

Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
UTARL	A0234567	Regular Voucher	987654321	0000043210	Approved
Total Gross Amount				562.68	USD

c. The **Bank Details** page displays the voucher ID and banking information for the supplier.

2nd sort

Voucher ID

☐ Descending

Sort

Scheduled Payment Listing

Personalize | Find | View All | |

First 1 of 1 Last

Schedule Details

Voucher Details

Bank Details

Business Unit	Voucher ID	Remit SetID	Remit Supplier	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Sight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
UTARL	A0234567	UTARL	0000043210	987654321	UTSHR	CHASE	1AP1				

Total Gross Amount

562.68

USD

View Scheduled Payments on Hold for a Vendor

The Scheduled Payments on Hold page is used to view vouchers scheduled for payment but currently are on hold in UTShare.

1. Click on NavBar > **Menu > Financials > Accounts Payable > Review Accounts Payable Info> Supplier > Scheduled Payments on Hold.**
2. The **Scheduled Payments on Hold search** page is displayed. This is used to search for an existing Voucher (Find an Existing Value) for a specific supplier.

In **From Supplier ID** or the **From Supplier Short Name** field, enter or look up the Supplier ID.


Note: Using the magnifying glass next to the corresponding fields is recommended to find the exact Supplier ID or Supplier Short Name.

3. Click the **Search** button to proceed.

4. The search results will display under the Search Criteria. **Click** on the Supplier row.

Search


Clear

 Save Search


▼ Search Results

1 rows - SetID "UTARL" Supplier ID "0000123456"


View All



First



1 of 1



Last

SetID	Supplier ID	Short Supplier Name	Our Customer Number	DUNS Number	Supplier Name	
UTARL	0000123456	SUMMUS STP-001	(blank)	0	Summus Industries Inc.- Staples	>

5. The **Scheduled Payments on Hold** page is displayed. This page is used to view vouchers that are scheduled for payment but are on hold in UT Share.

Note: The example below has multiple payments on hold. Use the **View All** link to see all Payments on hold or cycle through each payment on hold by using the boxed arrow.

Scheduled Payments on Hold			
SetID	UTARL	Supplier	000012345 Summus Industries Inc.- Staples
Short Name	SUMMUS STP-001	Status	Approved
		Vouchers	3
Voucher Information		Find	View All First 1 of 3 Last
Invoice	312345678	Date	03/01/2023
		Scheduled Payment	1 Full
Unit	UTARL	Voucher	000012345
Gross Amt	440.63	Dollar	Due Date 03/31/2023
Discount	0.00		Discount Due Date
Days Overdue	111		Scheduled to Pay 03/31/2023
Voucher Comments:	manual process of an invoice. Papermate liquid was overbilled and it was adjusted.		
<input type="checkbox"/> Withd Hold <input type="checkbox"/> On Hold		Approval Status Pending Hold Reason	
<div> Save Return to Search Notify </div>			

The **Voucher Information** section displays the Invoice Number, Voucher Number, Voucher Amount, Due Date, Days Overdue, Scheduled to Pay date, Voucher Comments (if provided), Approval Status, and Hold Reason (if provided).

View Vouchers by User ID

The **Voucher Inquiry** page provides several options for performing a search. You can search by Voucher ID, Supplier (Vendor) ID or Name, Invoice number, Entered Date, Purchase Order number, etc.

NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable > Vouchers > Voucher.

1. The **Voucher Inquiry** page is displayed. This page is used to search for an existing voucher, review the status of a voucher, and to view payment information. The Voucher Inquiry page provides several options for performing a search. You can search by Voucher ID, Supplier ID or Name, Invoice number, Entered Date, Purchase Order number, etc.
2. To view all vouchers entered by a specific user, enter the appropriate **ten-digit Empl ID** in the User ID field.
3. Click the **Search** button to proceed.

4. To view the search results, scroll to the bottom of the page. It will display all vouchers inputted by a single employee.

Voucher Inquiry Results									
Personalize Find View All 1-64 of 64 First Last									
Voucher Details Amounts More Details Supplier Details									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UTARL	00238865	12345678912	11/01/2021	0000012345	Postable	<input type="checkbox"/>	Matched	CAPFACT
▼ Actions	UTARL	00239453	1234567891	10/31/2021	0000012346	Postable	<input type="checkbox"/>	Not Applicable	
▼ Actions	UTARL	00239564	ABC-0001234-CAB	11/02/2021	0000012347	Postable	<input type="checkbox"/>	Matched	
▼ Actions	UTARL	00239800	3000012345	11/16/2021	0000012345	Postable	<input type="checkbox"/>	Not Applicable	CAB

5. The **Voucher Inquiry Results** table provides voucher information divided into four tabs: Voucher Details, Amounts, More Details, and Supplier Details.

- a. The default view, **Voucher Details** Tab, displays the Voucher ID, Invoice Number, Invoice Date, Vendor ID, and Match Status. Also, this section will provide links to view accounting entries and payment information if available.

Voucher Inquiry Results									
Personalize Find View All Print Export									
Voucher Details Amounts More Details Supplier Details									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UTARL	00280050	7654321	03/17/2023	0000040263	Postable	<input type="checkbox"/>	Matched	

- b. The **Amounts** Tab displays the Voucher ID, and the Invoice Amount.

Voucher Inquiry Results										
Personalize Find View All Print Export										
Voucher Details Amounts More Details Supplier Details										
Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	UTARL	00280050	USD	1,503.50	1,503.50	0.00	0.00	0.00	0.00	0.00

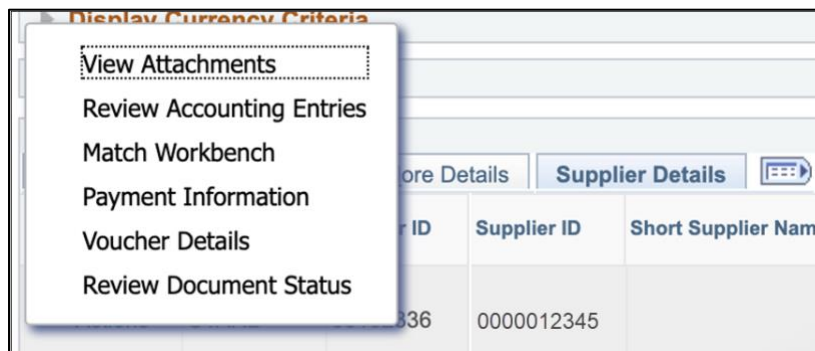
- c. The **More Details** Tab displays the Voucher ID, Approval Status, Due Date, Entered on Date, and Budget Header Status.

Voucher Inquiry Results														
Personalize Find View All Print Export														
Voucher Details Amounts More Details Supplier Details														
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status
▼ Actions	UTARL	00280050	Regular Voucher	SHARED	Unposted	Pending	Approval History	Open	ONL	04/29/2023	03/17/2023	04/10/2023	06/30/2023	Valid
														Valid Budget Check

- d. The **Supplier Details** Tab displays the Voucher ID and Supplier ID

Voucher Inquiry Results							
Personalize Find View All Print Export							
Voucher Details Amounts More Details Supplier Details							
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	UTARL	00280050	0000012345				<input checked="" type="checkbox"/>

- e. The **Actions** menu on all tabs includes View Attachments, Match Workbench, Scheduled Payments, Voucher Details, and Review Document Status.



View Payment by Reference ID

The Payment Inquiry page provides several search options (i.e., vendor name, payment reference number, amount, etc.).

1. Navigate to the Payment Inquiry page at **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Payments > Payment.**
2. The **Payment Inquiry** page is displayed. This page provides several options for searching for a payment (i.e., vendor name, the payment reference number, amount, etc.).
3. To view payment information by reference number, click on the Reference field.
4. Enter the payment Reference ID in the From Ref ID field.
5. Click the **Search** button to proceed.

Payment Inquiry

Search Criteria

Search Name ALL

From

From Supplier Name 1

Supplier Location

*Amount Rule Any

Amount

*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID UTARL

Remit Supplier

Settle By

Settlement Status

Schedule ID

To

☐ Single Payment Vouchers
 Max Rows 300
 Search
 Clear
 Keyword Search
 ☐ Show Chart
 *Chart Type Bar Chart

Sorting Criteria

1st sort Bank Account

2nd sort Payment Reference ID

☐ Descending
 ☐ Descending
 Sort

6. To view the search results, scroll down the page. The **Payment Inquiry Results** table provides payment information divided into four tabs: Payment Details, Additional Info, Supplier Details, and Financial Gateway.

Note: The Actions, Source, and Payment Reference ID column appears from all four tabs.

Payment Inquiry											
Search Criteria											
2nd sort Payment Reference ID Descending											
Payment Inquiry Result											
Personalize Find View All											
First 1 of 1 Last											
Payment Details Additional Info Supplier Details Financial Gateway											
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

7. The **Payment Details** page displays the payment reference number (check or Direct Deposit number), payment method, payment amount, payment date, and the payment status.

Payment Inquiry Result											
Personalize Find View All											
First 1 of 1 Last											
Payment Details Additional Info Supplier Details Financial Gateway											
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

8. The **Additional Info** page displays the payment reference number (check or Direct Deposit number), post status, cancel status, pay cycle, and bank information associated with the payment.

Payment Inquiry Result

Personalize | Find | View All |  

First 1 of 1 Last

Payment Details

Additional Info

Supplier Details

Financial Gateway



Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	1000654321	Posted	No Cancel Action				ARLDLY	2905	1AP1	*****1234	JPMorgan Chase Bank, N.A.

9. The **Supplier Details** tab displays the vendor's name and the address associated with the payment.

Payment Inquiry Result											
Personalize Find View All											
First 1 of 1 Last											
Payment Details Additional Info Supplier Details Financial Gateway											
Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal		
Actions	VCHR	1000654321	Summus Industries Inc. -VWR	000012345	EDX	Dept 601	Houston	TX	77210		

10. The **Financial Gateway** tab displays summary information for payments settled through the Financial Gateway.

Payment Inquiry Result								
Payment Details		Additional Info	Supplier Details	Financial Gateway				
Actions	Source	Payment Reference ID	Settle By	Settlement Status	Transaction ID	Payment Details	External Party Reference ID	Batch ID
▼ Actions	VCHR	1000654321	Financial Gateway	Paid	AP000154321	Payment Details		.ARDLY-002345

11. Click on the **Payment Reference ID** to drill to the **Vouchers For a Payment** page. This number can be found on all tabs.

Payment Inquiry Result											
Payment Details		Additional Info	Supplier Details	Financial Gateway							
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

This page includes the Vendor Name, Address, Payment Amount, Payment Method, Payment Reference ID, Payment Date, Payment Clear Date, and the related vouchers associated with the payment.

12. Click the **Back to Payment Inquiry** link to return to the Payment Inquiry page.

Vouchers For a Payment

Bank Name

JPMorgan Chase Bank, N.A.

Bank Account #

*****1234

Pay Cycle

ARLDLY

Supplier Name

Summus Industries Inc. -VWR

Address

Dept 601

PO Box 4346

Houston

TX

77210

USA

Schedule ID

Approved By

Approval Date

Back To Payment Inquiry

Pymnt Ref ID

1000654321

Accounting Date

03/03/2023

Payment Date

03/03/2023

Days Outstanding

4

Payment Clear Date

03/07/2023

Reconcile Date

03/08/2023

Value Date

03/07/2023

Treasury Chk #

Payment Amount

110.25

USD

Payment Method

ACH

Description

Details

Personalize

Find

View All

First

1 of 1

Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
UTARL	A0298765	1	02/01/2023	876543210	110.25	110.25	USD			Accounts Payable Vouchers