

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 Vouchers

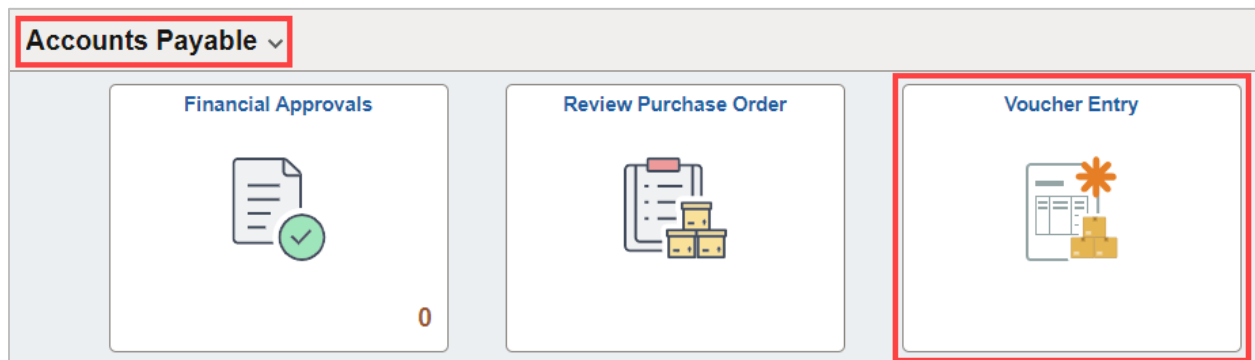
A Non-Purchase Order Voucher requests payment for goods and/or services that do NOT require a purchase order. This includes items such as utilities, membership dues, and registration fees to be paid directly to a supplier. For a complete listing of purchases that can be made without obtaining a purchase 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, enter a meaningful, unique reference number or statement.
4. Enter the **Invoice Date** indicated on the invoice.

5. Enter the total dollar amount of the invoice to be paid in the **Gross Invoice Amount** field.
6. 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.

The screenshot shows the 'Invoice Information' tab with the following data:

- Business Unit: UTARL
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 06/26/2023
- Invoice No: 123456789
- Accounting Date: 06/28/2023
- *Pay Terms: NET30
- Basis Date Type: Inv Date
- Control Group: (empty)
- Pay Schedule: Manual
- Supplier ID: (empty)
- ShortName: (empty)
- Location: (empty)
- *Address: (empty)

The 'Invoice Total' summary is as follows:

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

7. Enter the desired information into the **Supplier ID** field.
8. 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, you must invite the supplier using PaymentWorks.

The screenshot shows the 'Invoice Information' tab with the following data:

- Business Unit: UTARL
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 06/26/2023
- Invoice No: 123456789
- Accounting Date: 06/28/2023
- *Pay Terms: NET30
- Basis Date Type: Inv Date
- Control Group: (empty)
- Pay Schedule: Manual
- Supplier ID: 0000012345
- ShortName: KONICA MIN-003
- Location: SHARED
- *Address: 29

The 'Invoice Total' summary is as follows:

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

- 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). You 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.

| 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 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 your 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 you want to use for the expense line in the **SpeedChart** field. A SpeedChart quickly populates chartfield values into the chartfields (e.g., Fund, Dept, Cost Center or Project ID, Function).
22. Press the **[Enter]** or **[Return]** key to populate the chartfield values.
23. Briefly describe the line item in the **Description** field.

The screenshot shows the 'Invoice Lines' form. The 'SpeedChart' field contains '123456', the 'Ship To' field contains 'CENT110', and the 'Description' field contains 'Meter - Black and White Copies'. The 'Line Amount' is 456.12. There are search icons next to the SpeedChart and Ship To fields.

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

The screenshot shows the 'Distribution Lines' table. The 'Account' field for line 1 is highlighted with a red box and contains the value '64101'. Other fields include Merchandise Amt (456.12), GL Unit (UTARL), Oper Unit, Fund (4700), Dept (654321), Program, Function (500), and Product.

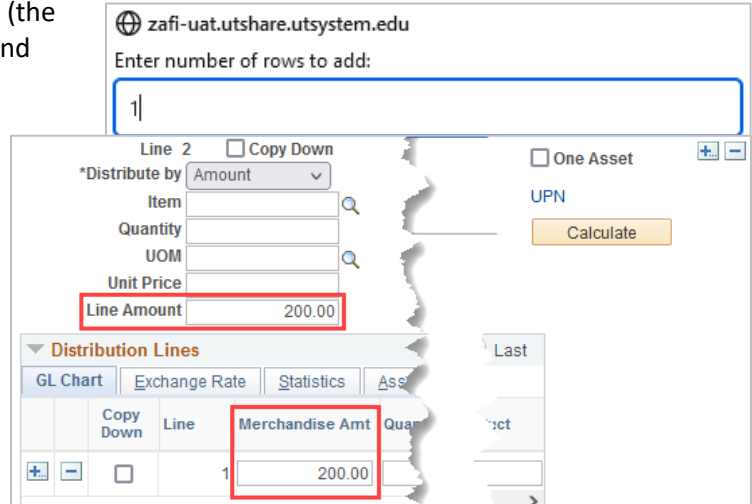
| Copy Down | Line | Merchandise Amt | Quantity | *GL Unit | Account | Oper Unit | Fund | Dept | Program | Function | Product |
|--------------------------|------|-----------------|----------|----------|---------|-----------|------|--------|---------|----------|---------|
| <input type="checkbox"/> | 1 | 456.12 | | UTARL | 64101 | | 4700 | 654321 | | 500 | |

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

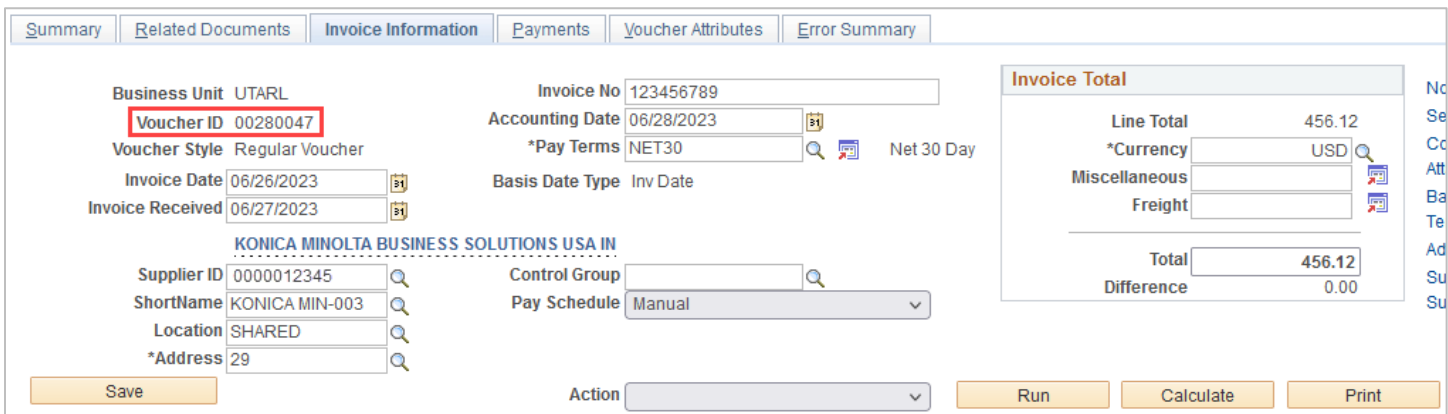
The screenshot shows the 'Invoice Lines' form with the 'Line Amount' field containing '256.12' and the 'Merchandise Amt' field in the 'Distribution Lines' table also containing '256.12'. A red box highlights the '+' button in the top right corner of the form.

- 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, you will not be able to Save until corrected.



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



26. Click the **Payments** tab.

The Payments page views information about your 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, you must run budget checking before submitting your voucher for approval. Budget Checking is the process that checks for available funds and valid chartfield values.

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



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

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

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

The three common budget errors are:

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

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

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

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

The screenshot shows the 'Invoice Information' tab of a software interface. It contains various input fields for invoice details such as Business Unit (UTARL), Invoice No (123456789), Accounting Date (06/28/2023), Invoice Date (06/26/2023), Invoice Received (06/27/2023), Supplier ID (0000012345), and ShortName (KONICA MIN-003). There is also an 'Invoice Total' summary box showing a Line Total of 456.12 and a Total of 456.12. At the bottom right, the 'Submit Approval' button is highlighted with a red rectangular border.

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 a dialog box titled 'Approval Comments'. It has a title bar with a close button. The main content area includes 'Business Unit' (UTARL) and 'Voucher ID' (00280047). Below this is a large empty text area for entering comments. At the bottom, there is a character count '254 characters remaining' and three buttons: 'OK', 'Cancel', and 'Refresh'.

37. If the system determines your 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 with the title 'Message'. The text inside reads: 'Late fees of \$3.15 apply to scheduled payment 1, please ensure they are applicable prior to proceeding (26800,12). Late fees will only be paid if the late fee amount is more than 5 USD (>5 USD). At the bottom left, there is an 'OK' button.

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 IN 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 | Approval History | | | |
| Approval Status | Pending | Voucher Source | Online | | |
| Post Status | Unposted | Origin | ONL | | |
| | | Created On | 06/28/2023 1:29PM | | |
| | | Created By | 6001234567 | | |
| | | Last Update | 06/28/2023 3:27PM | | |
| | | Modified By | 6001234567 | | |
| | | ERS Type | Not Applicable | | |
| | | Close Status | Open | | |
| Budget Status | Valid | | | | |
| Budget Misc Status | Valid | | | | |
| *View Related | Payment Inquiry | Go | | | |
| | | | | | |
| Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary | | | | | |

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

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

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

Approval History

Business Unit UTARL Total 456.12

Voucher ID 00280047

Approval Status Pending

Department Approval

BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Pending

Department Approval

Pending

Multiple Approvers

Manager

AP Approval

BUSINESS_UNIT=UTARL, VOUCHER_ID=00280047:Awaiting Further Approvals

AP Approval

Not Routed

Multiple Approvers

AP Approval

[Return](#)

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

The screenshot shows a window titled "Approval History" with a close button in the top right corner. It displays the following information:

- Business Unit: UTARL
- Total: 456.12
- Voucher ID: 00280047
- Approval Status: Pending

Department Approval

Business Unit=UTARL, VOUCHER_ID=00280047:Pending

Department Approval

Pending

Multiple Approvers (highlighted with a red box)

Manager

AP Approval

Business Unit=UTARL, VOUCHER_ID=00280047:Awaiting Further Approvals

AP Approval

Not Routed

Multiple Approvers

AP Approval

Return

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

The screenshot shows a window titled "Approver Information" with a close button in the top right corner. It displays the following information:

Approver #1

Name: Sam Maverick

Description: Sam Maverick

Approver #2

Name: Blaze Nedderman

Description: Blaze Nedderman

Approver #3

Name: Jane Dolan

Description: Jane Dolan

Close

Click the **Close** button.

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

Purchase Order Voucher

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

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

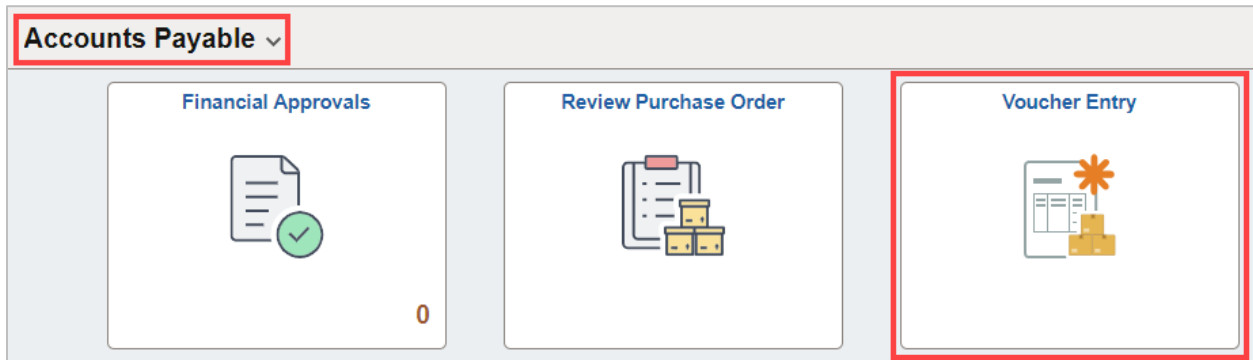
Note: *Not all items require a systematic receipt to process a PO Voucher. The voucher will error during a budget check if a receipt is required.*

Things to consider before starting a PO Voucher:

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

Create a Purchase Order Voucher

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



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

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**.

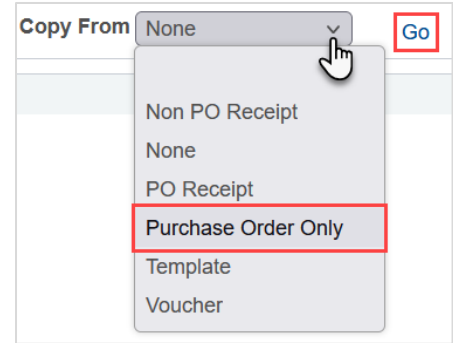
4. Enter the **Invoice Date**.

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.

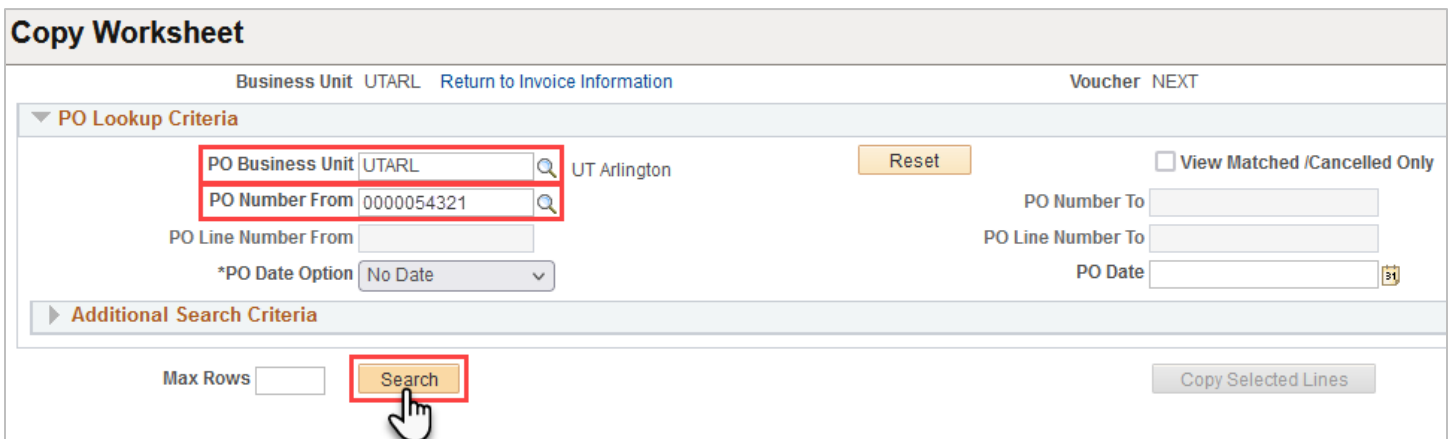
6. The **Invoice Information** page is displayed. The Purchase Order Voucher begins with copying PO data from the source document. After copying the PO, you can edit or add additional data to complete the voucher. Click the expansion arrow to open the **Copy from Source Document** section.

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



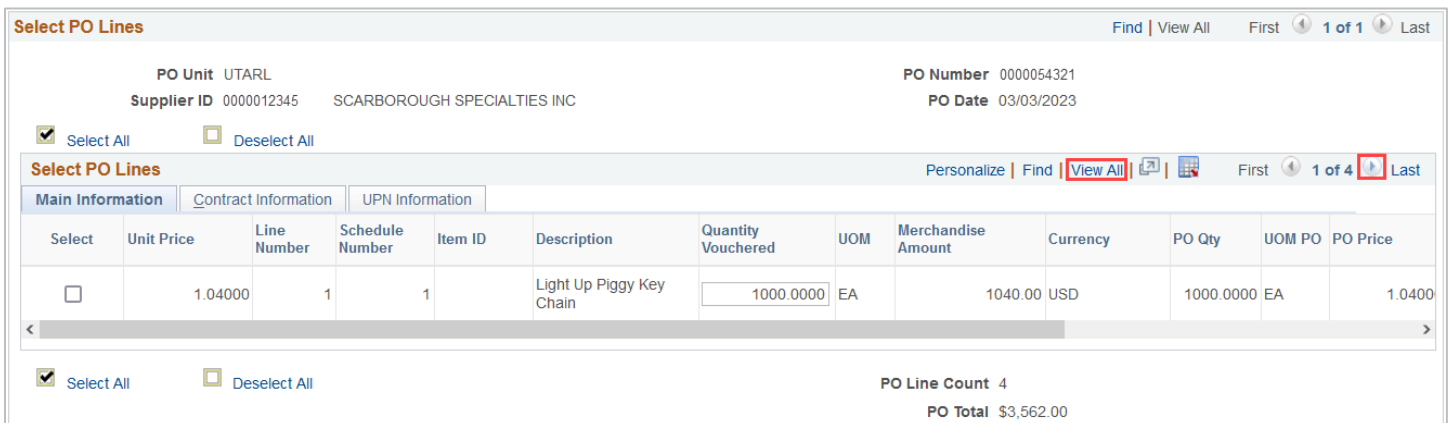
The **Copy Worksheet** page is displayed. This page is used to copy information from an approved PO. Using the copy feature saves time and reduces the possibility of data entry errors.

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



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

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



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

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

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

Select All Deselect All

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

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

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

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

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

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

Select All Deselect All

Select PO Lines Personalize | Find | View All | 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"/> | 188000.00000 | 1 | 1 | | Parchment Diploma Services | 1.0000 | LOT | 188000.00 | USD | 1.0000 | LOT | 188000.0000 |

Select All Deselect All PO Line Count 1
PO Total \$188,000.00

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

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

Copy Worksheet

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

PO Lookup Criteria

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

PO Number From: 0000054321 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows:

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

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

Select All Deselect All

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

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

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

The **Invoice Information** page is displayed.

Regular Entry

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

Business Unit: UTARL Invoice No: 7654321
 Voucher ID: NEXT Accounting Date: 04/10/2023
 Voucher Style: Regular Voucher *Pay Terms: NET30 Net 30 Day
 Invoice Date: 03/17/2023 Basis Date Type: Inv Date
 Invoice Received:

Supplier ID: 0000012345 SCARBOROUGH SPECIALTIES INC
 ShortName: SCARBOROUGH-000 Control Group:
 Location: SHARED Pay Schedule: Manual
 *Address: 1 Incomplete Voucher

Invoice Total

| | |
|---------------|----------------------|
| Line Total | 1,503.50 |
| *Currency | USD |
| Miscellaneous | <input type="text"/> |
| Freight | <input type="text"/> |
| Total | 1,503.50 |
| Difference | 0.00 |

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

Action:

Copy From Source Document

PO Unit: PO Number: Copy From:

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

Line 1 Copy Down
 *Distribute by: Quantity
 Item:
 Quantity: 900.0000
 UOM: EA
 Unit Price: 1.04000
 Line Amount: 936.00


SpeedChart:
 Ship To: 642-130
 Description: Light Up Piggy Key Chain

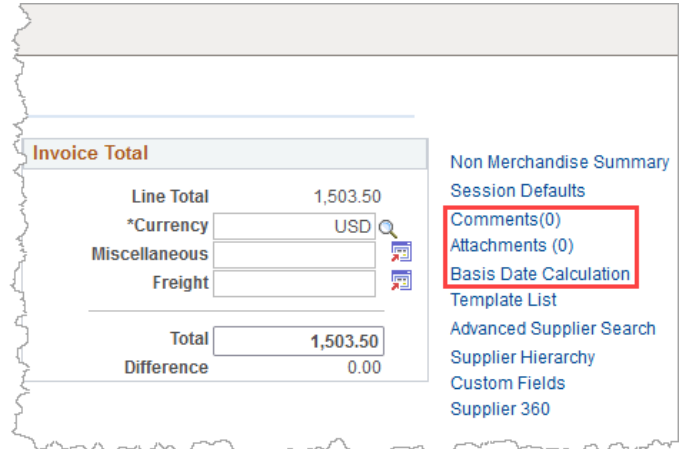
Purchase Order

UTARL|0000054321|111
 Associate Receiver(s)
 Force Price

One Asset

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

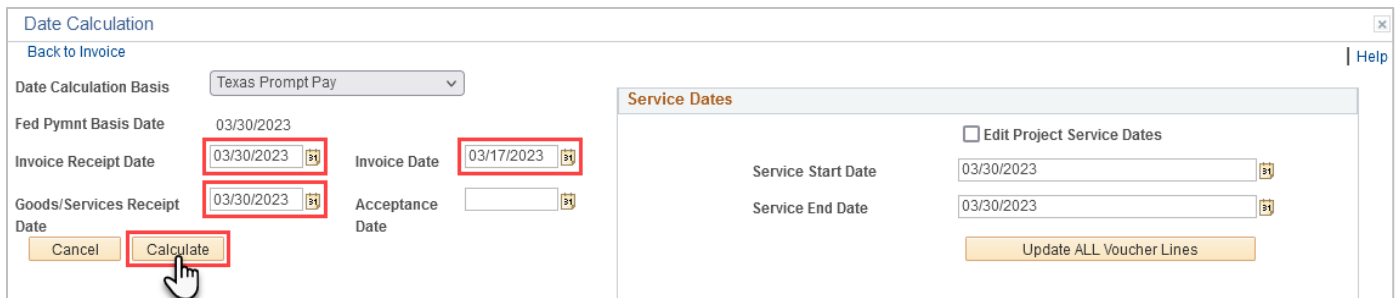
16. Make sure the remit-to address matches the address on the supplier's invoice. Click the Address Lookup icon  to search for the correct address (PW-RMT). If the address does not exist, you must request the address to be added through PaymentWorks by the supplier before proceeding with the voucher.
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). You can use the **Attachments** link to add an attachment to the voucher. See [Attach Document to Voucher](#) Instructions.
19. Click the **Basis Date Calculation** link to enter the information required for the prompt payment calculation.



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

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

Note: *If provided, the Invoice Date will default from the "Invoice Information" page.*
22. Enter the **Goods/Services Receipt Date**, the date the goods/services were received on campus.



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

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

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

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

- 24. Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.
- 25. Enter the date the goods were provided or the date the service was completed in the **Service End Date** field.
- 26. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all your 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. You will need to 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 your 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 your 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).*

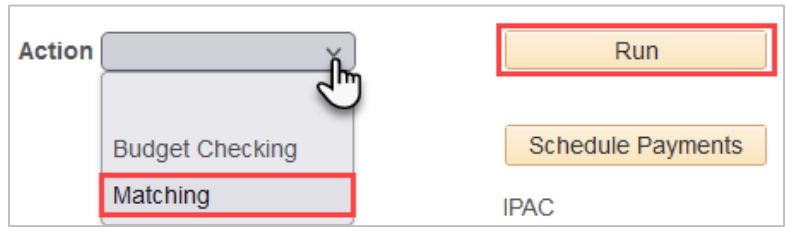
31. The **Scheduled Due Date** field will default to the date the payment is scheduled to be paid. This date cannot be changed; to request payment before the Scheduled Due date, enter a Comment regarding the requested payment date.

32. Click the **Save** button.

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

- Matching is a process that compares the voucher to the PO and receiving documents to ensure that you are paying for what you 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 | |
|--|--|
| <div style="display: flex; border-bottom: 1px solid #ccc;"> Summary Related Documents Invoice Information Payme </div> | |
| Business Unit | UTARL |
| Voucher ID | 00280050 |
| Voucher Style | Regular |
| Supplier Name | SCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179 |
| Entry Status | Postable |
| Match Status | Matched |
| Approval Status | Pending |
| Post Status | Unposted |
| Budget Status | Not Chk'd |
| Budget Misc Status | Valid |
| *View Related | Payment Inquiry Go |

| Regular Entry | |
|---|--|
| <div style="display: flex; border-bottom: 1px solid #ccc;"> Summary Related Documents Invoice Information Paymer </div> | |
| Business Unit | UTARL |
| Voucher ID | 00280050 |
| Voucher Style | Regular |
| Supplier Name | SCARBOROUGH SPECIALTIES INC 10501 INDIANA AVE LUBBOCK, TX 79423-5179 |
| Entry Status | Postable |
| Match Status | Exceptions |
| Approval Status | Pending |
| Post Status | Unposted |
| Budget Status | Not Chk'd |
| Budget Misc Status | Valid |
| *View Related | Payment Inquiry Go |

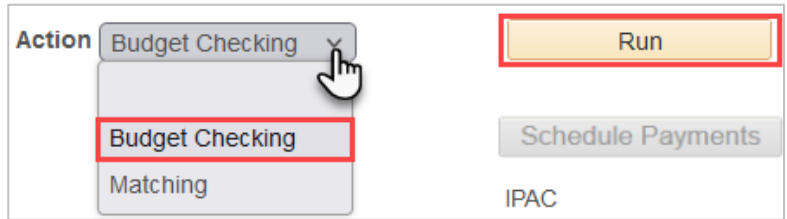
If the Match status is “Exceptions”, click on the **Error Summary** tab to review the cause of the exception(s). Two commonly seen Match Exceptions are below. If assistance is needed to resolve a matching exception, please contact Knowledge Services (KnowledgeServices@uta.edu).

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

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

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

37. Click the **Action** drop-down menu.
38. Select **Budget Checking** from the list.
39. Click the **Run** button.
40. Click the **Yes** button to wait for the budget checking process to complete.



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

Regular Entry

Summary
Related Documents
Invoice Information
Payments

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

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

Budget Status Exceptions

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

Regular Entry

Summary
Related Documents
Invoice Information
Payments

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

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

Budget Status Valid

Budget Misc Status Valid
***View Related** Payment Inquiry 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 **Payments tab** once the issue is corrected and rerun the Budget check Process.

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

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

The screenshot displays the 'Invoice Information' tab of a software interface. It contains several data entry fields: Business Unit (UTARL), Voucher ID (00280050), Invoice No (7654321), Accounting Date (04/10/2023), and Invoice Date (03/17/2023). A summary box on the right shows the Invoice Total as 1,503.50. At the bottom, a row of buttons includes 'Save', 'Run', 'Calculate', 'Print', and 'Submit Approval', with the latter being highlighted by a red rectangular 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 a dialog box titled 'Approval Comments'. It contains fields for 'Business Unit' (UTARL) and 'Voucher ID' (00280050). Below these is a large text area for 'Additional Details'. At the bottom of the text area, it says '254 characters remaining'. Three buttons are at the bottom: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red rectangular 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 'Summary' tab of a 'Regular Entry' page. It provides a comprehensive overview of the voucher: Business Unit (UTARL), Voucher ID (00280050), Invoice No (7654321), Invoice Date (03/17/2023), and Invoice Total (1,503.50 USD). It also lists the Supplier Name (SCARBOROUGH SPECIALTIES INC) and various status fields. The 'Approval Status' is 'Pending' and the 'Budget Status' is 'Valid', both of which are highlighted with red rectangular boxes. At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

- 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).

The screenshot shows the 'Distribution Lines' section of a software interface. At the top left, there are input fields for 'Unit Price' and 'Line Amount' (value: -67.37). To the right, there are date fields for '*Service Start' (03/20/2023) and '*Service End Date' (03/20/2023), along with 'Date:' and 'Empl ID:' fields. Below this is a navigation bar with 'Personalize | Find | View All | First 1 of 1 Last'. The main table has columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Oper Unit, Fund, Dept, Program, Function, Product. The 'Account' column for line 1 is highlighted with a red circle and contains the value '63101'. Other values in the row include Merchandise Amt: -67.37, *GL Unit: UTARL, Fund: 2100, Dept: 654321, Function: 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.

The screenshot shows the 'Invoice Information' page. On the left, there are fields for Business Unit (UTARL), Voucher ID (00280051), Voucher Style (Regular Voucher), Invoice Date (03/13/2023), Invoice Received (03/20/2023), Supplier ID (1000000004), ShortName (GRNG-UTA-001), Location (EDX), and *Address (1). In the center, there are fields for Invoice No (9876543), Accounting Date (06/30/2023), *Pay Terms (NET30), Basis Date Type (Inv Date), and Pay Schedule (Manual). On the right, the 'Invoice Total' section shows Line Total (689.03), *Currency (USD), Miscellaneous, and Freight. The 'Total' field is highlighted with a red box and contains the value 689.03. At the bottom, there are buttons for Save, Action, Run, Calculate (highlighted with a red box), and Print.

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

The screenshot shows a message popup box with the following text: "Header amounts exceed invoice line amounts by 67.37. You cannot save this voucher until it is balanced. (7030,18) Header amounts exceed invoice line amounts. The voucher must be balanced before it can be saved." Below the text is an 'OK' button.

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

- 6. Proceed with finalizing the voucher as required.

Attach Document to Voucher

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

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

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

| File Name | Show to Approver? | Description | User | Name | Date/Time Stamp |
|-----------|-------------------------------------|-------------|-----------|--------------|----------------------|
| View | <input checked="" type="checkbox"/> | | 600123456 | Sam Maverick | 07/05/2023 3:06:14PM |

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

Voucher Header Attachment

Business Unit UTARL Voucher ID 00280050

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

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

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

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

Business Unit UTARL Invoice No 9876543

Voucher ID 00280051 Accounting Date 06/30/2023

Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day

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

Invoice Received 03/20/2023

GRAINGER/BURGOON - UTARL

Supplier ID 1000000004

ShortName GRNG-UTA-001

Location EDX

*Address 1

Pay Schedule Manual

Invoice Total

Line Total 689.03

*Currency USD

Miscellaneous

Freight

Total 689.03

Difference 0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (3)

Basis Date Calculation

Template List

Advanced Supplier Search

Supplier Hierarchy

Custom Fields

Supplier 360

 Action

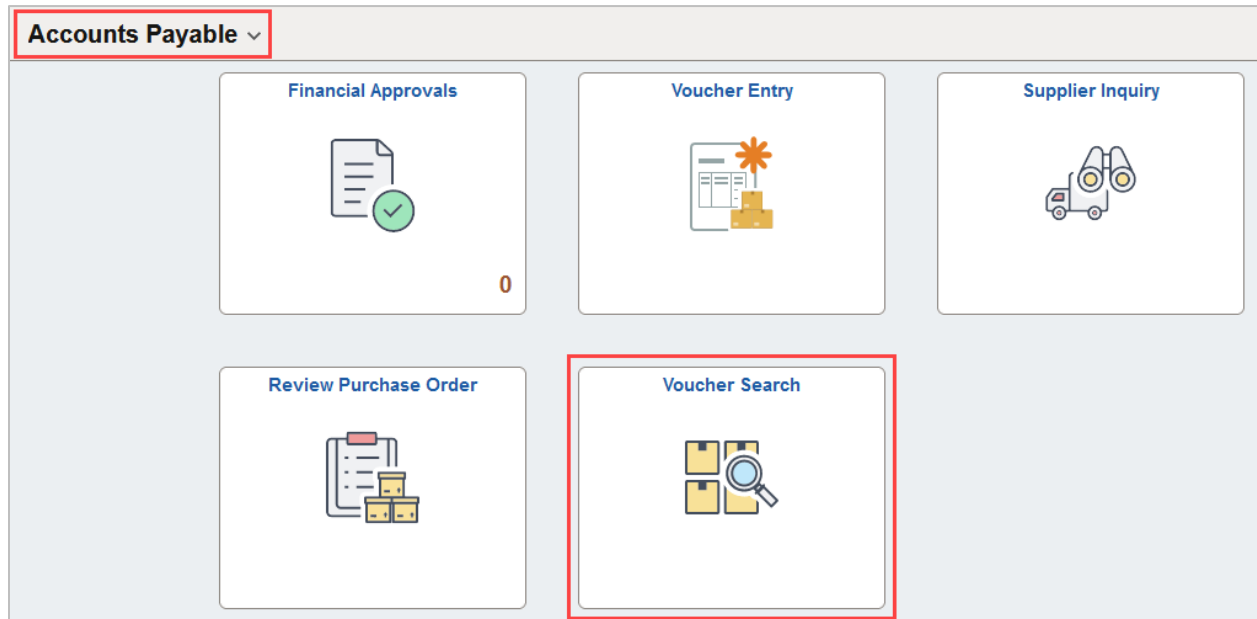
Note: The number in the parenthesis next to the word "Attachments" has increased from 0.

10. To view the attachment, click the **Attachments** link.
11. Select the File Name for the attachment you want to view. A new window or tab will open with the attachment displayed, depending on your 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 you to search for a voucher using one of the following: Voucher ID, Invoice Number, Supplier ID, or Supplier Name.

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



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

The **Voucher Search** page is displayed.

Voucher Information

| | |
|--|--|
| <p>*Business Unit <input style="width: 80%;" type="text" value="UTARL"/> </p> <p>Voucher ID <input style="width: 80%;" type="text"/> </p> <p>Invoice Number <input style="width: 95%;" type="text"/> </p> <p>Related Voucher <input style="width: 80%;" type="text"/> </p> | <p>Incomplete Voucher <input style="width: 90%;" type="text"/></p> <p>Entry Status <input style="width: 90%;" type="text"/></p> <p>Voucher Style <input style="width: 90%;" type="text"/></p> <p>Voucher Source <input style="width: 90%;" type="text"/></p> |
|--|--|

Supplier Detail

| | |
|--|--|
| <p>Supplier ID <input style="width: 80%;" type="text"/> </p> <p>Short Supplier Name <input style="width: 80%;" type="text"/> </p> <p>Supplier Name <input style="width: 95%;" type="text"/> </p> | <p><input checked="" type="checkbox"/> New window</p> <p><input style="width: 60%;" type="button" value="Search"/></p> |
|--|--|

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

Voucher Search

Voucher Information

*Business Unit Incomplete Voucher

Voucher ID Entry Status

Invoice Number Voucher Style

Related Voucher Voucher Source

Supplier Detail

Supplier ID

Short Supplier Name

Supplier Name

New window

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

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

The Search Results table displays the requested voucher.

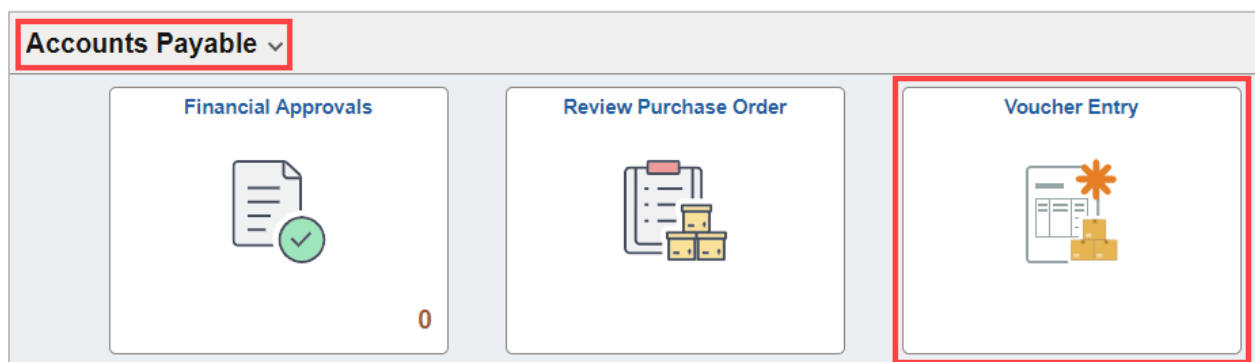
- To view the Voucher, click the **Voucher ID** link.

View Voucher Summary Page

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

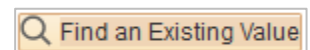
The Summary page appears only after the voucher is saved in UTShare. This page includes information such as voucher header information, various statuses, and payment terms. Also, you can view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher,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

- 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**.

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



- From the Voucher - Find an Existing Value page, click on the desired field you want to search. You may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher ID** field. However, not necessary.
- Click the **Search** button to proceed.

Voucher

Find an Existing Value

▼ **Search Criteria**

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

Recent Searches Choose from recent searches

Business Unit = UTARL

Voucher ID begins with 00280051

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

[^ Show fewer options](#)

Case Sensitive

Search
Clear

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

▼ **Search Results**

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

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

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

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

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |
|---|---|---------------------|-------------------|--------------------|----------------|
| Business Unit | UTARL | Invoice Date | 03/13/2023 | | |
| Voucher ID | 00280051 | Invoice No | 9876543 | | |
| Voucher Style | Regular | Invoice Total | 756.40 | USD | |
| Supplier Name | GRAINGER/BURGOON - UTARL PO BOX 1168 GALVESTON, TX 77553-1168 | | | | |
| Entry Status | Postable | Pay Terms | Net 30 Day | | |
| Match Status | Ready | Voucher Source | Online | | |
| Approval Status | Pending | Origin | ONL | | |
| Post Status | Unposted | 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

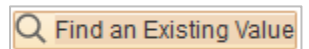
The **Voucher Related Documents** page views related document information, including payment details and purchase order information. You can access further detailed information from this page. This page appears only after the voucher is saved in UTShare.

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.



- From the Voucher - Find an Existing Value page, click on the desired field you want to search. You may search by Voucher ID, Invoice Number, Supplier ID, or Supplier Name. It is recommended to search using the **Voucher ID** field. However, not necessary.
- Click the **Search** button to proceed.

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 |

- It will take you to the **Voucher Summary Page**. 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 USD
 Supplier Name GRAINGER/BURGOON - UTARL
 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.

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

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

Payment Details Personalize Find View All First 1 of 1 Last

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

Voucher Line - PO Information
Save

Return to Search Notify Refresh Add Update/Display

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

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

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

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

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

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

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

Payment Details

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 | 0000054321 | 12 | 1 | | 2.0000 | EA | 336.86000 |
| 2 | Full Match | UTARL | 0000054321 | 19 | 1 | | 2.0000 | EA | 41.34000 |

Save

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

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

- Clicking the **Details** icon on each Invoice line will take you 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 Status Dispatched
 PO ID 0000012345 Budget Status Valid

Header

PO Date 03/13/2023 Backorder Status Not Backordered
 Supplier Name GRNG-UTA-001 Receipt Status Received
 Supplier ID 1000000004 Supplier Details Hold From Further Processing
 Buyer MAV_eSHOP
 PO Reference

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

Amount Summary

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

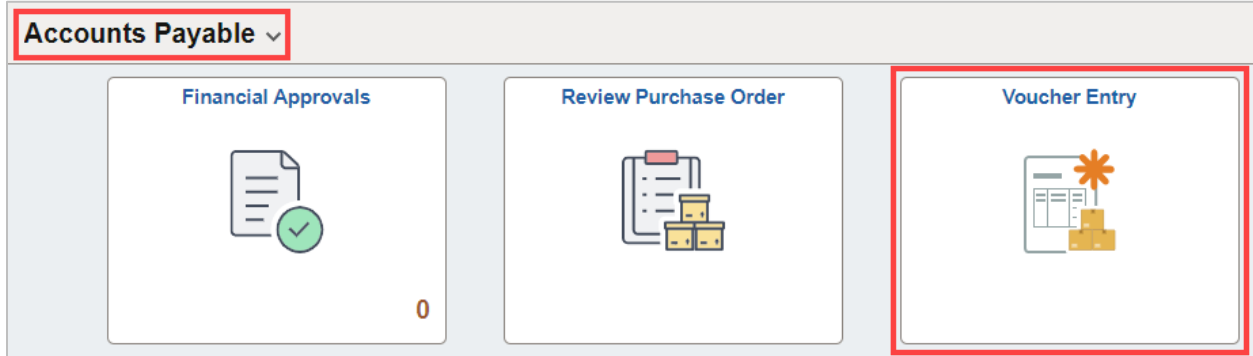
Lines Personalize | Find | View All | First 1-10 of 20 Last

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

View Voucher Error Summary Page

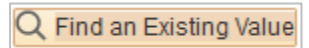
The Voucher Error Summary page is used for voucher processing errors (i.e., matching errors, duplicate invoices, etc.). This page appears only after the voucher is saved in UTShare.

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



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, click on the desired field you want to search. You 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. It will take you to the **Voucher Summary Page**. Click the **Error Summary** 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 USD |
| Supplier Name GRAINGER/BURGOON - UTARL 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 your 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 | | Invoice Number 9876543 | | | |
| Voucher ID 00280051 | | Invoice Date 03/13/2023 | | | |
| Style Regular Voucher | | Total 756.40 | | USD | |
| This Voucher does not have any errors. | | | | | |
| Return to Search | | Notify | | Refresh | |
| Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary | | | | | |

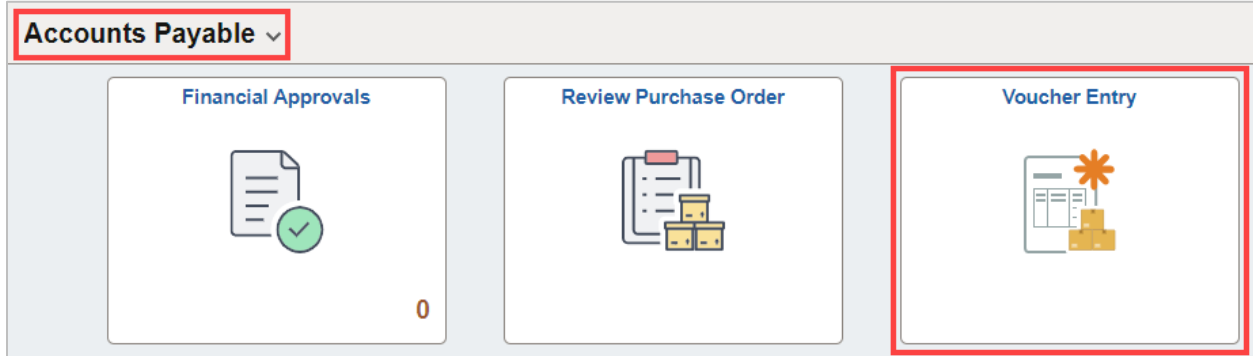
If errors are found, the Invoice Line Errors grid explains the error.

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |
|---|-----------------------------------|---|--------------------------|------------------------------------|-------------------------------|
| Business Unit UTARL | | Invoice Number payment terms test | | | |
| Voucher ID 00162325 | | Invoice Date 04/01/2019 | | | |
| Style Regular Voucher | | Total 7,723.43 | | USD | |
| Invoice Line Errors | | | | | |
| Personalize Find View All First 1-3 of 17 Last | | | | | |
| Line | Field Name | Message | | | |
| 1 | RULE_H100 | The terms on the PO do not match the terms on the Voucher | | | |
| 1 | RULE_R500 | No Receipts Exist | | | |
| 2 | RULE_H100 | The terms on the PO do not match the terms on the Voucher | | | |
| 2 | RULE_V500 | Life To Date Voucher Amt > PO Schedule Amt + Tolerance | | | |
| Return to Search | | Notify | | Refresh | |
| Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary | | | | | |

Viewing Payment Information on Vouchers

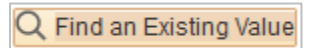
The Payments page contains important information pertaining to payments scheduled and disbursed to suppliers. This page appears only after the voucher is saved in UTShare.

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



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

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



3. From the Voucher - Find an Existing Value page, click on the desired field you want to search. You 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. It will take you to the **Voucher Summary Page**. Click the **Payments** tab.

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

| | |
|---|--------------------------------------|
| Business Unit UTARL | Invoice Date 02/01/2023 |
| Voucher ID A1234567 | Invoice No 987654321 |
| Voucher Style Regular | Invoice Total 1,006.72 USD |
| Supplier Name B&H PHOTO AND ELECTRONICS CORP 420 Ninth Avenue New York, NY 10001 | |
| Entry Status Postable | Pay Terms Net 30 Day |
| Match Status Matched | Voucher Source XML Invoices |
| Approval Status Approved | Origin SCQ |
| Post Status Posted | 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 |

Budget Status Valid

Budget Misc Status Valid

*View Related

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

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

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

| | | | |
|---|--------------------------------|------------------------------------|--|
| Business Unit UTARL | Invoice No 987654321 | Action <input type="text"/> | <input type="button" value="Run"/> |
| Voucher ID A1234567 | Invoice Date 02/01/2023 | | |
| Voucher Style Regular Voucher | | | <input type="button" value="Schedule Payments"/> |
| Total Amount 1,006.72 | *Pay Terms NET30 | Net 30 Day | |
| Supplier Name B&H PHOTO AND ELECTRONICS CORP | | | IPAC |

| | | | |
|----------------------------|--|---|-------------------|
| Payment Information | | Find View All | First 1 of 1 Last |
|----------------------------|--|---|-------------------|

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

| | | | |
|------------------------|--|--|--|
| Payment Options | | | |
|------------------------|--|--|--|

| | | | |
|-----------------|-------------------|--|---|
| *Bank CHASE | Pay Group | *Netting Not Applicable | Supplier Bank Messages |
| *Account 1AP1 | *Handling US Mail | L/C ID | Layout |
| *Method ACH ACH | Hold Reason | | <input type="checkbox"/> Hold Payment |
| Message | | <input type="button" value="Actions"/> | <input type="checkbox"/> Separate Payment |
| | | | <input type="checkbox"/> Inbound IPAC |
| | | | Select IPAC |

Message will appear on remittance advice. Supplier Offset TOP

| | |
|-------------------------|--|
| Schedule Payment | |
|-------------------------|--|

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

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