

- 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.

Invoice • 2023MM310974 ▾

Summary Matching Supplier Messages Comments Attachments

General

Invoice Type	Invoice
Pay Status	Payable
Invoice Number	2023MM310974
Supplier Invoice No.	6D77615D-0044
Supplier Name	SLING, INC.
Invoice Date	9/9/2022

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

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

The screenshot shows the PeopleSoft navigation interface. At the top, there are icons for home, notifications, and a settings gear. Below this is the 'NavBar: Menu' section with a settings gear icon. The breadcrumb path 'Menu > Financials > Accounts Payable > Vouchers' is highlighted in yellow. Under the 'Vouchers' section, the 'Add/Update' sub-section is visible, containing a list of options: 'Regular Entry' (highlighted in yellow), 'Voucher Search', 'Quick Invoice Entry', 'Close Voucher', 'Delete Voucher', and 'UnPost Voucher'. On the left side of the menu, there are sections for 'Financial Approvals', 'HRMS Approvals', 'Recently Visited', and 'Favorites'. At the bottom left, there is a 'Menu' icon highlighted in yellow.

- 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 Message <input type="text"/>		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"/> Supplier Bank Messages Layout <input type="checkbox"/> Hold Payment <input checked="" type="checkbox"/> Separate Payment <input type="checkbox"/> Inbound IPAC Select IPAC	
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"/>					