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 vendors.

**Create Non-Purchase Order Vouchers**

A Non-Purchase Order Voucher is used to request a 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 vendor.

Things to consider before starting a Non-PO voucher:

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

**Procedure**

In this topic, your goal is to process a non-purchase order voucher to pay a registration fee.

1. Click Navigator > Financials > Accounts Payable.
2. Click the Vouchers menu.
3. Click the Add/Update menu.
4. Click the Regular Entry menu.

The Voucher search page is displayed. This page is used to search for an existing Voucher (Find an Existing Value) or to create a new Voucher (Add a New Value).

5. From the Add a New Value tab, leave the default values:
   - Business Unit (UTARL)
   - Voucher ID (NEXT)
   - Voucher Style (Regular Voucher)

The additional fields are not required to be completed, but recommended when
completing a Non-PO Voucher. By completing the following fields, the system will populate the information into the voucher.

- Vendor ID or Name
- Invoice Number
- Invoice Date
- Gross Invoice Amount

**Note:** Most fields on this page can be manually entered. If applicable, you can use the lookup icon (magnifying glass) to search for appropriate values.

When processing a payment to a vendor, you should ensure the voucher is payable to the correct Vendor ID and the payment is mailed to the correct Address Sequence. The Voucher search page allows you to search for a vendor's information by using the appropriate lookup icon. If the vendor or the address does not exist in the system, you will need to invite the supplier using PaymentWorks.

6. Enter the desired information into the **Vendor ID** field.

   If the Vendor has multiple addresses, it will be necessary for you to select or enter the correct Address Sequence Number.

7. Select the vendor's remit-to address.

8. Enter the **Invoice Number** appearing on the support documentation. If one is not available, enter a meaningful unique reference number or statement.

9. Enter the **Invoice Date** indicated on the invoice.

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

11. Click the **Add** button.

**Note:** The information entered on the “Add New Value” page (i.e. Invoice Number, Invoice Date, Vendor information, Gross Amount) is now on the voucher entry form.
12. The **Comments** link is used to add any additional remarks that relate to the voucher.

13. 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.

14. The **Pay Terms** field can be adjusted 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 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 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 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 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 invoice date.</td>
</tr>
<tr>
<td>NET10</td>
<td>Net 10 Day</td>
<td>Net Due 10 Days</td>
<td>Pay 10 days after invoice date.</td>
</tr>
<tr>
<td>NET15</td>
<td>Net 15 Day</td>
<td>Net Due 15 Days</td>
<td>Pay 15 days after invoice date.</td>
</tr>
<tr>
<td>NET20</td>
<td>Net 20 Day</td>
<td>Net Due 20 Days</td>
<td>Pay 20 days after invoice date.</td>
</tr>
<tr>
<td>NET30</td>
<td>Net 30 Day</td>
<td>Net Due 30 Days</td>
<td>Pay 30 days after 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 website.

15. From the Invoice Information page, click the Basis Date Calculation link to enter information required for the prompt payment calculation.

The Date Calculation page is used to calculate the prompt pay date. According to the Prompt Pay Act, the university is required to pay a vendor for goods and/or services within 30 days from the date the goods are provided, the services completed, or invoice is received, whichever is the later. Agencies that pay vendors 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, nor plant funds.

16. 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

17. Enter the Invoice Receipt Date which is 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.

18. Enter the Goods/Services Receipt Date which is the date the goods/services were received on campus.

19. 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. The payment to the vendor must be made in timely manner to ensure a penalty fee is not applied. If this system has determined that the
payment is overdue; with a valid reason, you may stop the interest from being paid to the vendor from the Payments page.

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

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

![Invoice Line section](image)

The Invoice Line section is used to enter line-item information and accounting details.

24. Provide a brief description for the line item in the **Description** field.
25. Enter the 6-digit Cost Center or 10-digit Project ID that you want to use for the expense line in the **SpeedChart** field. A SpeedChart is used to quickly populate chartfield values into the chartfields (e.g. Fund, Dept, Cost Center or Project ID, Function).
26. Press **[Enter]** to populate the chartfield values.

![Invoice Lines](image)
27. Enter the desired information into the **Account** field. You must enter or lookup the appropriate Account number for the line item. The Account is used to identify the expense type (i.e. Registration Fee).

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

![Image of Payment Voucher](image)

29. Click the **Payments** tab.

![Image of Payment Details](image)

The Payments page is used to view information about your payment, such as the payment terms, remit to address, and the payment due date.
Note: Make sure that the address displayed in the Payment Information section matches the address entered on the Invoice Information page.

30. The **Scheduled Due** date field will default to the date the payment is scheduled to be paid. If necessary, you may schedule a payment earlier than the scheduled payment date (i.e. early payment discount, normal vendor payment terms).

31. The **Late charge** link relates to the Prompt Pay calculation. If the system has determined that your payment is overdue, you may stop the interest from being paid to the vendor by clicking the Late Charge link and completing the appropriate fields.

Note: It is recommended, if you refuse interest to be paid to a vendor, you should provide additional remarks in the Comments section explaining why.

32. The **Message** field is used to enter check stub information (up to 70 characters). Information typed in this section can be viewed by the vendor. It is used to provide additional information about the payment. If you have an attachment to accompany the check or if the check is for pick-up, you should enter the appropriate information in this section to alert the Office of Disbursements.

33. The **Handling** field indicates how the payment should be handled. The default code is **“US Mail”** for United State Mail/Direct Deposit. This is the preferred method of distribution.

- If you would like to pick-up a check, enter or lookup payment handling code **“Pickup”**. Prior approval must be received from the Office of Disbursements, before selecting this code. If the request is granted, type the name and telephone number of the person to notify in the **Message** field (e.g. **Call Sam Maverick at ext. 21234 when check is ready**). Checks are available for picked-up in the Student Accounts Office.

- To send an attachment with a check, enter or lookup payment handling code **“Attachments”**. Reference the Voucher ID number (e.g. **00000063**) in the **Message** field to ensure that the attachment is matched with the correct check. Send the attachment to Accounts Payable at P.O. Box 19135. Reference the Voucher ID number on the attachment and provide a note stating "Attachment for Check".
• To send a check to a foreign address, enter or lookup payment handling code “Foreign Mail”.
34. Click 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.

35. Click the Action drop-down menu.

36. Select Budget Checking from the list.
37. Click the Run button.
38. 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.

Note: If necessary, you can verify the document routing before submitting the voucher for approval by clicking the Preview Approval link.

39. Click the Submit For Approval button.
40. 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).

41. Click the **OK** button.

If the system has determined that your payment is overdue, a message will appear stating the late fee amount that has been assessed.

42. Click the **Summary** tab.
The Summary page provides a summary of all the information entered on the voucher. Notice, the Approval Status of the voucher is displayed as "Pending" with a "Valid" Budget Status.

43. Click the Approval History link.

The Approval History page displays the current routing (Pending) and the future routing (Awaiting Further Approvals).
Note: *Multiple Approvers indicates there are more than one approver listed.*

44. Click the **Multiple Approvers** link to view the approvers. The Approver Information window displays the name of each approver.

45. Click the **Close** button.
46. Click the **Return** button to return to the Voucher Summary page.

### Create Purchase Order Voucher

The Purchase Order (PO) Voucher is used to request a payment for goods and/or services that was encumbered with a Purchase Order. This includes items such as computer equipment, maintenance contracts, laboratory equipment, etc. Once a PO number has been assigned and dispatched, the order will be fulfilled by the vendor. When items on the invoice are received and accepted, you will process a PO voucher to generate a payment to the vendor.

**Things to consider before starting a PO Voucher:**

- The date the invoice was received on campus must be indicated on the support documentation. The date can be handwritten or use a pre-inked date stamp.
- An original invoice is required for payment to a vendor. 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.
- Property Management must be notified to provide tags for all controlled items shipped directly to the requesting department. Controlled Assets are items that must be secured and tracked due to the nature of the item.
- 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.

### Procedure

In this topic, your goal is to process a purchase order voucher.

1. Click **Navigator > Financials > Accounts Payable.**
2. Click the **Vouchers** menu.
3. Click the **Add/Update** menu.
4. Click the **Regular Entry** menu.
The Voucher search page is displayed. This page is used to search for an existing Voucher (Find an Existing Value) or to create a new Voucher (Add a New Value).

6. From the Add a New Value tab, leave the default values:
   - Business Unit (UTARL)
   - Voucher ID (NEXT)
   - Voucher Style (Regular Voucher)

7. Enter the Invoice Number / Invoice Date.

8. Enter the Invoice Date.

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

9. Click the Add button.
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.

10. Click the expansion arrow to open the Copy From Source Document section.

11. Click the Copy From drop-down menu.

12. Select Purchase Order Only from the list. This option allows you to view the PO lines and select specific line item(s) to copy onto the voucher.

13. 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.

14. Enter "UTARL" in the **PO Business Unit** field.
15. Enter or search for the PO number and enter in the **PO Number From** field.
16. Click the **Search** button.

The Select PO Lines grid displays line item information from the PO.
Note: To view the additional PO lines, it may be necessary for you to click the “Show next” button or the View All link, located in the Select PO Lines title bar.

17. Select the items that have been received and ready to be vouchered. If all items are not received, it may be necessary to adjust the Quantity, to match the invoice quantity.

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

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

20. Click the Copy Selected Lines button.
The Invoice Information page is displayed.

Notice, the following information was copied from the PO: the vendor'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.

21. Make sure the remit-to address matches the address on the vendor's invoice. You can click the Address lookup icon to search for the correct address. If the address does not exist, you will need to request the address to be setup before proceeding with the voucher.

22. The **Comments** link is used to add any additional remarks that relate to the voucher.

23. The PO Voucher must be accompanied by the appropriate support documentation. You can use the **Attachments** link to add an attachment to the report.

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

![Date Calculation](image)

The **Date Calculation** page is used to calculate the prompt pay date. According to the Prompt Pay Act, the university is required to pay a vendor for goods and/or services within 30 days from the date the goods are provided, the services completed, or invoice is received, whichever is the later. Agencies that pay vendors after the payment due date will be required to pay an interest penalty fee.

25. 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

26. Enter the **Invoice Receipt Date** which is 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.

27. Enter the **Goods/Services Receipt Date** which is the date the goods/services were received on campus.

28. 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. The payment to the vendor must be made in a timely manner to ensure a penalty fee is not applied. If this system has determined that the payment is overdue; with a valid reason, you may stop the interest from being paid to the vendor from the Payments page.

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

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

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

31. Click the **Update ALL Voucher Lines** button. This action will apply the dates to all your invoice lines on the Invoice Information page.

32. Click the **Back to Invoice** link to return to the Invoice Information page.
The Invoice Lines and the Distribution Lines will default with the information copied from the PO. You will need to review the information for accuracy.

**Note:** Once it has been copied in from the PO Copy Worksheet, do not make changes to the line information from the Voucher screen. In order 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 that occurred after the PO was dispatched, contact the Buyer in Procurement Services.

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

33. Click the **Save** button. Notice the Voucher ID number has been assigned.
34. Click the Payments TAB.

The Payments page is used to view information about your payment, such as the payment terms, remit to address, and the payment due date.

**Note:** Make sure that the address displayed in the Payment Information section matches the address entered on the Invoice Information page.

35. The **Scheduled Due** date field will default to the date the payment is scheduled to be paid. If necessary, you may schedule a payment earlier than the scheduled payment date (i.e. early payment discount, normal vendor payment terms).

36. The **Late charge** link relates to the Prompt Pay calculation. If the system has determined that your payment is overdue, you may stop the interest from being paid to the vendor by clicking the Late Charge link and completing the appropriate fields.

**Note:** It is recommended, if you refuse interest to be paid to a vendor, you should provide additional remarks in the Comments section explaining why.

37. The **Message** field is used to enter check stub information (up to 70 characters). Information typed in this section can be viewed by the vendor. It is used to provide additional information about the payment. If you have an attachment to accompany the
check or if the check is for pick-up, you should enter the appropriate information in this section to alert the Office of Disbursements.

38. The **Handling** field indicates how the payment should be handled. The default code is **“US Mail”** for United State Mail/Direct Deposit. This is the preferred method of distribution.

- If you would like to pick-up a check, enter or lookup payment handling code **“Pickup”**. Prior approval must be received from the Office of Disbursements, before selecting this code. If the request is granted, type the name and telephone number of the person to notify in the **Message** field (e.g. **Call Sam Maverick at ext. 21234 when check is ready**). Checks are available for picked-up in the Student Accounts Office.

- To send an attachment with a check, enter or lookup payment handling code **“Attachments”**. Reference the Voucher ID number (e.g. **00000063**) in the **Message** field to ensure that the attachment is matched with the correct check. Send the attachment to Accounts Payable at P.O. Box 19135. Reference the Voucher ID number on the attachment and provide a note stating "Attachment for Check".

- To send a check to a foreign address, enter or lookup payment handling code **“Foreign Mail”**.

39. Click **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.
- Budget Checking is the process that checks for available funds and valid chartfield values.

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

41. Select **Matching** from the list.
42. Click the **Run** button.
43. 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 Matching process returns a status of “Exceptions”, click on the word to drill to the cause of the exception. Once the issue is corrected, return to the voucher and again run the Matching Process.

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

45. Select **Budget Checking** from the list.
46. Click the **Run** button.
47. Click the **Yes** button, to wait for the budget checking process to complete.

Once the Budget Checking process is complete, the Budget Status on the Summary tab will update. A voucher must be in “Valid” Budget Status to proceed.

If the Budget Check process returns a status of “Exceptions”, click on the word to drill to the cause of the exception. Once the issue is corrected, return to the voucher and again run the Budget Check Process.
Once the voucher is successfully budget checked, the Submit for Approval button becomes available on the Invoice Information page.

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

48. Click the **Submit For Approval** button.

49. 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).

50. Click the **OK** button.
51. Click the **Summary** tab. The Summary page provides a summary of all the information entered on the voucher. Notice, the status of the voucher is displayed as "Pending" with a "Valid" budget status.

**Attach Document to Voucher**

Voucher payments must be accompanied by original invoices. 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.

**Procedure**

In this topic, the voucher has already been created. Your goal is to add an attachment to an existing voucher.

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

The Voucher Header Attachment page is displayed.

2. Click the **Add Attachment** button.
3. Click the **Choose File** button and navigate to the file you want to upload.
4. Locate the file on your computer and then select the file to attach.
5. Click the **Open** button.
6. If needed, click the next Choose File button, locate the next file, and click Open. Open up to five documents to upload.
7. Click the **Upload** button to proceed.
8. Click in the **Description** field and provide a brief description for the document(s).
9. Once all the attachments and descriptions are added, click the **OK** button to return to the Voucher - Invoice Information page.

10. To view the attachment, click the **Attachments** link.
11. Select the File Name for the attachment you want to view.

Depending on your browser, a new window or tab will open with the attachment displayed.

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, Vendor ID, or Vendor Name.

Procedure

In this topic, your goal is to search for an existing voucher.

1. Click **Navigator > Financials > Accounts Payable**.
2. Click the **Vouchers** menu.
3. Click the **Add/Update** menu.
4. Click **Voucher Search**.

The Voucher Search page is displayed. You may perform a search by Voucher ID, Invoice Number, Vendor ID, or Vendor Name.

5. Enter the desired information into the **Voucher ID** field.
6. Click the **Search** button.

The Search Results table displays the requested voucher.

7. To view the Voucher, click the **Voucher ID** link.
View Voucher Summary Page

The Voucher Summary page is used to view important voucher information, summarized from the other three primary pages located in the Voucher component (i.e. Invoice Information, Payments, and Voucher Attributes).

The Summary page appears only after the voucher is saved in UT Share. 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. The steps in this business procedure will provide an explanation of the Voucher Summary page.

Procedure

In this topic, your goal is to view the status of an existing voucher.

1. Click Navigator > Financials > Accounts Payable.
2. Click the Vouchers menu.
3. Click the Add/Update menu.
4. Click Regular Entry menu.

The Voucher Search page is displayed. You may perform a search by Voucher ID, Invoice Number, Vendor ID, or Vendor Name.

5. Click the Find an Existing Value tab.
6. From the Voucher - Find an Existing Value page, click in the Voucher ID field. Enter the Voucher ID number you want to view.
7. Click the Search button to proceed.
The Voucher - Summary page is displayed. This page provides a brief summary of the voucher and its status. The Summary page is only available after the voucher is "Saved" in UT Share. It includes basic information about the voucher, such as vendor, dates, invoice total, various statuses, and payment terms.

The Summary page is used to view information such as the voucher source (origin), the date the voucher was created, and the user ID of the person that created/modified the voucher.

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

- **Open** - The voucher has been entered into UT Share, but not yet saved or submitted for processing.
- **Postable** - The voucher has successfully passed through matching and budget checking, and is able to 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.

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 that was ordered and received. This audit is performed by the system automatically. 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 is not applicable to this voucher.

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 workflow.

**Note:** *When a rejected voucher is returned for editing, the Entry Status will read "Recycled".*

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 the voucher has not yet been fully approved.

**Note:** *The voucher must be fully approved before it can be posted.*

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 budget check.

The View Related drop-down menu allows you to view related invoice information. Values include:
The Approval History link displays routing history for the voucher.

**View Voucher Related Documents Page**
The Voucher Related Documents page is used to view related document information, including payment details and purchase order information. You can access further detail information
from this page. This page appears only after the voucher is saved in UT Share. The steps in this business procedure will provide an explanation of the Voucher Related Documents page.

**Procedure**

In this topic, your goal is to view the payment details and related documents for an existing voucher.

1. Click **Navigator > Financials > Accounts Payable.**
2. Click the **Vouchers** menu.
3. Click the **Add/Update** menu.
4. Click **Regular Entry** menu.

The Voucher search page is displayed. This page is used to search for an existing Voucher (Find an Existing Value) or to create a new Voucher (Add a New Value).

In this example, you will search for an existing Voucher.

5. Click the **Find an Existing Value** tab.
6. From the Voucher - Find an Existing Value page, click in the **Voucher ID** field.
7. Enter the Voucher ID number you want to view.
8. Click the **Search** button to proceed.

9. Click the **Related Documents** tab.
The Voucher - Related Documents page is displayed. This page is used to view 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 UT Share.

In this example, payment details and purchase order information is 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.

In this example, click the Expand section link for Voucher Line - PO Information.

The Voucher Line - PO Information grid displays purchase order information such as, the PO matching option, PO number, and quantity entered, unit of measure and the unit price.
View Voucher Error Summary Page

The Voucher Error Summary page is used to voucher processing errors (i.e. matching errors, duplicate invoice, etc.). This page appears only after the voucher is saved in UT Share. The steps in this business procedure will provide an explanation of the Voucher Error Summary page.

1. Click **Navigator > Financials > Accounts Payable.**
2. Click the **Vouchers** menu.
3. Click the **Add/Update** menu.
4. Click **Regular Entry** menu.

The Voucher search page is displayed. This page is used to search for an existing Voucher (Find an Existing Value) or to create a new Voucher (Add a New Value).

5. Click the **Find an Existing Value** tab.
6. Enter the Voucher ID number to view.
   If you do not have the Voucher ID, use the other search criteria fields to find the voucher to be viewed.
7. Click the **Search** button to proceed.
8. Click the **Error Summary** tab.
9. The Voucher - Error Summary page is displayed. This page is used to view 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 UT Share.

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

10. If errors are found, the Invoice Line Errors grid displays an explanation of the error.
### Payment Voucher Training Guide

**Business Unit:** UTARL  
**Voucher ID:** 00182325  
**Style:** Regular Voucher

**Invoice Information**  
**Invoice Number:** payment terms test  
**Invoice Date:** 04/01/2019  
**Total:** $7,723.43  
**USD**

### Invoice Line Errors

<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>

[Return to Search] [Notify] [Refresh]