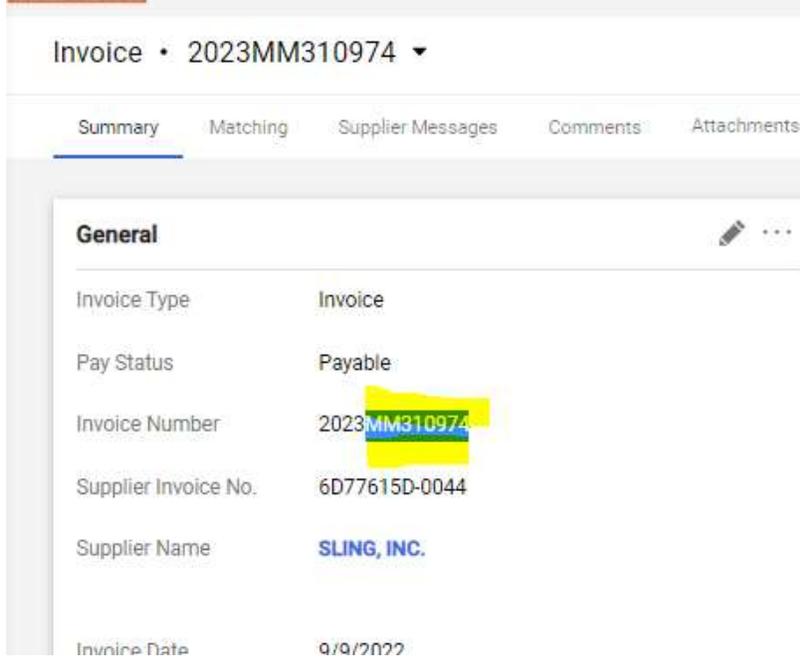
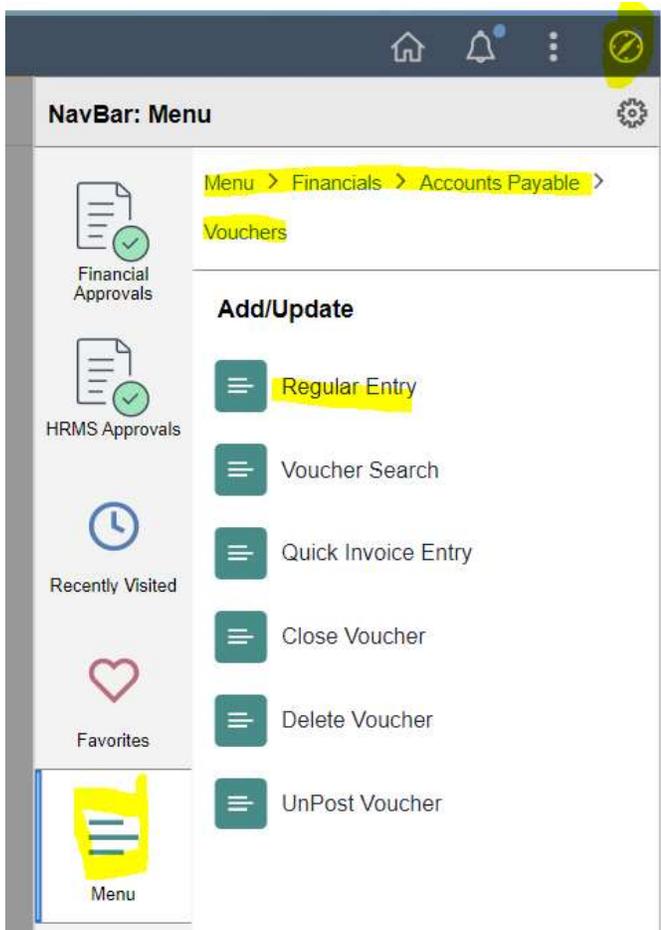


- If voucher is showing as **Payable** in Miner Mall, please highlight the voucher id (Excluding the fiscal year)
For example, 2023MM310974, we would only highlight MM310974.



- Log into **PeopleSoft**. Go to **Regular Entry** by following the next breadcrumbs

NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry



- Go to **Find an Existing Value**

Voucher

*Business Unit

 *Voucher ID

- Type in or paste the **voucher id**, starting with the MM. Click **Search**.

Voucher

Enter any information you have and click Search. Leave fields blank for a

Search Criteria

Business Unit =

 Voucher ID

 Invoice Number

 Invoice Date =

- Go to **Payment** Tab. If voucher has been paid, you will find the **Payment Date** and a **Reference** number. Under **Method**, PeopleSoft will tell you if it was paid via ACH or check. For ACH payments, please note that it takes 2 to 3 business days for money to reach vendor's bank

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	UTEP1	Invoice No	6D77615D-0044	Action	<input type="button" value="Run"/>
Voucher ID	MM310974	Invoice Date	09/09/2022		<input type="button" value="Schedule Payments"/>
Voucher Style	Regular Voucher	*Pay Terms	NET00	Net 0 Days	
Total Amount	614.25	Supplier Name	SLING, INC.		IPAC
Payment Information Find View All First 1 of 1 Last					
Payment 1 *Remit to <input type="text" value="0000109520"/> Location <input type="text" value="UTEP"/> *Address <input type="text" value="1"/> SLING, INC. 134 N 4TH ST. BROOKLYN, NY 11249		Schedule ID Gross Amount <input type="text" value="614.25"/> USD Discount <input type="text" value="0.00"/> USD		Scheduled Due <input type="text" value="09/12/2022"/> Net Due <input type="text" value="09/12/2022"/> Discount Due <input type="text"/> Accounting Date <input type="text" value="09/12/2022"/>	
Payment Options					
*Bank <input type="text" value="WF"/> *Account <input type="text" value="2AP1"/> *Method <input type="text" value="ACH"/> ACH		Pay Group <input type="text"/> *Handling <input type="text" value="US Mail"/> Hold Reason <input type="text"/>		*Netting <input type="text" value="Not Applicable"/> L/C ID <input type="text"/> - Actions	
Message <input type="text"/> Message will appear on remittance advice. <input type="checkbox"/> Supplier Offset TOP					
Schedule Payment					
*Action <input type="text" value="Schedule Payment"/> Pay <input type="text"/>		*Payment Date <input type="text" value="09/12/2022"/> Reference <input type="text" value="2100585237"/>			
<input type="button" value="Save"/>					