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.

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.

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.
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.

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

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](https://www.comptroller.texas.gov/).  

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

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

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

13. To determine the **Payment Basis Date**, the following fields must be completed for the prompt payment calculation:
   - Invoice Receipt Date
   - Invoice Date
   - Goods/Services Receipt Date

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

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

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

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

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

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

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

17. Enter the date the goods were provided or the date the service will begin in the **Service Start Date** field.

18. Enter the date the goods were provided or the date the service was completed in the **Service End Date** field.

19. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all 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.

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).

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.
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.

**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.

![Summary]  
**Summary**  
- **Business Unit**: UTARL  
- **Voucher ID**: 00280047  
- **Invoice Date**: 06/20/2023  
- **Invoice Amount**: $456.12  
- **Net 36 Day**  
- **Supplier ID**: 000101254  
- **Short Name**: KONICA MINOLTA BUSINESS SOLUTIONS USA INC.  
- **Address**:  
- **Pay Schedule**: Manual  
- **Action**: Submit Approval

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

36. Click the **OK** button.

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

![Message]  
**Message**  
Late fees of $3.15 apply to scheduled payment 1, please ensure they are applicable prior to proceeding (25800,12)  
Late fees will only be paid if the late fee amount is more than $5 USD (>5 USD).

![Approval Comments]  
**Approval Comments**  
- **Business Unit**: UTARL  
- **Voucher ID**: 00280047  
- **Additional Details**:  
  - 254 characters remaining
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.

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

![Approver Information](image1)

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

<table>
<thead>
<tr>
<th>Approver #1</th>
<th>Approver #2</th>
<th>Approver #3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td><strong>Name:</strong></td>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td>Sam Maverick</td>
<td>Blaze Nedderman</td>
<td>Jane Dolan</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td><strong>Description:</strong></td>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td>Sam Maverick</td>
<td>Blaze Nedderman</td>
<td>Jane Dolan</td>
</tr>
</tbody>
</table>

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-SPS-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.

2. 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.

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

The Invoice Information page is displayed.
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.

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.

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.

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.

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.
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).

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

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

```
Message
Header amounts exceed invoice line amounts by 67.37. You cannot save this voucher until it is balanced. (7030.18)
Header amounts exceed invoice line amounts. The voucher must be balanced before it can be saved.
```

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.

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.
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.

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.
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. 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.

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, 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 the Search Criteria. Click on the desired entry.

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.
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.

   ![Accounts Payable Homepage](image)

   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 take you to the Voucher Summary Page. Click the **Related Documents** tab.

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.

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.

6. 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.

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

6. It will take you to the Voucher Summary Page. Click the Error Summary tab.
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.”*

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Field Name</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RULE_H100</td>
<td>The terms on the PO do not match the terms on the Voucher</td>
</tr>
<tr>
<td>1</td>
<td>RULE_R500</td>
<td>No Receipts Exist</td>
</tr>
<tr>
<td>2</td>
<td>RULE_H100</td>
<td>The terms on the PO do not match the terms on the Voucher</td>
</tr>
<tr>
<td>2</td>
<td>RULE_V500</td>
<td>Life To Date Voucher Amt &gt; PO Schedule Amt + Tolerance</td>
</tr>
</tbody>
</table>
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.

   ![Accounts Payable Homepage]

   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]

6. It will take you to the Voucher Summary Page. Click the Payments tab.
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.