



**Payment Voucher
Training Guide**



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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

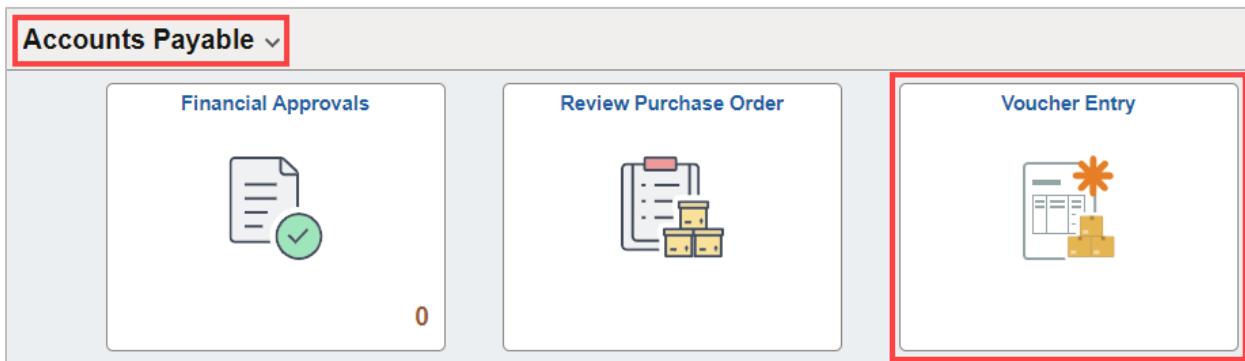
A Non-Purchase Order Voucher requests payment for goods and/or services that do NOT require a purchase order. This includes items such as utilities, membership dues, and registration fees to be paid directly to a supplier. For a complete listing of purchases that can be made without obtaining a purchase 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
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/26/2023
Invoice Received

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

Supplier ID
ShortName
Location
*Address

Control Group
Pay Schedule Manual

Incomplete Voucher
Action Run Calculate 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
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/26/2023
Invoice Received

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

KONICA MINOLTA BUSINESS SOLUTIONS USA IN
Supplier ID 0000012345
ShortName KONICA MIN-003
Location SHARED
*Address 29

Control Group
Pay Schedule Manual

Incomplete Voucher
Action Run Calculate 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
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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	
*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](#).

- 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.

- 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

- 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.

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

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

The screenshot shows the 'Date Calculation' screen. The 'Service Dates' section is visible, showing 'Service Start Date' and 'Service End Date' both set to '06/28/2023'. A yellow box highlights the 'Update ALL Voucher Lines' button at the bottom right of the section.

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.

- Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.
- Enter the date the goods were provided or the date the service was completed in the **Service End Date** field.
- 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.

Invoice Lines

Line 1	<input type="checkbox"/> Copy Down	SpeedChart	123456	<input type="button" value=""/>
*Distribute by	Amount	Ship To	CENT110	<input type="button" value=""/>
Item	<input type="text" value=""/>			<input type="button" value=""/>
Quantity	<input type="text" value=""/>			<input type="button" value=""/>
UOM	<input type="text" value=""/>			<input type="button" value=""/>
Unit Price	<input type="text" value=""/>			<input type="button" value=""/>
Line Amount	456.12			

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).

Distribution Lines

GL Chart		Exchange Rate	Statistics	Assets	<input type="button" value=""/>	*Service Start: 06/28/2023		*Service End Date: 06/28/2023		<input type="button" value=""/>	Personalize	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	First	<input type="button" value=""/>	1 of 1	<input type="button" value=""/>	Last
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product						
<input type="button" value=""/>	<input type="button" value=""/>	<input type="checkbox"/>	1	456.12		UTARL	<input type="text" value="64101"/>	<input type="button" value=""/>	4700	<input type="button" value=""/>	654321	<input type="button" value=""/>	500	<input type="button" value=""/>					

- 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.

Invoice Lines

Line 1	<input type="checkbox"/> Copy Down	SpeedChart	123456	<input type="button" value=""/>
*Distribute by	Amount	Ship To	CENT110	<input type="button" value=""/>
Item	<input type="text" value=""/>			<input type="button" value=""/>
Quantity	<input type="text" value=""/>			<input type="button" value=""/>
UOM	<input type="text" value=""/>			<input type="button" value=""/>
Unit Price	<input type="text" value=""/>			<input type="button" value=""/>
Line Amount	256.12			

Distribution Lines

GL Chart		Exchange Rate	Statistics	Assets	<input type="button" value=""/>	*Service Start: 06/28/2023		*Service End Date: 06/28/2023		<input type="button" value=""/>	Personalize	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	First	<input type="button" value=""/>	1 of 1	<input type="button" value=""/>	Last
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product						
<input type="button" value=""/>	<input type="button" value=""/>	<input type="checkbox"/>	1	256.12		UTARL	<input type="text" value="64101"/>	<input type="button" value=""/>	4700	<input type="button" value=""/>	654321	<input type="button" value=""/>	500	<input type="button" value=""/>					

- 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.

zafi-uat.utshare.utsystem.edu
Enter number of rows to add:
1

Line 2	<input type="checkbox"/> Copy Down	<input type="checkbox"/> One Asset
*Distribute by	Amount	UPN
Item	<input type="button" value="Calculate"/>	
Quantity	<input type="button" value="Last"/>	
UOM	<input type="button" value="Next"/>	
Unit Price	<input type="button" value="First"/>	
Line Amount	200.00	

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity
<input type="button" value=""/>	<input type="checkbox"/>	1	200.00	<input type="button" value=""/>

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

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit UTARL	Invoice No 123456789	Invoice Total
Voucher ID 00280047	Accounting Date 06/28/2023	Line Total 456.12
Voucher Style Regular Voucher	*Pay Terms NET30	*Currency USD
Invoice Date 06/26/2023	Basis Date Type Inv Date	Miscellaneous
Invoice Received 06/27/2023	Control Group	Freight
KONICA MINOLTA BUSINESS SOLUTIONS USA IN		
Supplier ID 0000012345	Pay Schedule Manual	Total 456.12
ShortName KONICA MIN-003		Difference 0.00
Location SHARED		
*Address 29		

Action

- 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
Business Unit UTARL Voucher ID 00280047 Voucher Style Regular Supplier Name KONICA MINOLTA BUSINESS SOLUTIONS USA INC KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188 Entry Status Postable Match Status No Match Approval Status Pending Post Status Unposted Budget Status Valid			
Preview Approval			
Budget Misc Status Valid *View Related Payment Inquiry Go			
Return to Search Notify Refresh			

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

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.

The screenshot shows the 'Summary' tab selected in the top navigation bar. The main area displays various payment voucher details: Business Unit (UTARL), Voucher ID (00280047), Voucher Style (Regular Voucher), Invoice No (123456789), Accounting Date (06/28/2023), Pay Terms (NET30), Basis Date Type (Inv Date), and Basis Date (06/26/2023). The supplier information for 'KONICA MINOLTA BUSINESS SOLUTIONS USA INC' is also shown, including Supplier ID (0000012345), ShortName (KONICA MIN-003), Location (SHARED), and Address (29). To the right, an 'Invoice Total' box shows Line Total (456.12), Currency (USD), and a breakdown of Miscellaneous and Freight. A sidebar on the right provides links to 'Non Merchandise Summary', 'Session Defaults', 'Comments(1)', 'Attachments (3)', 'Basis Date Calculation', 'Template List', 'Advanced Supplier Search', 'Preview Approval', 'Supplier Hierarchy', and 'Supplier 360'. At the bottom, buttons for 'Save', 'Action', 'Run', 'Calculate', 'Print', and 'Submit Approval' are visible, with 'Submit Approval' highlighted by a red box.

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.

The screenshot shows the 'Approval Comments' window. It contains fields for Business Unit (UTARL) and Voucher ID (00280047). Below these, there is a large text area for additional details, which is currently empty. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons, with 'OK' highlighted by a red box. A character count of '254 characters remaining' is also displayed.

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.

The screenshot shows a 'Message' dialog box. It contains two lines of text: 'Late fees of \$3.15 apply to scheduled payment 1, please ensure they are applicable prior to proceeding (26800,12)' and 'Late fees will only be paid if the late fee amount is more than 5 USD (>5 USD)'. At the bottom, there is an 'OK' button highlighted by a blue box.

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				Invoice Date	06/26/2023
Voucher ID	00280047				Invoice No	123456789
Voucher Style	Regular				Invoice Total	456.12 USD
Supplier Name	KONICA MINOLTA BUSINESS SOLUTIONS USA INC KONICA MINOLTA BUSINESS SOLUTIONS USA, INC DEPT CH 19188 PALATINE, IL 60055-9188					
Entry Status	Postable				Pay Terms	Net 30 Day
Match Status	No Match				Voucher Source	Online
Approval Status	Pending				Origin	ONL
Post Status	Unposted				Created On	06/28/2023 1:29PM
Budget Status	Valid				Created By	6001234567
Budget Misc Status	Valid				Last Update	06/28/2023 3:27PM
*View Related		Payment Inquiry	Go		Modified By	6001234567
					ERS Type	Not Applicable
					Close Status	Open
<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						

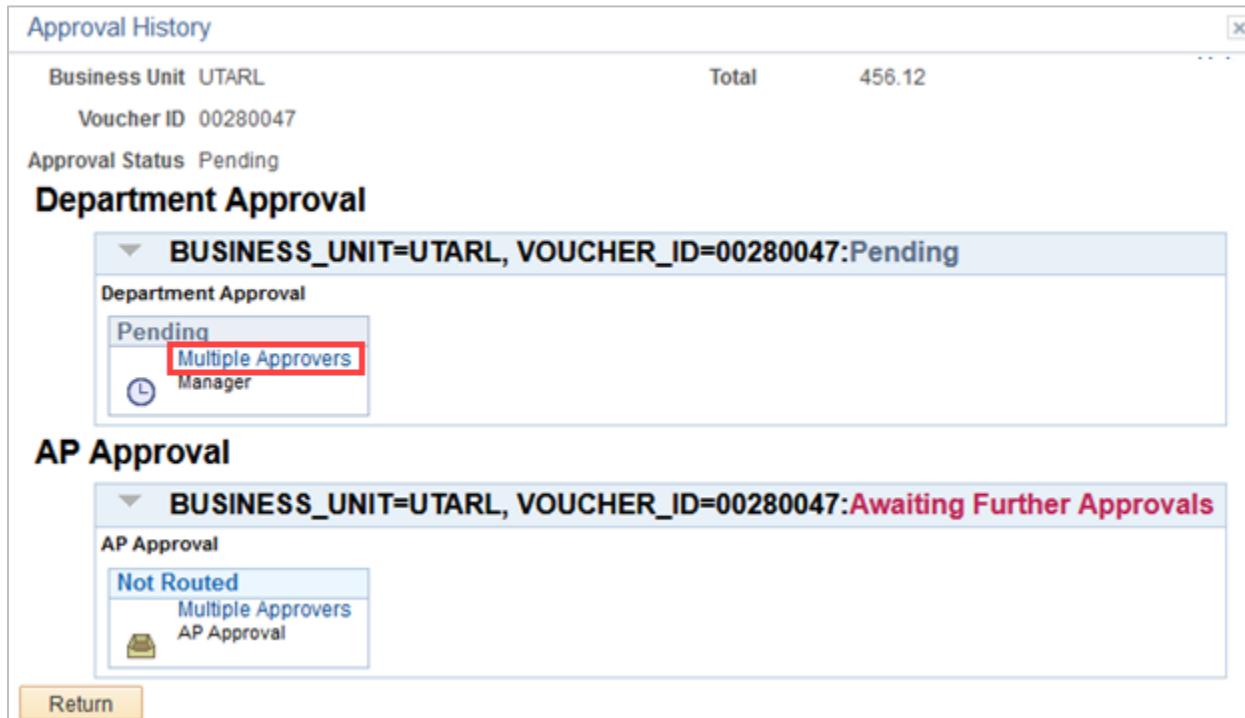
39. Click the **Approval History** link.

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
Voucher ID	00280047	456.12
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		
<input type="button" value="Return"/>		

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



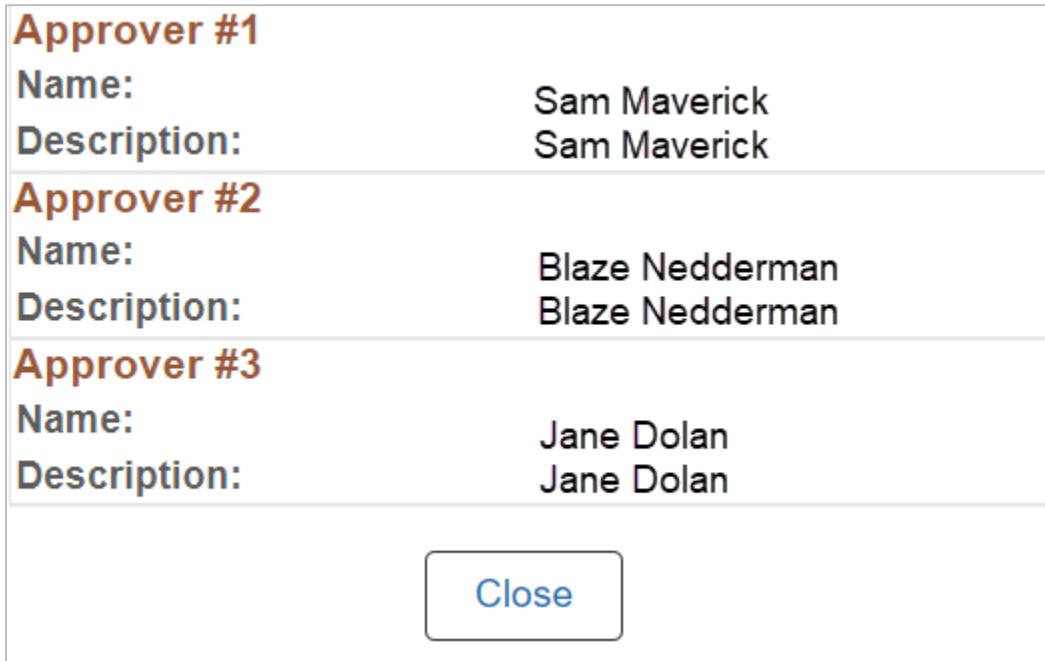
The screenshot shows the Approval History window for a voucher. At the top, it displays the Business Unit (UTARL), Voucher ID (00280047), and Total amount (456.12). The Approval Status is Pending. The window is divided into two main sections: **Department Approval** and **AP Approval**.

Department Approval: A dropdown menu shows `BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Pending`. Below it, a list shows **Pending** status with a sub-item **Multiple Approvers** highlighted with a red box. A small icon of a person with a circular arrow is next to the status.

AP Approval: A dropdown menu shows `BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Awaiting Further Approvals`. Below it, a list shows **Not Routed** status with a sub-item **Multiple Approvers** and **AP Approval** listed. A small icon of a briefcase is next to the status.

At the bottom left of the window is a **Return** button.

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



The screenshot shows the Approver Information window, which lists three approvers:

Approver #1	
Name:	Sam Maverick
Description:	Sam Maverick
Approver #2	
Name:	Blaze Nedderman
Description:	Blaze Nedderman
Approver #3	
Name:	Jane Dolan
Description:	Jane Dolan

At the bottom of the window is a **Close** button.

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.

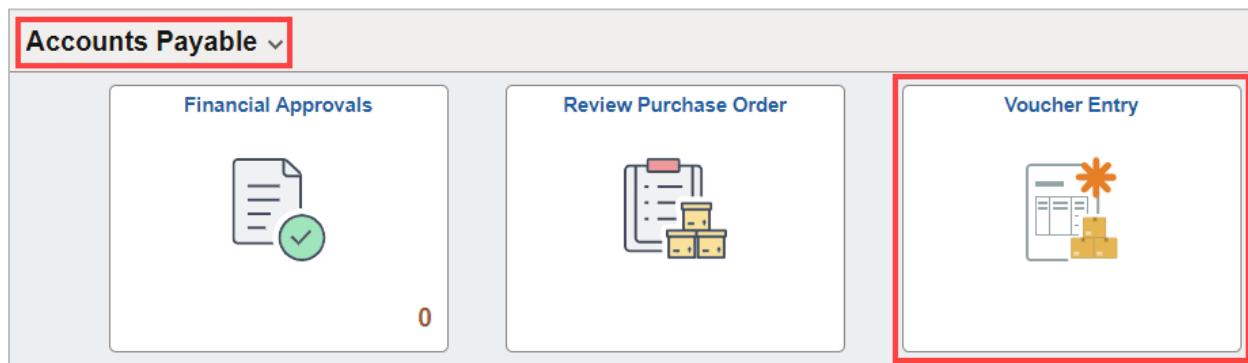
Note: *Not all items require a systematic receipt to process a PO Voucher. The voucher will error during a budget check if a receipt is required.*

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**.

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**.

4. 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.

5. Click the **Add** button.

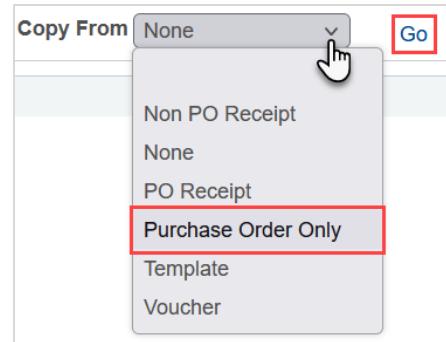
Add a New Value

*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	

6. 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																																																																									
<table border="1"> <tr> <td>Business Unit</td> <td>UTARL</td> <td>Invoice No</td> <td>7654321</td> <td colspan="2">Invoice Total</td> </tr> <tr> <td>Voucher ID</td> <td>NEXT</td> <td>Accounting Date</td> <td>04/10/2023</td> <td>*Currency</td> <td>USD</td> </tr> <tr> <td>Voucher Style</td> <td>Regular Voucher</td> <td>*Pay Terms</td> <td>NET30</td> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Invoice Date</td> <td>03/17/2023</td> <td>Basis Date Type</td> <td>Inv Date</td> <td>Freight</td> <td></td> </tr> <tr> <td>Invoice Received</td> <td></td> <td colspan="4">Net 30 Day</td> </tr> <tr> <td>Supplier ID</td> <td></td> <td>Control Group</td> <td></td> <td>Total</td> <td>0.00</td> </tr> <tr> <td>ShortName</td> <td></td> <td>Pay Schedule</td> <td>Manual</td> <td>Difference</td> <td>0.00</td> </tr> <tr> <td>Location</td> <td></td> <td colspan="4"> <input type="checkbox"/> Incomplete Voucher </td> </tr> <tr> <td>*Address</td> <td></td> <td>Action</td> <td></td> <td>Run</td> <td>Calculate</td> </tr> <tr> <td colspan="2"> <input type="button" value="Save"/> <input type="button" value="Save For Later"/> </td> <td colspan="4"> <input type="button" value="Print"/> </td> </tr> <tr> <td colspan="6"> Copy From Source Document </td> </tr> <tr> <td colspan="2"> <input type="button" value="PO Unit"/> <input type="button" value="PO Number"/> </td> <td colspan="2"> <input type="button" value="Copy PO"/> </td> <td colspan="2"> Copy From <input type="button" value="None"/> <input type="button" value="Go"/> </td> </tr> </table>						Business Unit	UTARL	Invoice No	7654321	Invoice Total		Voucher ID	NEXT	Accounting Date	04/10/2023	*Currency	USD	Voucher Style	Regular Voucher	*Pay Terms	NET30	Miscellaneous		Invoice Date	03/17/2023	Basis Date Type	Inv Date	Freight		Invoice Received		Net 30 Day				Supplier ID		Control Group		Total	0.00	ShortName		Pay Schedule	Manual	Difference	0.00	Location		<input type="checkbox"/> Incomplete Voucher				*Address		Action		Run	Calculate	<input type="button" value="Save"/> <input type="button" value="Save For Later"/>		<input type="button" value="Print"/>				Copy From Source Document						<input type="button" value="PO Unit"/> <input type="button" value="PO Number"/>		<input type="button" value="Copy PO"/>		Copy From <input type="button" value="None"/> <input type="button" value="Go"/>	
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- Click the **Copy From** drop-down menu.
- 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.
- 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.

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

Copy Worksheet

Business Unit		UTARL	Return to Invoice Information	Voucher	NEXT
PO Lookup Criteria <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="border: 1px solid red; padding: 2px;">PO Business Unit</div> <div style="border: 1px solid red; padding: 2px;">PO Number From</div> </div> <div style="flex: 1; text-align: center;"> <input style="width: 100%;" type="text" value="UT Arlington"/> <input style="width: 100%;" type="text" value="0000054321"/> </div> <div style="flex: 1; text-align: center;"> <input type="button" value="Reset"/> <input style="margin-right: 10px;" type="checkbox"/>View Matched /Cancelled Only </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="flex: 1;"> <div style="border: 1px solid red; padding: 2px;">PO Line Number From</div> <div style="border: 1px solid red; padding: 2px;">*PO Date Option</div> </div> <div style="flex: 1; text-align: center;"> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> </div> <div style="flex: 1; text-align: center;"> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="flex: 1;"> <input style="width: 100%;" type="text"/> <input style="background-color: #ffcc00; border: 1px solid #ffcc00; color: black; padding: 2px; margin-left: 10px;" type="button" value="Search"/> </div> <div style="flex: 1; text-align: right;"> <input type="button" value="Copy Selected Lines"/> </div> </div>					

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.

Select PO Lines

Select PO Lines										Find	View All	First	1 of 1	Last																																												
PO Unit					PO Number					PO Date																																																
UTARL					0000054321					03/03/2023																																																
Supplier ID					Contract Information					UPN Information																																																
0000012345 SCARBOROUGH SPECIALTIES INC																																																										
<input checked="" type="checkbox"/> Select All		<input type="checkbox"/> Deselect All		<div style="display: flex; justify-content: space-between;"> Personalize Find View All <input type="button" value=""/> <input type="button" value=""/> First 1 of 4 Last </div>																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Main Information</th> <th colspan="2">Contract Information</th> <th colspan="3">UPN Information</th> <th colspan="8"></th> </tr> <tr> <th>Select</th> <th>Unit Price</th> <th>Line Number</th> <th>Schedule Number</th> <th>Item ID</th> <th>Description</th> <th>Quantity Voucherred</th> <th>UOM</th> <th>Merchandise Amount</th> <th>Currency</th> <th>PO Qty</th> <th>UOM PO</th> <th>PO Price</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1.04000</td> <td>1</td> <td>1</td> <td></td> <td>Light Up Piggy Key Chain</td> <td>1000.0000</td> <td>EA</td> <td>1040.00</td> <td>USD</td> <td>1000.0000</td> <td>EA</td> <td>1.0400</td> <td colspan="2"></td> </tr> </tbody> </table>															Main Information	Contract Information		UPN Information											Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Voucherred	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price			<input type="checkbox"/>	1.04000	1	1		Light Up Piggy Key Chain	1000.0000	EA	1040.00	USD	1000.0000	EA	1.0400		
Main Information	Contract Information		UPN Information																																																							
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<input checked="" type="checkbox"/> Select All		<input type="checkbox"/> Deselect All		PO Line Count 4 PO Total \$3,562.00																																																						

13. Select the items received and ready to be voucherized 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

Select PO Lines												
Main Information						Contract Information						
PO Unit	UTARL					PO Number	0000054321					
Supplier ID	0000012345 SCARBOROUGH SPECIALTIES INC					PO Date	03/03/2023					
<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Deselect All	Personalize Find View All Print Email First 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 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

Select PO Lines												
Main Information						Contract Information						
PO Unit	UTARL					PO Number	0000012345					
Supplier ID	0000054321 Parchment LLC					PO Date	03/02/2023					
<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Deselect All	Personalize Find View All Print Email First 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"/>	188000.0000	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 <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>PO Business Unit <input type="text" value="UTARL"/> UT Arlington</p> <p>PO Number From <input type="text" value="0000054321"/> </p> <p>PO Line Number From <input type="text"/> </p> <p>*PO Date Option <input type="text" value="No Date"/> </p> </div> <div style="flex: 1;"> <p><input type="button" value="Reset"/></p> <p><input type="checkbox"/> View Matched /Cancelled Only</p> <p>PO Number To <input type="text"/> </p> <p>PO Line Number To <input type="text"/> </p> <p>PO Date <input type="text"/> </p> </div> </div>																																																																													
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<input type="text" value="Max Rows"/> <input type="button" value="Search"/>		<input style="background-color: #FFCCBC; border: 1px solid #FF9800; color: black; padding: 2px 10px; border-radius: 5px;" type="button" value="Copy Selected Lines"/>																																																																											
Select PO Lines																																																																													
<p>PO Unit UTARL Supplier ID 0000012345 SCARBOROUGH SPECIALTIES INC</p> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All</p>			<p>PO Number 0000054321 PO Date 03/03/2023</p> <p>Personalize Find View 1 First ① 1 of 1 </p>																																																																										
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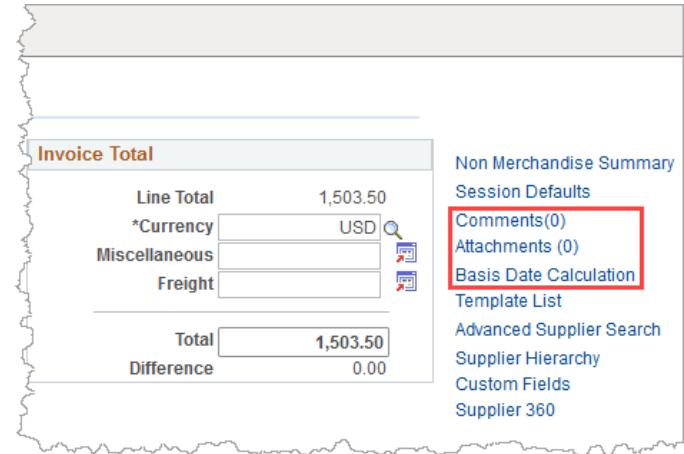
The **Invoice Information** page is displayed.

Regular Entry

Invoice Information		Payments		Voucher Attributes													
<p>Business Unit UTARL Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 03/17/2023 Invoice Received </p> <p>SCARBOROUGH SPECIALTIES INC.</p> <p>Supplier ID 0000012345 ShortName SCARBOROU-005 Location SHARED *Address 1 </p>		<p>Invoice No 7654321 Accounting Date 04/10/2023 Net 30 Day</p> <p>*Pay Terms NET30 </p> <p>Basis Date Type Inv Date</p>		<p>Invoice Total</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Line Total</td> <td>1,503.50</td> </tr> <tr> <td>*Currency</td> <td>USD </td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Freight</td> <td></td> </tr> <tr> <td>Total</td> <td>1,503.50</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </table> <p>Non Merchandise Summary Session Details Comments(0) Attachments (0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Custom Fields Supplier 360</p>		Line Total	1,503.50	*Currency	USD	Miscellaneous		Freight		Total	1,503.50	Difference	0.00
Line Total	1,503.50																
*Currency	USD																
Miscellaneous																	
Freight																	
Total	1,503.50																
Difference	0.00																
<p><input type="button" value="Save"/> <input type="button" value="Save For Later"/></p>		<p>Action <input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/></p>															
<p>Copy From Source Document</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>PO Unit <input type="text"/></td> <td>PO Number <input type="text"/></td> <td><input type="button" value="Copy PO"/></td> <td>Copy From <input type="text" value="None"/> </td> <td><input type="button" value="Go"/></td> </tr> </table>						PO Unit <input type="text"/>	PO Number <input type="text"/>	<input type="button" value="Copy PO"/>	Copy From <input type="text" value="None"/>	<input type="button" value="Go"/>							
PO Unit <input type="text"/>	PO Number <input type="text"/>	<input type="button" value="Copy PO"/>	Copy From <input type="text" value="None"/>	<input type="button" value="Go"/>													
<p>Invoice Lines </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td> <p>Line 1 <input type="checkbox"/> Copy Down</p> <p>*Distribute by <input type="text"/> </p> <p>Item <input type="text"/> </p> <p>Quantity 900.0000 </p> <p>UOM EA </p> <p>Unit Price 1.04000 </p> <p>Line Amount 936.00 </p> </td> <td> <p>SpeedChart <input type="text"/> </p> <p>Ship To 642-130 </p> <p>Description Light Up Piggy Key Chain </p> </td> <td> <p>Purchase Order</p> <p>UTARL0000054321111 Associate Receiver(s)</p> <p><input type="checkbox"/> Force Price </p> <p><input type="button" value="Adjust PO Percentage"/> <input type="button" value="Allocate by Percentage"/></p> </td> <td> <p><input type="checkbox"/> One Asset </p> <p>UPN </p> <p><input type="button" value="Calculate"/></p> </td> </tr> </table>						<p>Line 1 <input type="checkbox"/> Copy Down</p> <p>*Distribute by <input type="text"/> </p> <p>Item <input type="text"/> </p> <p>Quantity 900.0000 </p> <p>UOM EA </p> <p>Unit Price 1.04000 </p> <p>Line Amount 936.00 </p>	<p>SpeedChart <input type="text"/> </p> <p>Ship To 642-130 </p> <p>Description Light Up Piggy Key Chain </p>	<p>Purchase Order</p> <p>UTARL0000054321111 Associate Receiver(s)</p> <p><input type="checkbox"/> Force Price </p> <p><input type="button" value="Adjust PO Percentage"/> <input type="button" value="Allocate by Percentage"/></p>	<p><input type="checkbox"/> One Asset </p> <p>UPN </p> <p><input type="button" value="Calculate"/></p>								
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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 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.



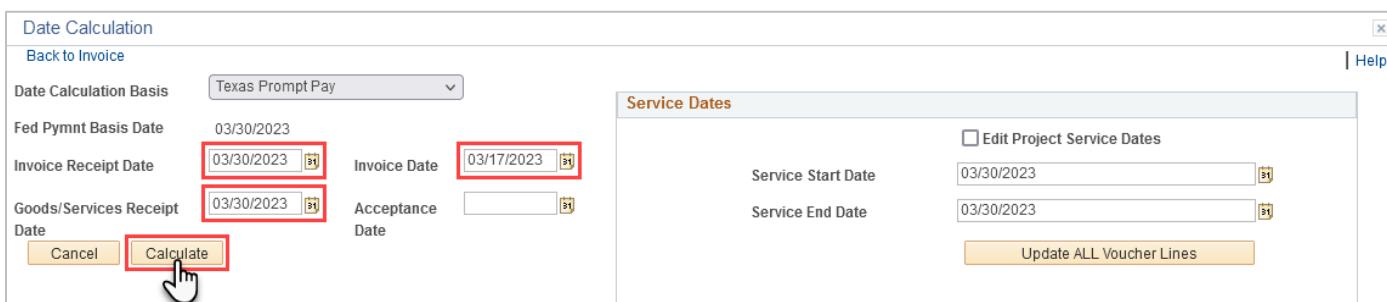
The screenshot shows a 'Comments' link and an 'Attachments' link highlighted with a red box. The 'Comments' link is located in the 'Session Defaults' section of the right-hand sidebar. The 'Attachments' link is located in the 'Basis Date Calculation' section of the right-hand sidebar.

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.



The screenshot shows the 'Date Calculation' dialog box. The 'Invoice Receipt Date' and 'Invoice Date' fields are highlighted with a red box. A cursor is hovering over the 'Calculate' button. The 'Service Dates' section is also visible on the right side of the dialog box.

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.

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

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

Regular Entry	
Summary Related Documents Invoice Information Payment	
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 Chkd	
Budget Misc Status Valid	
*View Related Payment Inquiry Go	

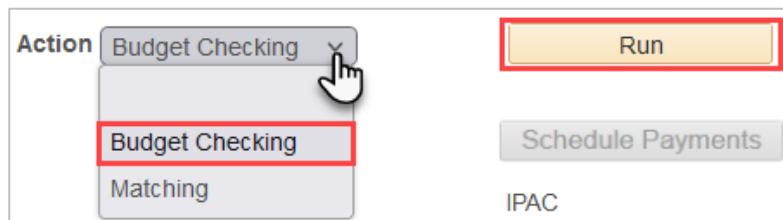
If the Match status is "Exceptions", click on the **Error Summary** tab to review the cause of the exception(s). Two commonly seen Match Exceptions are below. If assistance is needed to resolve a matching exception, please contact Knowledge Services (KnowledgeServices@uta.edu).

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

Regular Entry

Summary	Related Documents	Invoice Information	Payments
<p>Business Unit UTARL Voucher ID 00280050 Voucher Style Regular Supplier Name SCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179</p> <p>Entry Status Postable Match Status Matched Approval Status Pending Post Status Unposted</p> <p>Budget Status Valid</p> <p>Budget Misc Status Valid *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 shows the 'Invoice Information' tab selected in the top navigation bar. The page displays various voucher details: Business Unit (UTARL), Voucher ID (00280050), Voucher Style (Regular Voucher), Invoice Date (03/17/2023), and Invoice Received (03/30/2023). It also shows the supplier information for SCARBOROUGH SPECIALTIES INC, including Supplier ID (0000012345), ShortName (SCARBOROUG-005), Location (SHARED), and Address (1). The 'Invoice Total' section shows a Line Total of 1,503.50, Currency of USD, and a Total of 1,503.50. The 'Action' dropdown menu on the right includes links for Non Merchandise Summary, Session Defaults, Comments(0), Attachments (0), Basis Date Calculation, Template List, Advanced Supplier Search, Preview Approval, Supplier Hierarchy, Custom Fields, and Supplier 360. The 'Submit Approval' button at the bottom right 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). A large text area for comments is present, with a character count of 254 characters remaining. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons, with 'OK' 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.

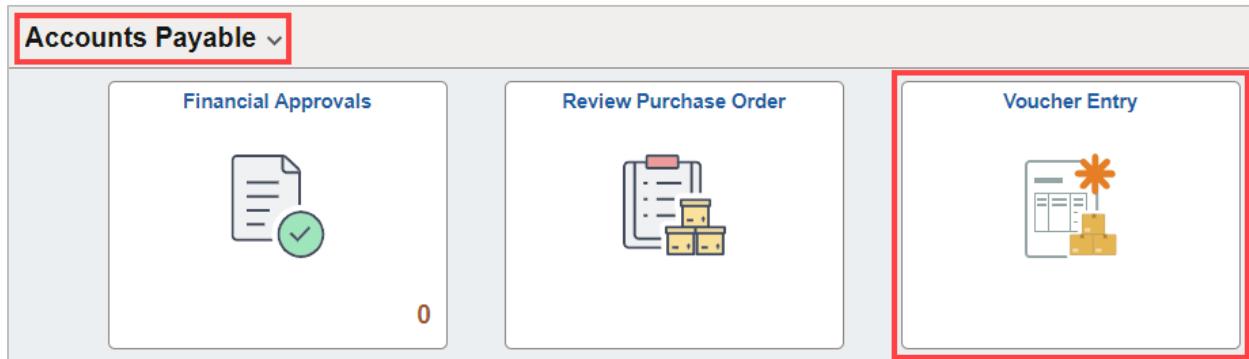
The screenshot shows the 'Regular Entry' page. It displays various voucher details: Business Unit (UTARL), Voucher ID (00280050), Voucher Style (Regular), Supplier Name (SCARBOROUGH SPECIALTIES INC), and Address (10501 INDIANA AVE, LUBBOCK, TX 79423-5179). The 'Entry Status' is Postable, 'Match Status' is Matched, 'Approval Status' is Pending (highlighted with a red box), and 'Post Status' is Unposted. The 'Budget Status' is Valid (highlighted with a red box). The 'Approval History' section shows the following details: Pay Terms (Net 30 Day), Voucher Source (Online), Origin (ONL), Created On (06/30/2023 10:42AM), Created By (6001234567), Last Update (06/30/2023 2:21PM), Modified By (6001234567), ERS Type (Not Applicable), and Close Status (Open). At the bottom are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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.

 A screenshot of the 'Add a New Value' screen. It has several input fields: 'Business Unit' (UTARL), 'Voucher ID' (NEXT), 'Voucher Style' (Regular Voucher), 'Supplier Name' (with a search icon), 'Short Supplier Name' (with a search icon), 'Supplier ID' (with a search icon), 'Supplier Location' (with a search icon), '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' (with a search icon), 'PO Number' (with a search icon), 'Estimated No. of Invoice Lines' (1), and an 'Add' button. The 'Invoice Number' and 'Invoice Date' fields are highlighted with a red box.

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 'Copy From Source Document' section of the payment voucher interface. It includes fields for 'PO Unit' and 'PO Number', a 'Copy PO' button, and a 'Copy From' dropdown menu. The 'Copy From' menu is expanded, showing options like 'Purchase Order Only' (which is highlighted with a red box), 'Non PO Receipt', 'None', 'PO Receipt', 'Template', and 'Voucher'. A 'Go' button is also visible in the menu.

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.

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 with search criteria. The 'PO Business Unit' field (containing 'UTARL') and the 'PO Number From' field (containing '0000054321') are highlighted with red boxes. Below these fields is a 'Search' button, which is also highlighted with a red box. Other search fields include 'PO Line Number From', 'PO Date Option' (set to 'No Date'), and 'Additional Search Criteria' (with 'Max Rows' and 'Copy Selected Lines' buttons). A 'View Matched /Cancelled Only' checkbox is also present.

57. Select the items that have been received and are ready to be voucherized 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 <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="text" value="PO Business Unit UTARL"/> <input type="button" value="Search"/> <input type="text" value="PO Number From 0000060785"/> <input type="button" value="Search"/> <input type="text" value="PO Line Number From"/> <input type="button" value="Search"/> <input type="button" value="*PO Date Option No Date"/> </div> <div style="flex: 1;"> <input type="button" value="Reset"/> <input type="checkbox" value="View Matched /Cancelled Only"/> <input type="text" value="PO Number To"/> <input type="button" value="Search"/> <input type="text" value="PO Line Number To"/> <input type="button" value="Search"/> <input type="text" value="PO Date"/> <input type="button" value="Search"/> </div> </div>																																																																
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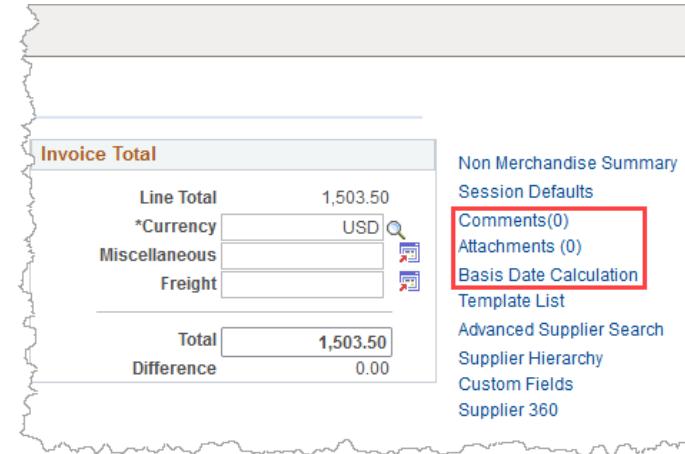
14. Click the **Copy Selected Lines** button, to copy the lines to the **Invoice Information** page.

Copy Worksheet

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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.

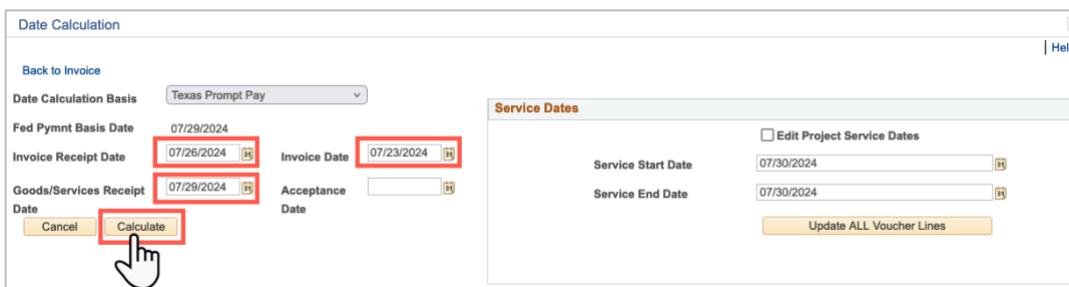


The screenshot shows a 'Comments' link and an 'Attachments' link highlighted with a red box. The 'Comments' link is located in the 'Session Defaults' section of the right-hand sidebar. The 'Attachments' link is located in the 'Basis Date Calculation' section of the right-hand sidebar.

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.



The screenshot shows the 'Date Calculation' page. The 'Calculate' button is highlighted with a red box. A hand cursor is shown pointing at the 'Calculate' button.

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 screenshot shows the 'Date Calculation' window. On the left, under 'Date Calculation Basis', 'Texas Prompt Pay' is selected. The 'Fed Pymnt Basis Date' is set to 07/29/2024. The 'Invoice Receipt Date' is 07/26/2024 and the 'Invoice Date' is 07/23/2024. The 'Goods/Services Receipt Date' is 07/29/2024. On the right, the 'Service Dates' section is open, showing 'Service Start Date' as 07/30/2024 and 'Service End Date' as 07/30/2024. A button labeled 'Update ALL Voucher Lines' is highlighted in orange.

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.

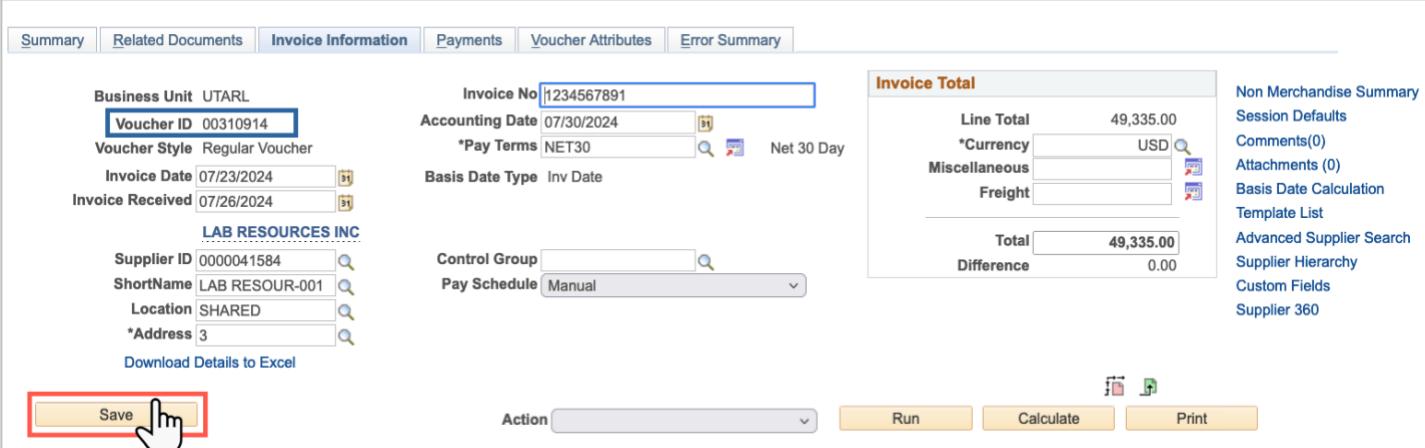
The Invoice and Distribution Lines will default with the information copied from the PO. Review the information for accuracy.

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.

The screenshot shows the 'Invoice Lines' and 'Distribution Lines' sections. The 'Purchase Order' section displays a PO for UTARL0000060785. The 'Distribution Lines' section shows a table with the following data:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program
	1	100.0000	100.0000	47,985.00	3.0000	UTARL	63103	4200	315203		

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



The screenshot shows the 'Invoice Information' tab selected in a software interface. The 'Voucher ID' field is populated with '00310914'. Other fields include 'Business Unit' (UTARL), 'Invoice Date' (07/23/2024), 'Invoice Received' (07/26/2024), and a supplier section for 'LAB RESOURCES INC' with details like 'Supplier ID' (0000041584) and 'Address' (3). The 'Invoice Total' section shows a 'Line Total' of 49,335.00. On the right, a sidebar lists various links such as 'Non Merchandise Summary', 'Session Defaults', and 'Supplier 360'. At the bottom, there are buttons for 'Action', 'Run', 'Calculate', and '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.

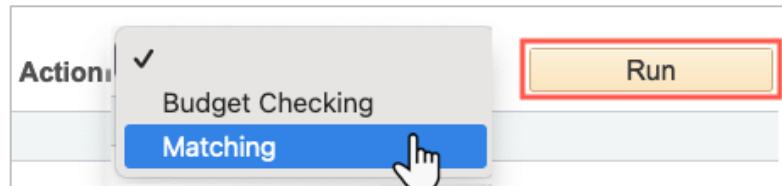
Note: The address should be the supplier's remit-to address (PW-REMT).

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.



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

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

Regular Entry

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

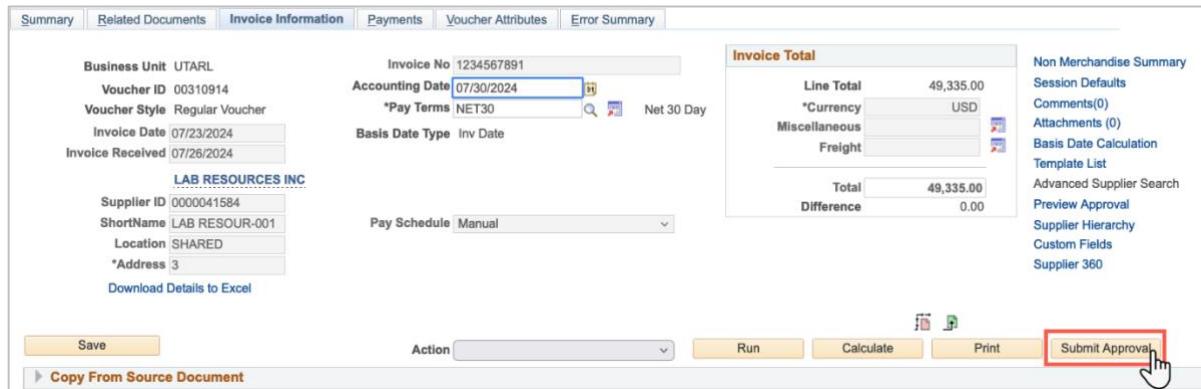
The three common budget errors are:

- 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.



The screenshot shows the 'Invoice Information' tab of a payment voucher application. The 'Submit Approval' button is highlighted with a red box and a cursor icon. The interface includes fields for Business Unit (UTARL), Voucher ID (00310914), Voucher Style (Regular Voucher), Invoice Date (07/23/2024), and Invoice Received (07/26/2024). It also displays the supplier information for LAB RESOURCES INC, including Supplier ID (0000041584), ShortName (LAB RESOUR-001), Location (SHARED), and Address (3). The 'Invoice Total' section shows a Line Total of 49,335.00, Currency (USD), and Freight. The 'Action' dropdown is set to 'Manual'. On the right, a sidebar provides links for Non Merchandise Summary, Session Default, Comments(0), Attachments (0), Basis Date Calculation, Template List, Advanced Supplier Search, Preview Approval, Supplier Hierarchy, Custom Fields, and Supplier 360.

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

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

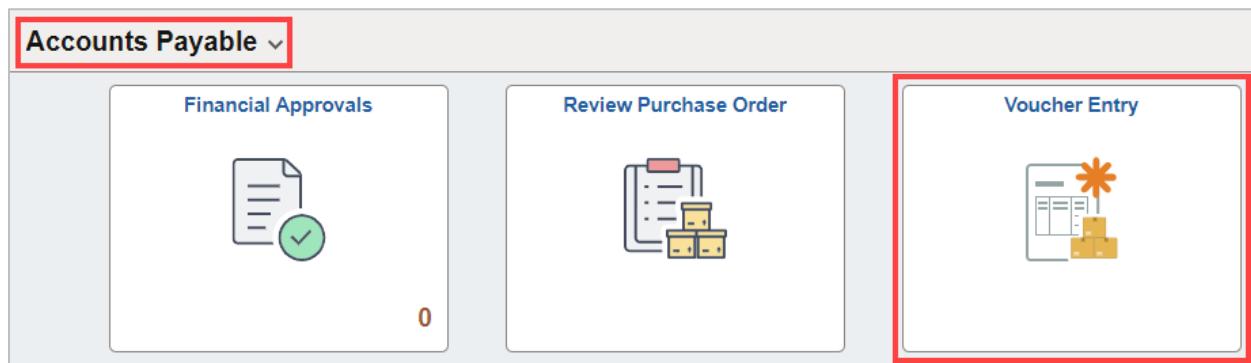
Return

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.

 A screenshot of the 'Add a New Value' screen for a Voucher. The screen has a header 'Voucher' and a sub-header 'Add a New Value'. There are several input fields:

- *Business Unit: UTARL (highlighted with a red box)
- *Voucher ID: NEXT
- *Voucher Style: Single Payment Voucher (highlighted with a red box, with a cursor pointing to the dropdown arrow)
- Supplier Name: (empty)
- Short Supplier Name: (empty)
- Supplier ID: 0000051870 (highlighted with a red box)
- Supplier Location: (empty)

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.

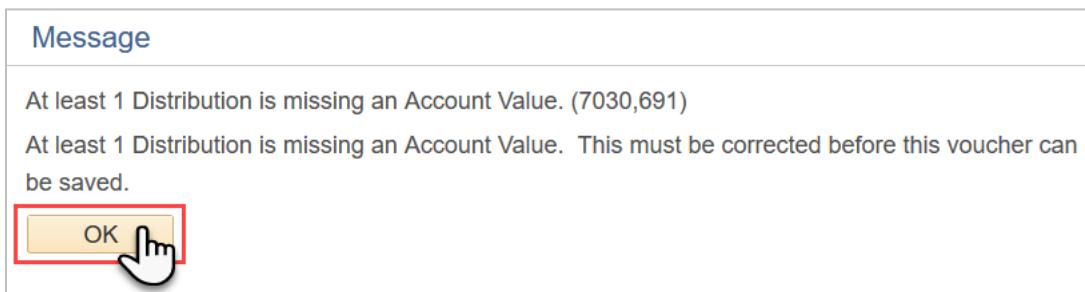
Supplier Information

[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
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		Postal	76019
State	TX		
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.



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

Business Unit	UTARL	Invoice No	03102023	Line Total	100.00	Non Merchandise Summary
Voucher ID	NEXT	Accounting Date	03/16/2023	*Currency	USD	Session Defaults
Voucher Style	Single Payment Voucher	*Pay Terms	NET30	Miscellaneous		Comments(0)
Invoice Date	03/10/2023	Basis Date Type	Inv Date	Freight		Attachments (0)
Invoice Received		Control Group		Total	100.00	Basis Date Calculation
SINGLE PAY VENDOR Supplier ID: 0000051870 ShortName: SINGLE PAY-001 Location: 1 *Address: 1				Difference	0.00	Template List
Save Save For Later				Action	Run Calculate Print	Supplier Hierarchy
						Supplier 360

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

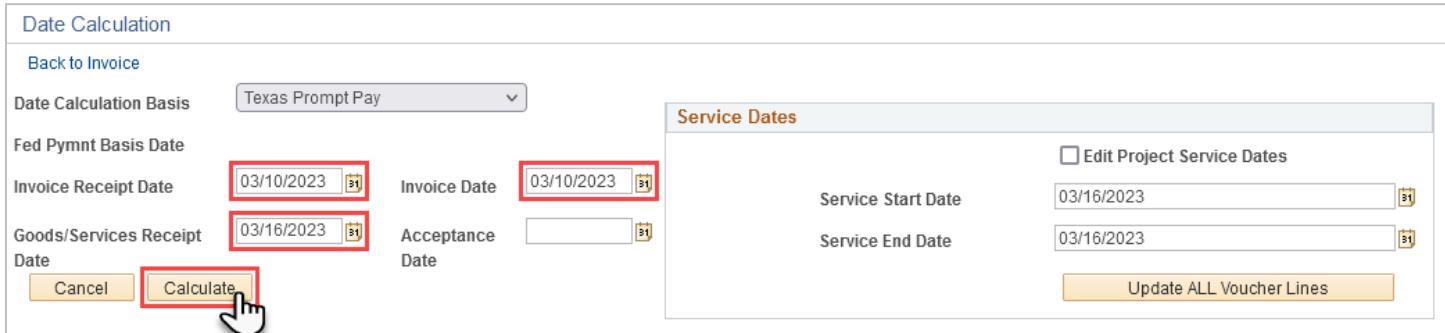
15. Click **OK** to return to the Invoice Information page.

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

Regular Entry

Business Unit	UTARL	Invoice No	03102023	Line Total	100.00	Non Merchandise Summary
Voucher ID	NEXT	Accounting Date	03/16/2023	*Currency	USD	Session Defaults
Voucher Style	Single Payment Voucher	*Pay Terms	NET30	Miscellaneous		Comments(0)
Invoice Date	03/10/2023	Basis Date Type	Inv Date	Freight		Attachments (1)
Invoice Received		Control Group		Total	100.00	Basis Date Calculation
SINGLE PAY VENDOR Supplier ID: 0000051870 ShortName: SINGLE PAY-001 Location: 1 *Address: 1				Difference	0.00	Template List
Save Save For Later				Action	Run Calculate Print	Supplier Hierarchy
						Supplier 360

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



Date Calculation

Back to Invoice

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date:

Invoice Receipt Date:

Goods/Services Receipt Date:

Invoice Date:

Acceptance Date:

Service Dates

Service Start Date:

Service End Date:

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



Date Calculation

Back to Invoice

Date Calculation Basis: Texas Prompt Pay

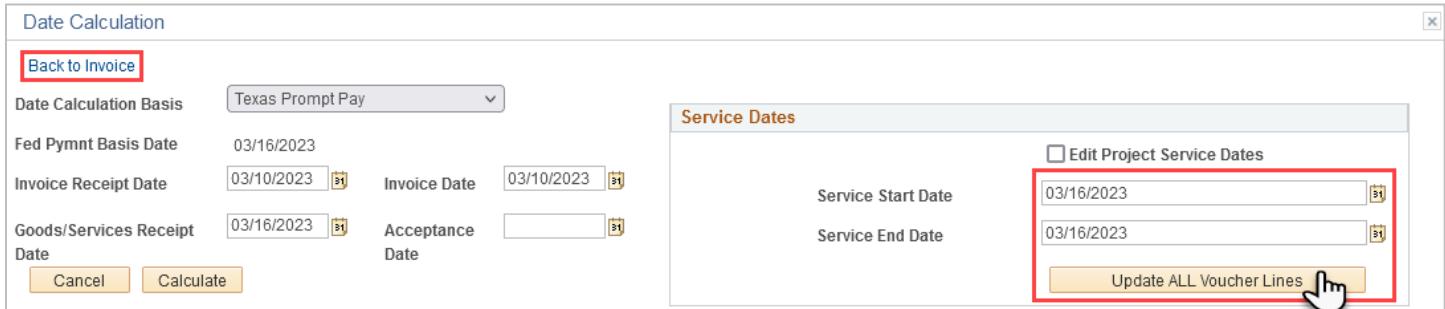
Fed Pymnt Basis Date:

Invoice Receipt Date:

Invoice Date:

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.



Date Calculation

Back to Invoice

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date: 03/16/2023

Invoice Receipt Date: 03/10/2023

Invoice Date: 03/10/2023

Goods/Services Receipt Date: 03/16/2023

Acceptance Date:

Service Dates

Service Start Date: 03/16/2023

Service End Date: 03/16/2023

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
 Item
 Quantity
 UOM
 Unit Price
 Line Amount

*Service Start *Service End
 Date:
 Empl ID:

Distribution Lines

GL Chart Exchange Rate Statistics Assets

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

Save Save For Later

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 Voucher
 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 Net 30 Day

Basis Date Type Inv Date

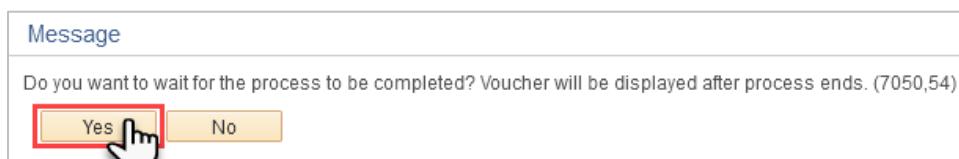
Control Group
 Pay Schedule Manual

Action

Invoice Lines

Line 1 Copy Down
 *Distribute by
 Ship To

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



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.

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

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

Budget Status Valid

Budget Misc Status Valid
*View Related Payment Inquiry Go

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.

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
Find | View

Invoice Lines
Line 1 Copy Down SpeedChart CENT 140

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

Approval Comments

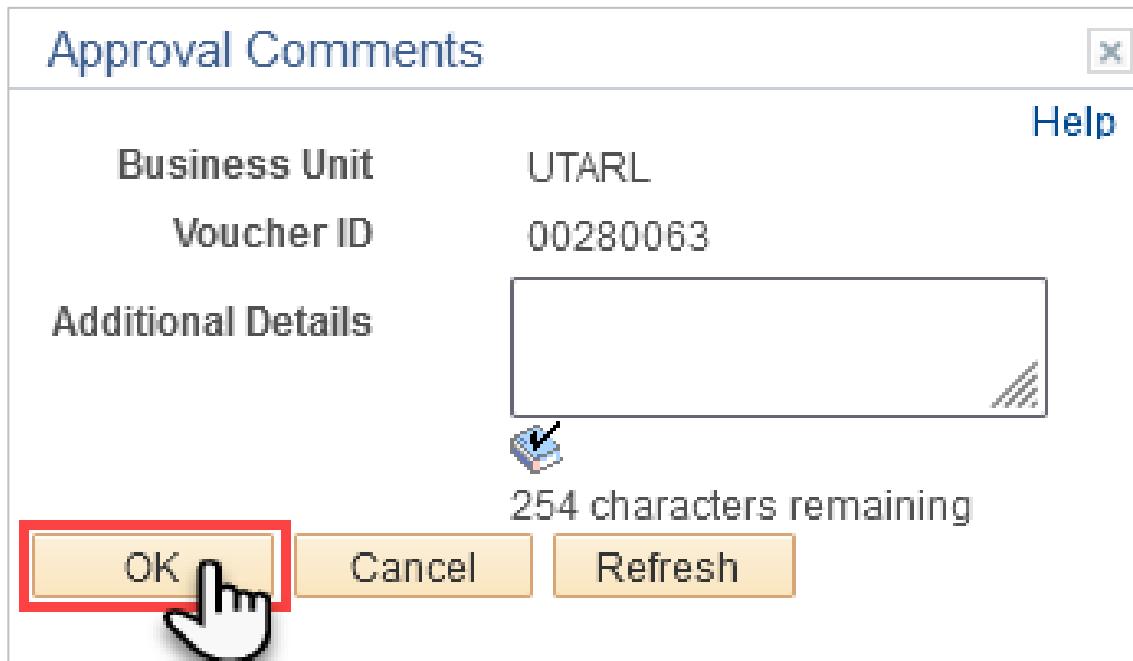
Business Unit UTARL

Voucher ID 00280063

Additional Details

254 characters remaining

OK  **Cancel** **Refresh**



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

Applying a Discount to a Voucher

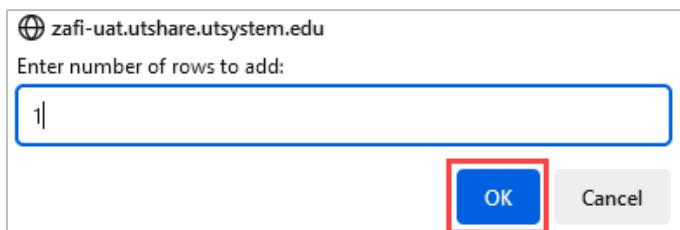
When a supplier gives a discount for a purchase, the discount should not be entered into the requisition/Purchase Order. The discount must be added as a Non-PO line on the payment voucher.

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.

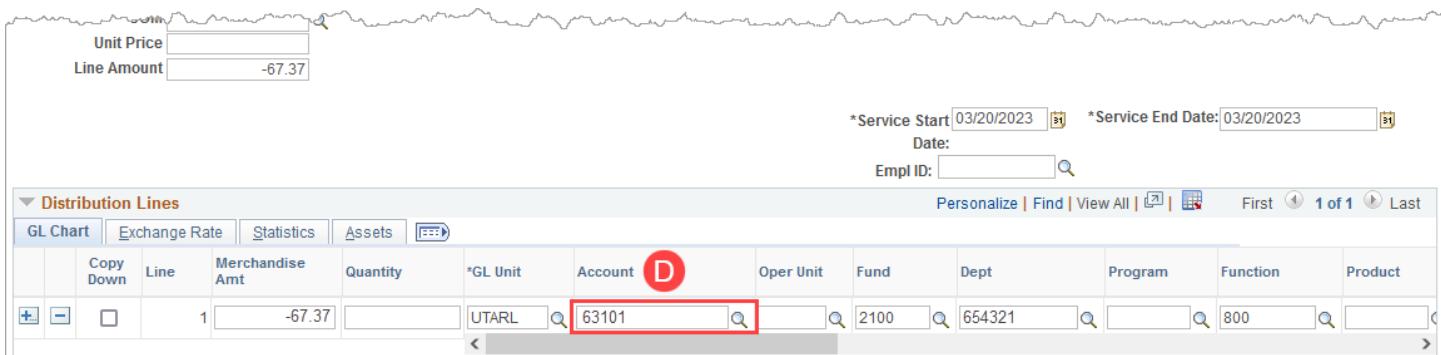
2. Use the “+” to create a new Invoice Line.

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



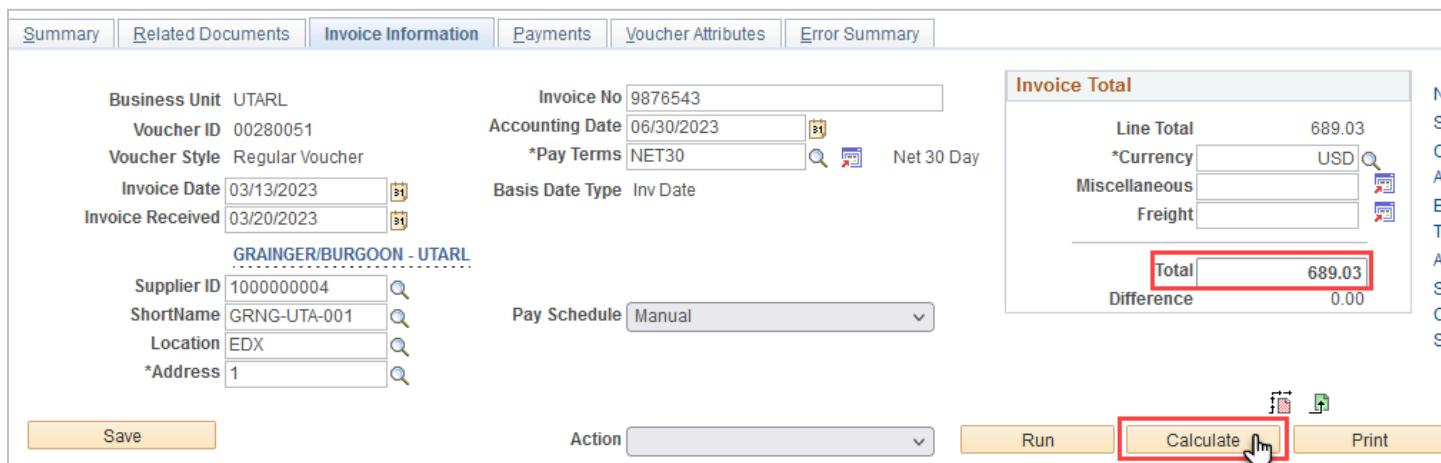
4. On the new invoice line for the discount line, enter the following values:
 - In the “Line Amount” field, enter the discount amount as a negative number.
 - For the “SpeedChart,” enter the Cost Center or Project to which the PO or Non-PO line was charged (for PO Vouchers this can be seen on voucher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

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).



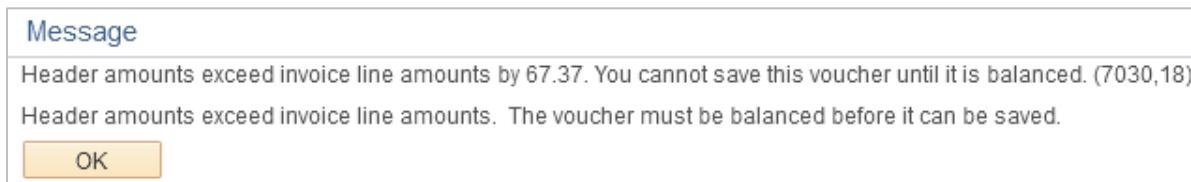
GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
UTARL	63101	2100	654321			800	

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



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

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



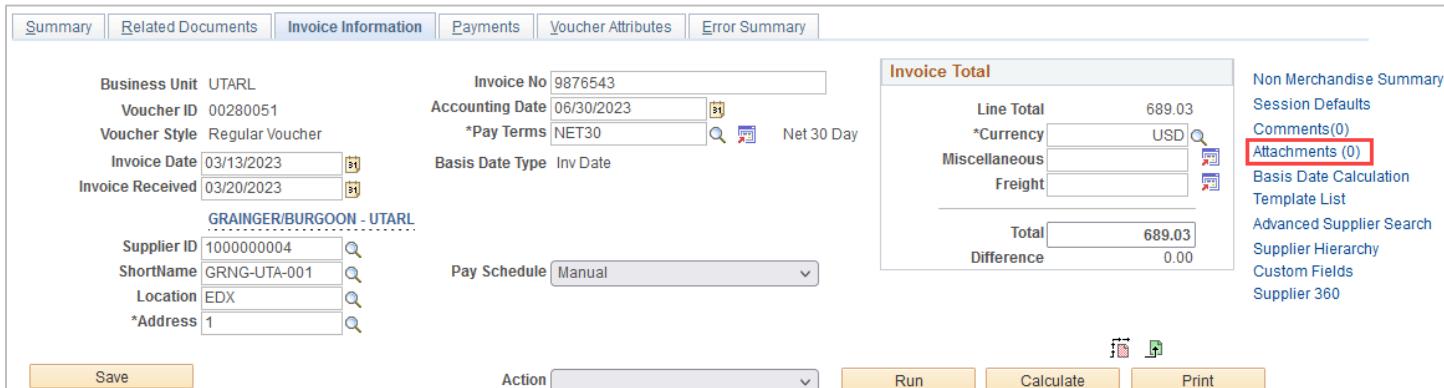
To resolve this imbalance, adjust the “Invoice Total” above and click the **Calculate** button.

6. Proceed with finalizing the voucher as required.

Attach Document to Voucher

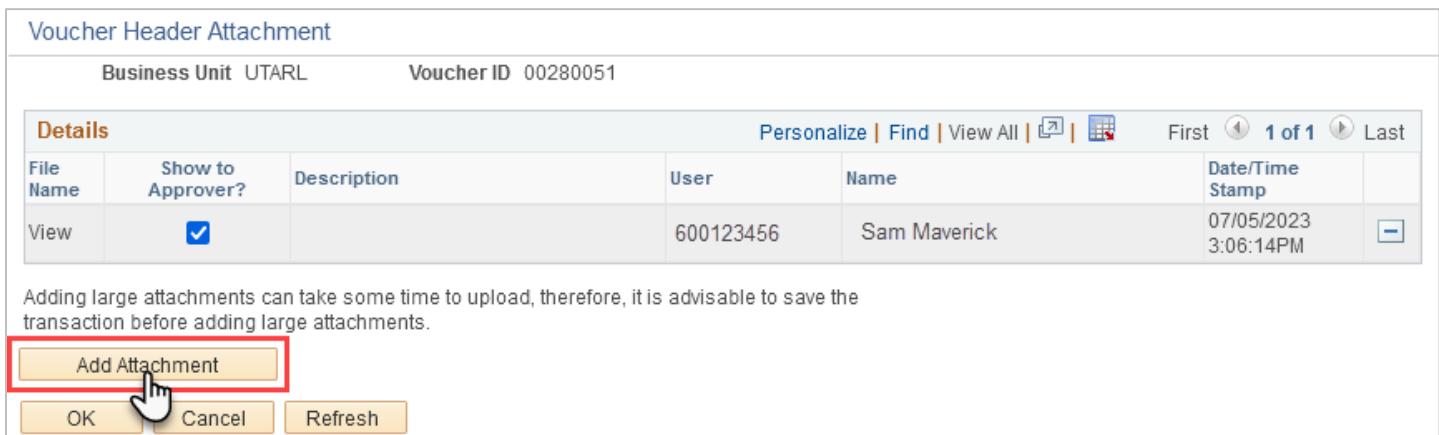
Original invoices must accompany voucher payments. The support documentation can be scanned and electronically attached to the voucher. Make sure that the scanned invoice is legible. Multiple invoices may be scanned as a single file.

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



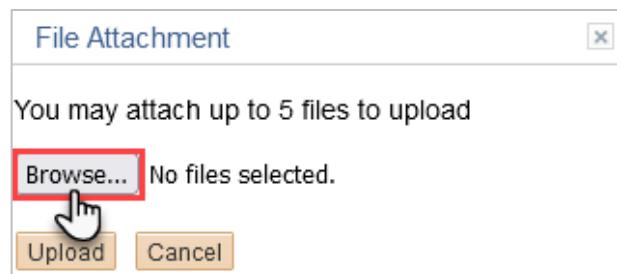
This screenshot shows the 'Voucher - Invoice Information' page. The 'Attachments' link is highlighted with a red box in the 'Non Merchandise Summary' section on the right. Other visible sections include 'Business Unit' (UTARL), 'Invoice No' (9876543), 'Accounting Date' (06/30/2023), 'Pay Terms' (NET30), 'Basis Date Type' (Inv Date), 'Line Total' (689.03), 'Currency' (USD), 'Miscellaneous', 'Freight', 'Total' (689.03), and 'Difference' (0.00). Buttons for 'Save', 'Action', 'Run', 'Calculate', and 'Print' are at the bottom.

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



This screenshot shows the 'Voucher Header Attachment' page. It displays 'Business Unit' (UTARL) and 'Voucher ID' (00280051). A table titled 'Details' shows one record: 'File Name' (View), 'Show to Approver?' (checked), 'Description' (empty), 'User' (600123456), 'Name' (Sam Maverick), and 'Date/Time Stamp' (07/05/2023 3:06:14PM). Below the table, a note says: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' A button labeled 'Add Attachment' is highlighted with a red box and has a cursor pointing at it. Other buttons include 'OK', 'Cancel', and 'Refresh'.

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



This screenshot shows the 'File Attachment' dialog box. It contains the text 'You may attach up to 5 files to upload'. A 'Browse...' button is highlighted with a red box and has a cursor pointing at it. Below it, the text 'No files selected.' is displayed. Buttons for 'Upload' and 'Cancel' are at the bottom.

Voucher Header Attachment

Business Unit UTARL		Voucher ID 00280050																	
Details <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Personalize Find View All First 1 of 1 Last</th> </tr> <tr> <th>File Name</th> <th>Show to Approver?</th> <th>Description</th> <th>User</th> <th>Name</th> <th>Date/Time Stamp</th> </tr> </thead> <tbody> <tr> <td>Hi.pdf</td> <td><input checked="" type="checkbox"/></td> <td>Receipt Purchase of Goods</td> <td>600123456</td> <td>Sam Maverick</td> <td>07/11/2023 1:17:25PM</td> </tr> </tbody> </table>					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
		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														
<p>Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.</p> <p>Add Attachment</p> <p>OK Cancel Refresh</p>																			

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary																																														
<table border="1"> <tr> <td>Business Unit UTARL</td> <td>Invoice No 9876543</td> <td colspan="3" rowspan="2"> Invoice Total Line Total 689.03 *Currency USD Miscellaneous Freight Total 689.03 Difference 0.00 </td> <td>Non Merchandise Summary</td> </tr> <tr> <td>Voucher ID 00280051</td> <td>Accounting Date 06/30/2023 </td> <td>*Pay Terms NET30 Net 30 Day</td> <td>Comments(0)</td> </tr> <tr> <td>Voucher Style Regular Voucher</td> <td colspan="3">Basis Date Type Inv Date</td> <td>Attachments (3)</td> </tr> <tr> <td>Invoice Date 03/13/2023 </td> <td colspan="3">Pay Schedule Manual</td> <td>Basis Date Calculation</td> </tr> <tr> <td>Invoice Received 03/20/2023 </td> <td colspan="3"></td> <td>Template List</td> </tr> <tr> <td colspan="5"> GRAINGER/BURGOON - UTARL Supplier ID 100000004 ShortName GRNG-UTA-001 Location EDX *Address 1 </td> <td>Advanced Supplier Search</td> </tr> <tr> <td colspan="5"> Save Action Run Calculate Print </td> <td>Supplier Hierarchy</td> </tr> <tr> <td colspan="5"></td> <td>Custom Fields</td> </tr> <tr> <td colspan="5"></td> <td>Supplier 360</td> </tr> </table>			Business Unit UTARL	Invoice No 9876543	Invoice Total Line Total 689.03 *Currency USD Miscellaneous Freight Total 689.03 Difference 0.00			Non Merchandise Summary	Voucher ID 00280051	Accounting Date 06/30/2023	*Pay Terms NET30 Net 30 Day	Comments(0)	Voucher Style Regular Voucher	Basis Date Type Inv Date			Attachments (3)	Invoice Date 03/13/2023	Pay Schedule Manual			Basis Date Calculation	Invoice Received 03/20/2023				Template List	GRAINGER/BURGOON - UTARL Supplier ID 100000004 ShortName GRNG-UTA-001 Location EDX *Address 1					Advanced Supplier Search	Save Action Run Calculate Print					Supplier Hierarchy						Custom Fields						Supplier 360
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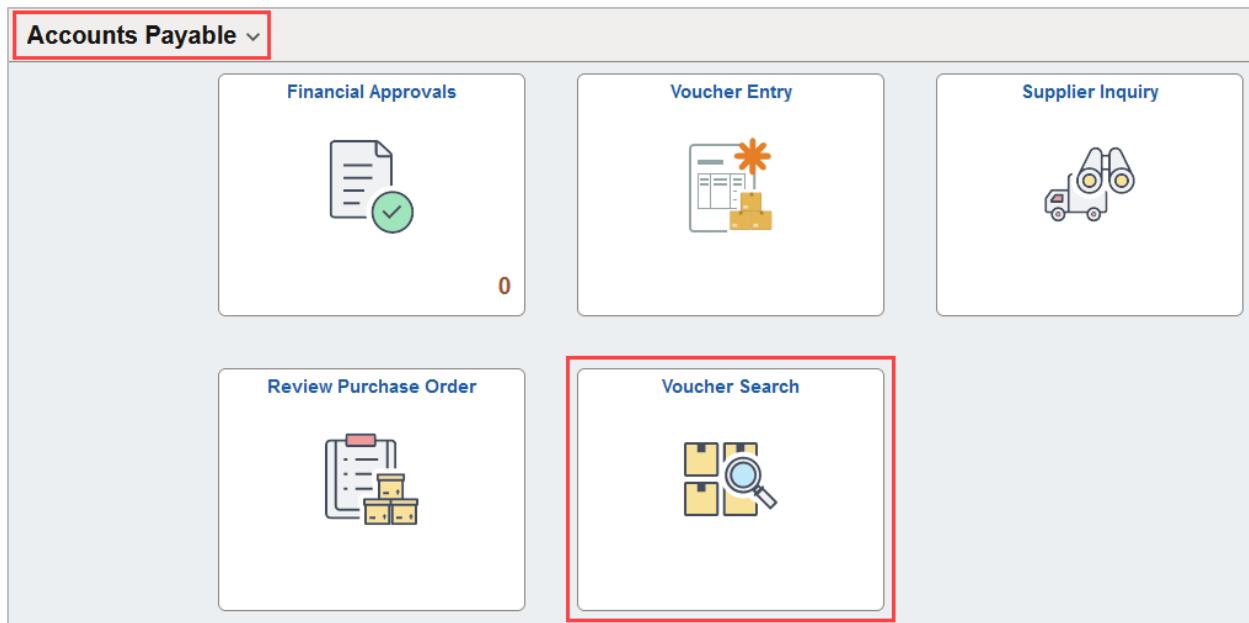
Note: The number in the parenthesis next to the word "Attachments" has increased from 0.

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.

The screenshot shows the Voucher Search page with two main sections: 'Voucher Information' and 'Supplier Detail'.

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:
- New window
-

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 <table border="1"> <tr> <td>*Business Unit</td> <td>UTARL</td> <td><input type="button" value=""/></td> <td>Incomplete Voucher</td> <td><input type="button" value=""/></td> </tr> <tr> <td>Voucher ID</td> <td>00280051</td> <td><input type="button" value=""/></td> <td>Entry Status</td> <td><input type="button" value=""/></td> </tr> <tr> <td>Invoice Number</td> <td><input type="text"/></td> <td><input type="button" value=""/></td> <td>Voucher Style</td> <td><input type="button" value=""/></td> </tr> <tr> <td>Related Voucher</td> <td><input type="text"/></td> <td><input type="button" value=""/></td> <td>Voucher Source</td> <td><input type="button" value=""/></td> </tr> </table>												*Business Unit	UTARL	<input type="button" value=""/>	Incomplete Voucher	<input type="button" value=""/>	Voucher ID	00280051	<input type="button" value=""/>	Entry Status	<input type="button" value=""/>	Invoice Number	<input type="text"/>	<input type="button" value=""/>	Voucher Style	<input type="button" value=""/>	Related Voucher	<input type="text"/>	<input type="button" value=""/>	Voucher Source	<input type="button" value=""/>																
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Supplier Detail <table border="1"> <tr> <td>Supplier ID</td> <td><input type="text"/></td> <td><input type="button" value=""/></td> <td><input checked="" type="checkbox"/> New window</td> </tr> <tr> <td>Short Supplier Name</td> <td><input type="text"/></td> <td><input type="button" value=""/></td> <td></td> </tr> <tr> <td>Supplier Name</td> <td><input type="text"/></td> <td><input type="button" value=""/></td> <td><input type="button" value="Search"/></td> </tr> </table>												Supplier ID	<input type="text"/>	<input type="button" value=""/>	<input checked="" type="checkbox"/> New window	Short Supplier Name	<input type="text"/>	<input type="button" value=""/>		Supplier Name	<input type="text"/>	<input type="button" value=""/>	<input type="button" value="Search"/>																								
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Search Results <table border="1"> <tr> <td>Voucher Details</td> <td>Supplier Information</td> <td><input type="button" value=""/></td> <td colspan="9"> Personalize Find View All <input type="button" value=""/> <input type="button" value=""/> First <input type="button" value=""/> 1 of 1 <input type="button" value=""/> Last </td> </tr> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Copy Voucher</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Voucher Style</th> <th>Voucher Source</th> <th>Entry Status</th> <th>Incomplete Voucher</th> <th>Gross Invoice Amount</th> <th>Transaction Currency</th> <th>Attachments (0)</th> </tr> <tr> <td>UTARL</td> <td>00280051</td> <td><input type="button" value=""/></td> <td>9876543</td> <td>03/13/2023</td> <td>Regular</td> <td>Online</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>756.40</td> <td>USD</td> <td>Attachments (0)</td> </tr> </table>												Voucher Details	Supplier Information	<input type="button" value=""/>	Personalize Find View All <input type="button" value=""/> <input type="button" value=""/> First <input type="button" value=""/> 1 of 1 <input type="button" value=""/> 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	<input type="button" value=""/>	9876543	03/13/2023	Regular	Online	Postable	<input type="checkbox"/>	756.40	USD	Attachments (0)
Voucher Details	Supplier Information	<input type="button" value=""/>	Personalize Find View All <input type="button" value=""/> <input type="button" value=""/> First <input type="button" value=""/> 1 of 1 <input type="button" value=""/> Last																																												
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UTARL	00280051	<input type="button" value=""/>	9876543	03/13/2023	Regular	Online	Postable	<input type="checkbox"/>	756.40	USD	Attachments (0)																																				

The Search Results table displays the requested voucher.

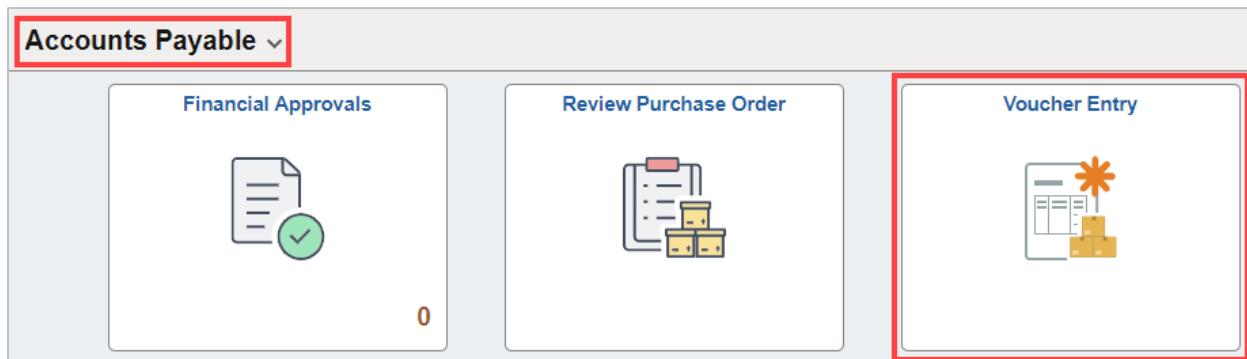
4. To view the Voucher, click the **Voucher ID** link.

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	<input type="button" value="Search"/>
Voucher ID	begins with	00280051	<input type="button" value="Search"/>
Invoice Number	begins with		<input type="button" value="Search"/>
Invoice Date	=		<input type="button" value="Search"/>
Short Supplier Name	begins with		<input type="button" value="Search"/>
Supplier ID	begins with		<input type="button" value="Search"/>
Supplier Name	begins with		<input type="button" value="Search"/>
Voucher Style	=		<input type="button" value="Search"/>
Related Voucher	begins with		<input type="button" value="Search"/>
Entry Status	=		<input type="button" value="Search"/>
Voucher Source	=		<input type="button" value="Search"/>
Incomplete Voucher	=		<input type="button" value="Search"/>

[Show fewer options](#)

Case Sensitive

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"

Search Results														View All	First	1 of 1	Last
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				
Entry Status Postable Match Status Ready Approval Status Pending Post Status Unposted Budget Status Not Chk'd	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				
Budget Misc Status Valid *View Related Payment Inquiry Go					
Return to Search Notify Refresh Add 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.*

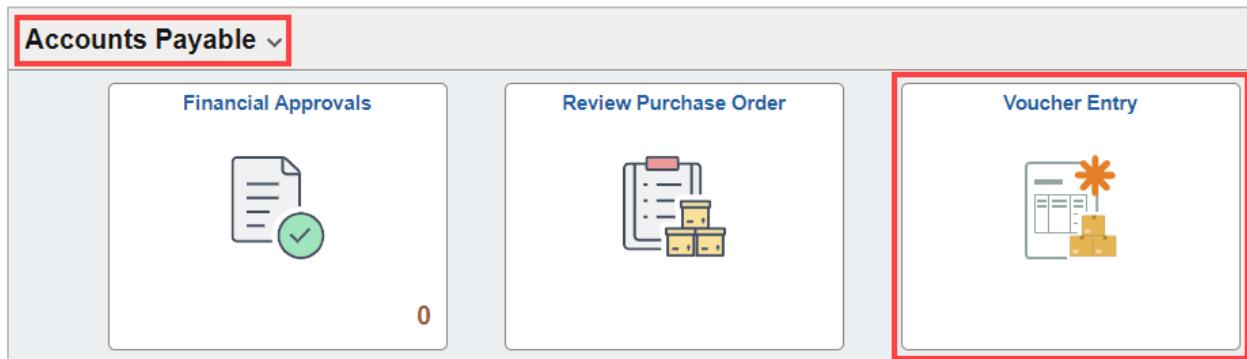
E. The Budget Status and the Budget Miscellaneous Status field display the voucher budget checking status. Values include:

- **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.**

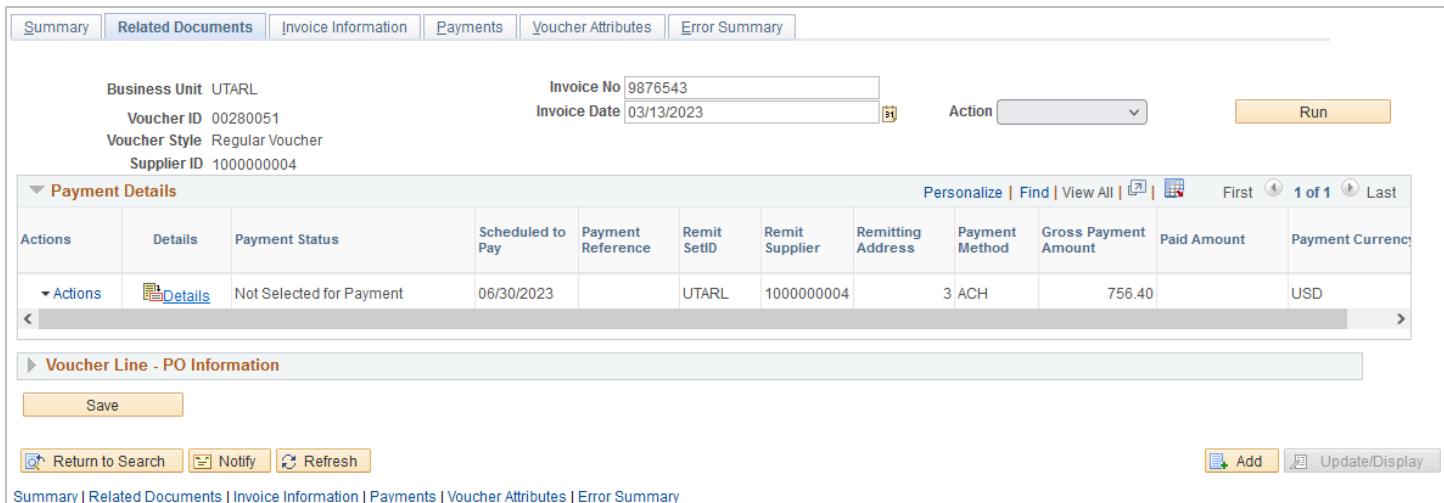
2. The **Voucher Entry** page is displayed. To search for an existing **Voucher**, click the **Find an Existing Value** button.
3. From the Voucher - Find an Existing Value page, users may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher 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	Invoice Date 03/13/2023				
Voucher ID 00280051	Invoice No 9876543				
Voucher Style Regular	Invoice Total 756.40				
Supplier Name GRAINGER/BURGOON - UTARL	USD				
PO BOX 1168					
GALVESTON, TX 77553-1168					

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.



This screenshot shows the 'Related Documents' tab selected in the top navigation bar. The page displays various document details and a 'Payment Details' grid.

Document Details:

- Business Unit: UTARL
- Invoice No: 9876543
- Voucher ID: 00280051
- Invoice Date: 03/13/2023
- Action: Run

Payment Details Grid:

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	Details	Not Selected for Payment	06/30/2023		UTARL	1000000004		3 ACH	756.40		USD

Voucher Line - PO Information:

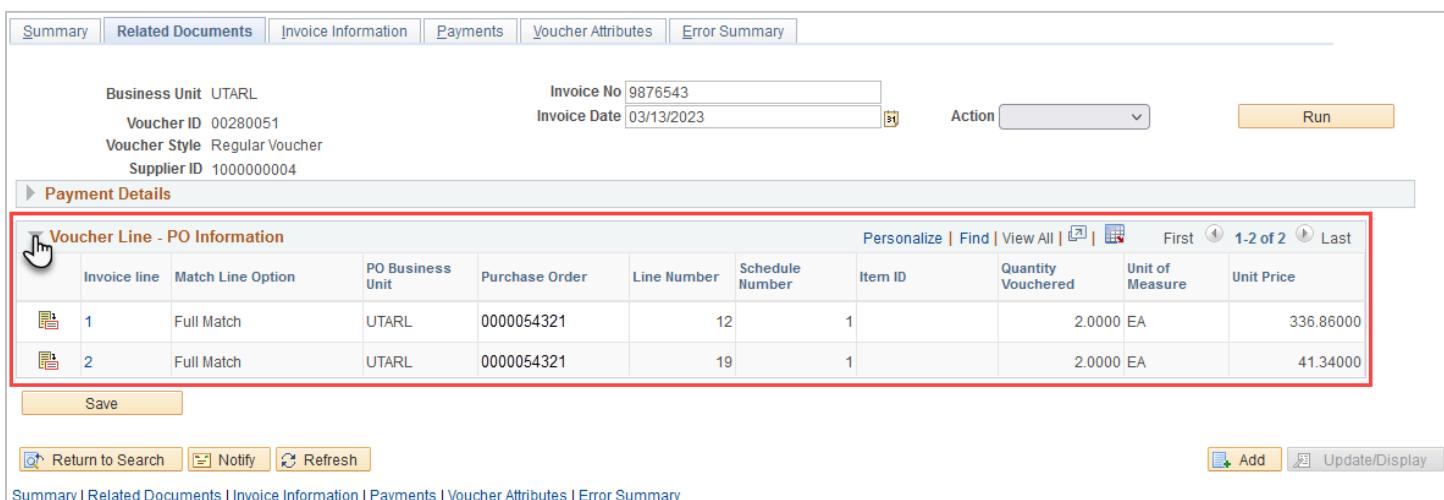
Save, Add, Update/Display buttons are present.

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.



This screenshot shows the 'Related Documents' tab selected. The 'Voucher Line - PO Information' section is highlighted with a red box.

Document Details:

- Business Unit: UTARL
- Invoice No: 9876543
- Voucher ID: 00280051
- Invoice Date: 03/13/2023
- Action: Run

Voucher Line - PO Information Grid:

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Voucher	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

Buttons:

- Save, Add, Update/Display

- 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

Header Details Activity Summary
All RTV Header Comments...
Matching Document Status
▼ Actions

Supplier Details

Amount Summary

Merchandise	3,678.08
Freight/Tax/Misc.	0.00
Total	3,678.08 USD
Encumbrance Balance	756.40 USD

Lines

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.



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.

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	>

6. 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	Invoice Date 03/13/2023			
Voucher Style Regular	Invoice No 9876543				
Supplier Name GRAINGER/BURGOON - UTARL	Invoice Total 756.40	USD			
PO BOX 1168					
GALVESTON, TX 77553-1168					

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					

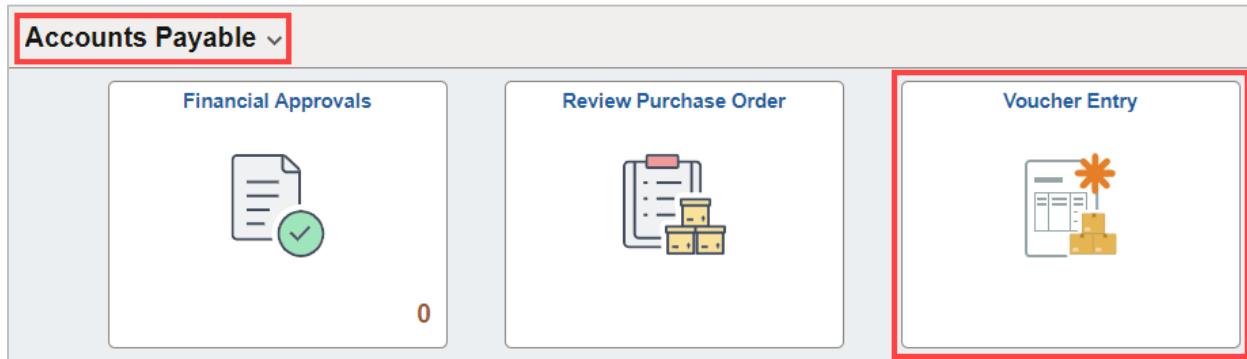
If errors are found, the Invoice Line Errors grid explains the error.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UTARL Voucher ID 00162325 Style Regular Voucher			Invoice Number payment terms test Invoice Date 04/01/2019 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.

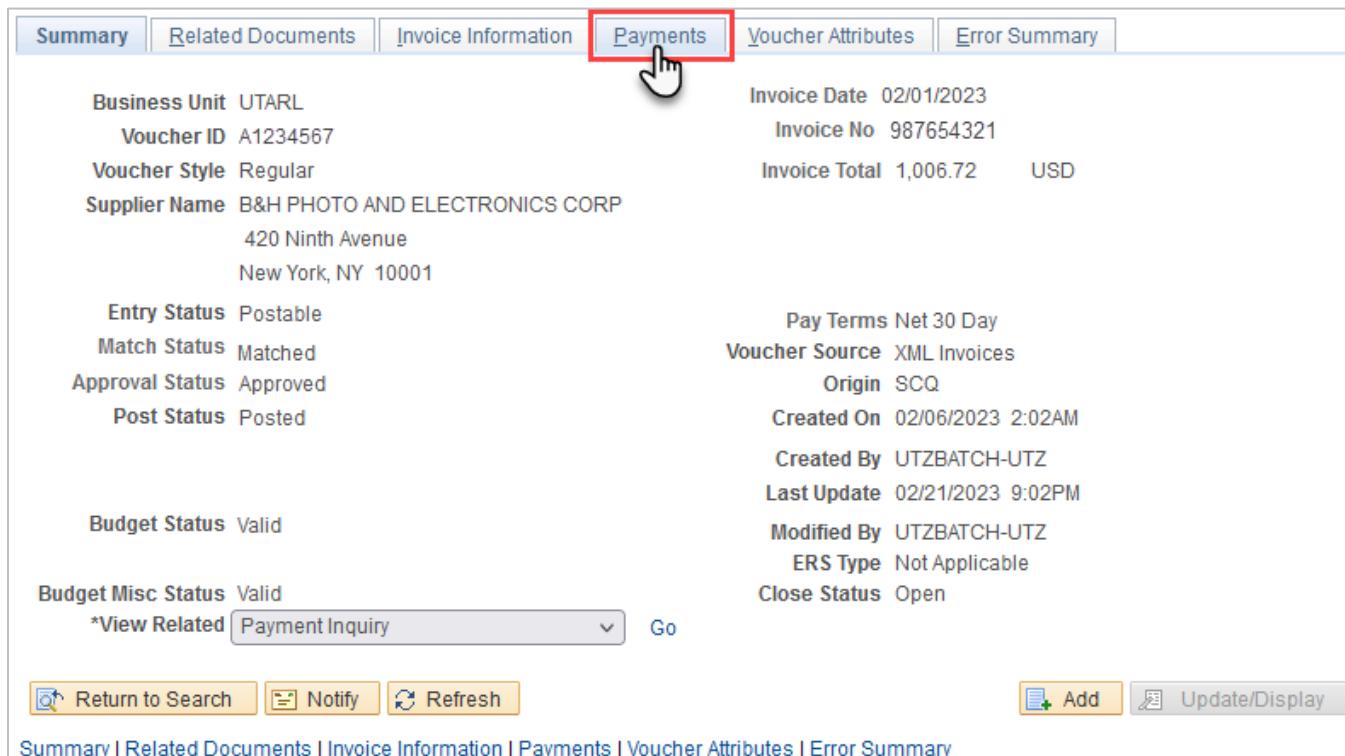


Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry.**

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.

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.

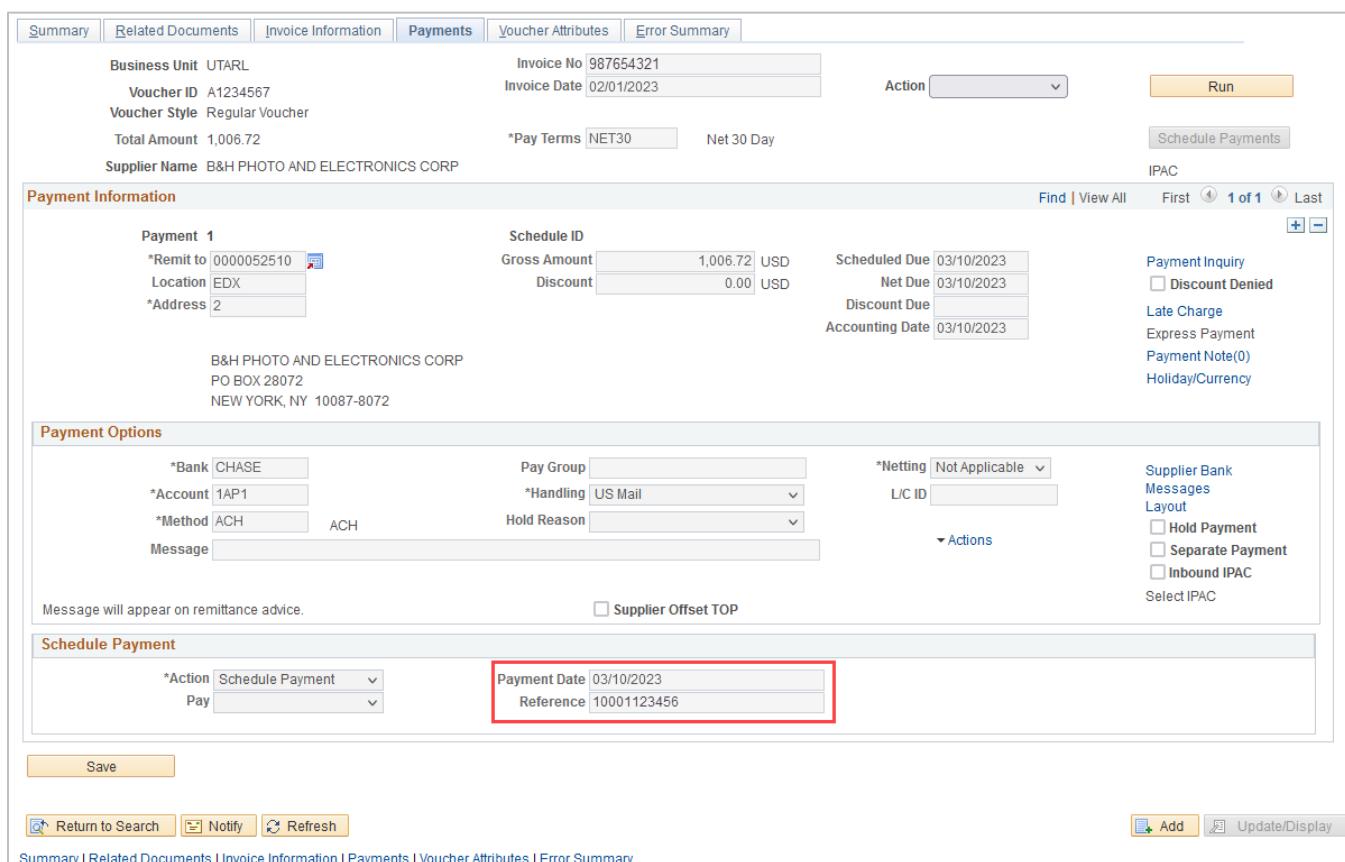


Business Unit UTARL
 Voucher ID A1234567
 Voucher Style Regular
 Supplier Name B&H PHOTO AND ELECTRONICS CORP
 420 Ninth Avenue
 New York, NY 10001
 Entry Status Postable
 Match Status Matched
 Approval Status Approved
 Post Status Posted
 Budget Status Valid
 Budget Misc Status Valid
 *View Related 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

[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.



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 IPAC

Payment Information

Payment 1	Schedule ID		Find View All
*Remit to 0000052510	Gross Amount 1,006.72 USD	Scheduled Due 03/10/2023	First 1 of 1 Last
Location EDX	Discount 0.00 USD	Net Due 03/10/2023	<input type="button" value="+"/> <input type="button" value="-"/>
*Address 2		Discount Due	Payment Inquiry
B&H PHOTO AND ELECTRONICS CORP PO BOX 28072 NEW YORK, NY 10087-8072		Accounting Date 03/10/2023	Discount Denied
			Late Charge
			Express Payment
			Payment Note(0)
			Holiday/Currency

Payment Options

*Bank CHASE	Pay Group	*Netting Not Applicable	Supplier Bank
*Account 1AP1	*Handling US Mail	L/C ID	Messages
*Method ACH	Hold Reason	Actions	Layout
Message			<input type="checkbox"/> Hold Payment
Message will appear on remittance advice.		<input type="checkbox"/> Supplier Offset TOP	<input type="checkbox"/> Separate Payment
			<input type="checkbox"/> Inbound IPAC
			Select IPAC

Schedule Payment

*Action Schedule Payment	Payment Date 03/10/2023
Pay	Reference 10001123456

[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 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 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

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
Declyn 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  Descending **Sort**

2nd sort Payment Reference ID  Descending

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

Payment Inquiry Result											Personalize	Find	View 100	Print	First	1-50 of 300	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	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						

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											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Payment Method	Schedule ID		Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
▼ 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											
Payment Details											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Payment Method	Schedule ID		Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
▼ 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											
Additional Info											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number
▼ 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											
Supplier Details											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Supplier Name			Supplier ID	Supplier Location	Address		City	State
▼ 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									Personalize	Find	View All	Print	First	1 of 1	Last
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										Personalize	Find	View All	Print	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					

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														
<div style="text-align: right;"> Back To Payment Inquiry </div>														
Bank Name	JPMorgan Chase Bank, N.A.	Schedule ID												
Bank Account #	*****1234	Approved												
		By												
		Approval Date												
Pay Cycle	ARLDLY	Seq Num	2905											
Supplier Name	Summus Industries Inc. -VWR													
Address	Dept 601													
PO Box	4346													
Houston	TX	77210	USA											
Payment Amount	110.25	USD	Payment Method	ACH										
Description	<div style="text-align: right;"> Back To Payment Inquiry </div>													
Details														
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	<input type="button" value="🔍"/>	
From			
From Business Unit	UTARL	<input type="button" value="🔍"/>	
From Voucher ID		<input type="button" value="🔍"/>	
Supplier SetID	UTARL	<input type="button" value="🔍"/>	
From Supplier Short Name		<input type="button" value="🔍"/>	
From Supplier ID		<input type="button" value="🔍"/>	
Supplier Location		<input type="button" value="🔍"/>	
*Amount Rule			
Sanctions Status			
Max Rows	300	<input style="border: 2px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Search"/>	<input type="button" value="Clear"/>

Display Currency Criteria

1st sort	Supplier ID	<input type="checkbox"/>	Descending
2nd sort	Voucher ID	<input type="checkbox"/>	Descending
<input type="button" value="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.

2nd sort Voucher ID Descending

Scheduled Payment Listing

Scheduled Payment Listing										Personalize	Find	View 100	<input type="button" value="Print"/>	<input type="button" value="Email"/>	First	1-10 of 300	Last
<input style="border: 2px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Schedule Details"/>		<input type="button" value="Voucher Details"/>		<input type="button" value="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 Descending

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 Descending

Scheduled Payment Listing

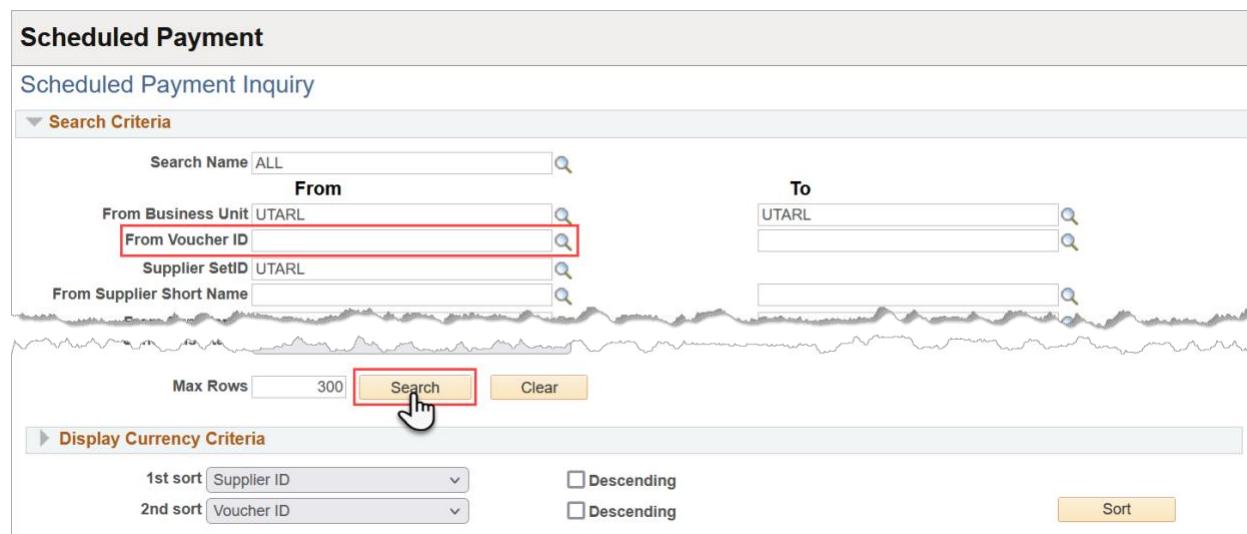
Personalize | Find | View 100 | | | First 1-10 of 300 Last

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	60000000001	UTSHR	CHASE	1AP1				
UTARL	00234567	UTARL	0000123456	60000000001	UTSHR	CHASE	1AP1				
UTARL	00234568	UTARL	0000123456	60000000001	UTSHR	CHASE	1AP1				
UTARL	00234569	UTARL	0000123456	60000000001	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: (highlighted with a red box)

Supplier SetID: UTARL

From Supplier Short Name:

To

UTARL

Max Rows: 300

Display Currency Criteria

1st sort: Supplier ID

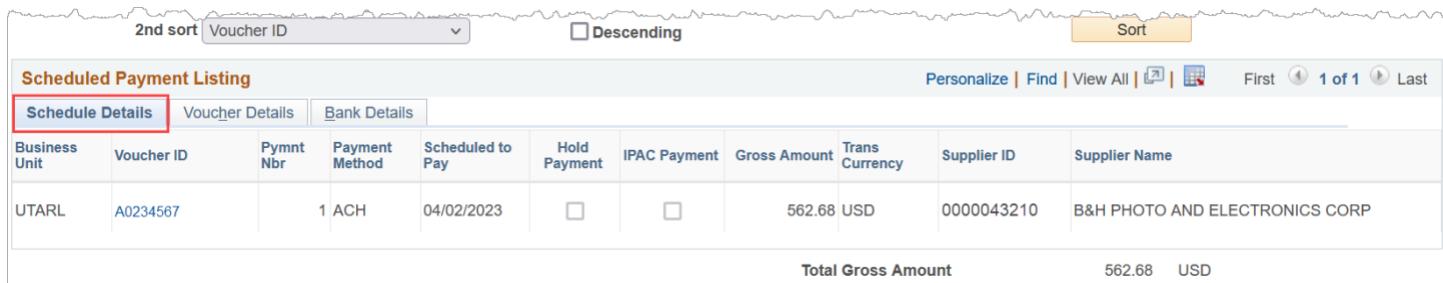
2nd sort: Voucher ID

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.



Scheduled Payment Listing

2nd sort: Voucher ID Descending Sort

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		<input type="checkbox"/> Descending		Sort	
Scheduled Payment Listing					
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		<input type="checkbox"/> Descending		Sort	
Scheduled Payment Listing					
Schedule Details		Voucher Details		Bank Details	
Business Unit	Voucher ID	Remit SetID	Remit Supplier	Bank Account #	Bank SetID
UTARL	A0234567	UTARL	0000043210	987654321	UTSHR
Bank Code				CHASE	1AP1
Bank Account				Draft Sight Code	Draft Scheduled Maturity Date
					Letter of Credit ID
					Netting Reference ID
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.

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

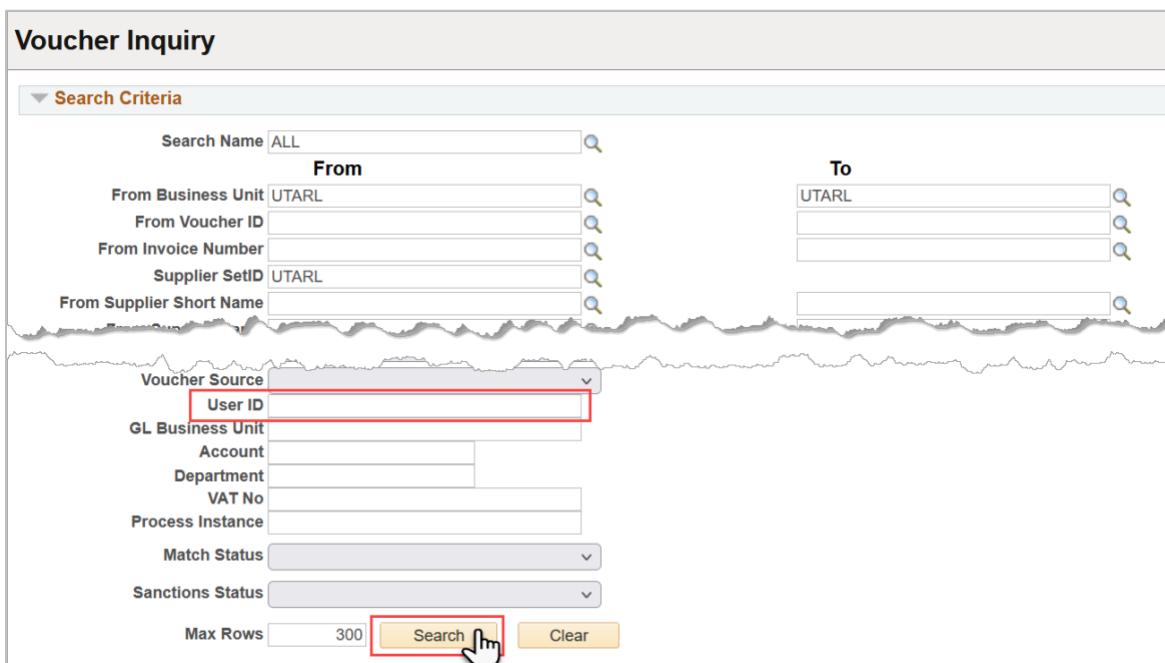
SetID	UTARL	Supplier	000012345	Summus Industries Inc.- Staples	
Short Name	SUMMUS STP-001	Status	Approved	Vouchers	3
Voucher Information			Find View All First 1 of 3 2 Last		
Invoice	312345678	Date	03/01/2023	Scheduled Payment	1 Full
Unit	UTARL	Voucher	000012345		
Gross Amt	440.63	Dollar		Due Date	03/31/2023
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"/> Wthd Hold <input type="checkbox"/> On Hold			Approval Status Pending Hold Reason		
Save Return to Search Notify					

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

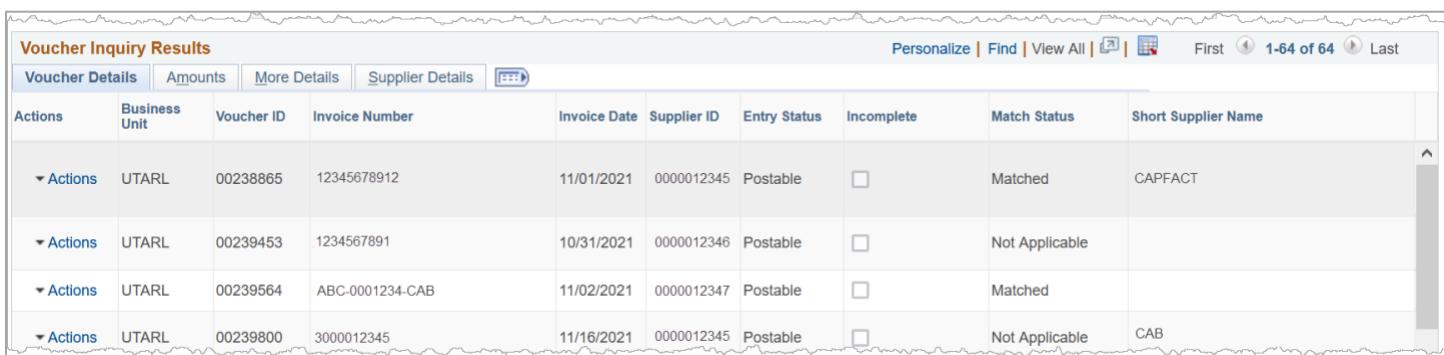
The **Voucher Inquiry** page provides several options for performing a search. You can search by Voucher ID, Supplier (Vendor) ID or Name, Invoice number, Entered Date, Purchase Order number, etc. Click **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable > Vouchers > Voucher**.

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.



The screenshot shows the 'Voucher Inquiry' search criteria section. The 'User ID' field is highlighted with a red box. The 'Search' button is highlighted with a yellow box and a cursor icon.

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



The screenshot shows the 'Voucher Inquiry Results' table. The table has four tabs: Voucher Details, Amounts, More Details, and Supplier Details. The Voucher Details tab is active, showing four rows of voucher information. The 'Actions' column for the first row is expanded, showing 'Actions' and 'UTARL'.

Voucher Inquiry Results										Personalize	Find	View All	Print	First	1-64 of 64	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			First	1 of 1	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	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			First	1 of 1	Last
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							

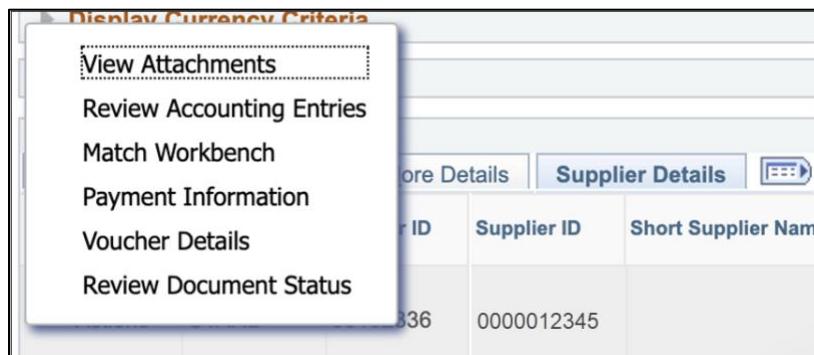
c. The **More Details Tab** displays the Voucher ID, Approval Status, Due Date, Entered on Date, and Budget Header Status.

Voucher Inquiry Results													Personalize	Find	View All			First	1 of 1	Last
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	Accdg Date	Entered on	Budget Header Status	Budget Misc 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			First	1 of 1	Last
Voucher Details		Amounts	More Details	Supplier Details													
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name												
▼ 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 <input type="text" value="ALL"/>	<input type="button" value=""/>
From	
From Supplier Name 1 <input type="text"/>	<input type="button" value=""/>
Supplier Location <input type="text"/>	<input type="button" value=""/>
*Amount Rule <input type="text" value="Any"/>	<input type="button" value=""/>
Amount <input type="text"/>	<input type="button" value=""/>
*Currency <input type="text"/>	<input type="button" value=""/>
Bank SetID <input type="text"/>	<input type="button" value=""/>
Bank Code <input type="text"/>	<input type="button" value=""/>
Bank Account <input type="text"/>	<input type="button" value=""/>
Bank Account # <input type="text"/>	<input type="button" value=""/>
From Ref ID <input type="text"/>	<input type="button" value=""/>
From Payment Date <input type="text"/>	<input type="button" value=""/>
Payment Method <input type="text"/>	<input type="button" value=""/>
Pay Cycle <input type="text"/>	<input type="button" value=""/>
Seq Num <input type="text"/>	<input type="button" value=""/>
Payment Status <input type="text"/>	<input type="button" value=""/>
Remit SetID <input type="text" value="UTARL"/>	<input type="button" value=""/>
Remit Supplier <input type="text"/>	<input type="button" value=""/>
Settle By <input type="text"/>	<input type="button" value=""/>
Settlement Status <input type="text"/>	<input type="button" value=""/>
Schedule ID <input type="text"/>	<input type="button" value=""/>
<input type="checkbox"/> Single Payment Vouchers	
Max Rows <input type="text" value="300"/>	<input style="border: 2px solid red; border-radius: 5px; padding: 2px; width: 50px; height: 30px;" type="button" value="Search"/> <input type="button" value="Clear"/> Keyword Search
<input type="checkbox"/> Show Chart	
*Chart Type <input type="button" value="Bar Chart"/>	

Sorting Criteria

1st sort <input type="text" value="Bank Account"/>	<input type="checkbox"/> Descending	<input type="button" value="Sort"/>
2nd sort <input type="text" value="Payment Reference ID"/>	<input type="checkbox"/> Descending	

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											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Payment Method	Schedule ID		Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
▼ 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											
Payment Details											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Payment Method	Schedule ID		Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
▼ 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											
Additional Info											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number
▼ 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											
Supplier Details											
Payment Inquiry Result											
Payment Details			Additional Info			Supplier Details		Financial Gateway		Actions	
Actions	Source	Payment Reference ID	Supplier Name			Supplier ID	Supplier Location	Address		City	State
▼ 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									Personalize	Find	View All	First	1 of 1	Last
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											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					

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					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 #																										
Pay Cycle ARLDLY		Seq Num 2905		Supplier Name Summus Industries Inc. -VWR Address Dept 601 PO Box 4346 Houston TX 77210 USA 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																																		