



Accounts Payable

Vendors and Vouchers



Agenda

- New Supplier Setup
- Student Reimbursement Information Form
- Entering Vouchers
 - Budget Checking
 - Submitting for Approval
 - Viewing Workflow
- Viewing Voucher Status
- Denying (returning) Vouchers

PaymentWorks Registration Invite

- **Purpose:**
 - New suppliers must register through PaymentWorks.
 - Registration invites for new suppliers must be initiated by campus users.
- **PaymentWorks Training Resources & Login:**
 - <https://www.utep.edu/purchasing-and-general-services/PaymentWorks/index.html>
- **Processing Steps:**
 - 1) Department: Invites supplier to register for PaymentWorks.
 - 2) Supplier: Completes their PaymentWorks profile and registration.
 - 3) Purchasing Office: Reviews registration, once approved initiator and supplier will receive notification that the registration is completed, this e-mail will also contain the Supplier/Vendor ID.
 - 4) Department: May proceed to create a PO or Non-PO voucher.

Student Reimbursement Information Form (SRIF)

- **Purpose:** Required to set up a profile for non-employee students for creating travel authorizations or processing expense reimbursements. Students that require voucher payments must be invited to register for PaymentWorks.
 - Refer to the [PaymentWorks- Student Invitation](#) cross table for guidance on when to send a SRIF vs a PaymentWorks Invitation.
- **SRIF Location:** Forms Library on University web site.
 - <https://www.utep.edu/vpba/forms-library/>
- **Processing Steps:**
 - 1) Department: Enters reason for request fields and has student complete remaining sections.
 - 2) Department: Fax or e-mail form to Accounts Payable (accountspayable@utep.edu), attachment must be password protected.
 - 3) Accounts Payable: Notifies department when student record has been entered into the system.
 - 4) Department: Process payment via Expense Report.

Student Reimbursement Information Form (SRIF)

UNIVERSITY OF TEXAS AT EL PASO STUDENT REIMBURSEMENT INFORMATION FORM FOR STUDENTS ONLY

Requestor Dept: <input type="text"/>	Requestor Name: <input type="text"/>	Phone: <input type="text"/>	Email: <input type="text"/>
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PART I. STUDENT INFORMATION

Legal Name: This field is required - please fill in your Legal Name

University of Texas at El Paso reserves the right to request photo identification to confirm legal name(s)

Social S
Address
Address
City:
Country
Phone:
E-Mail:

PeopleSoft Tips:

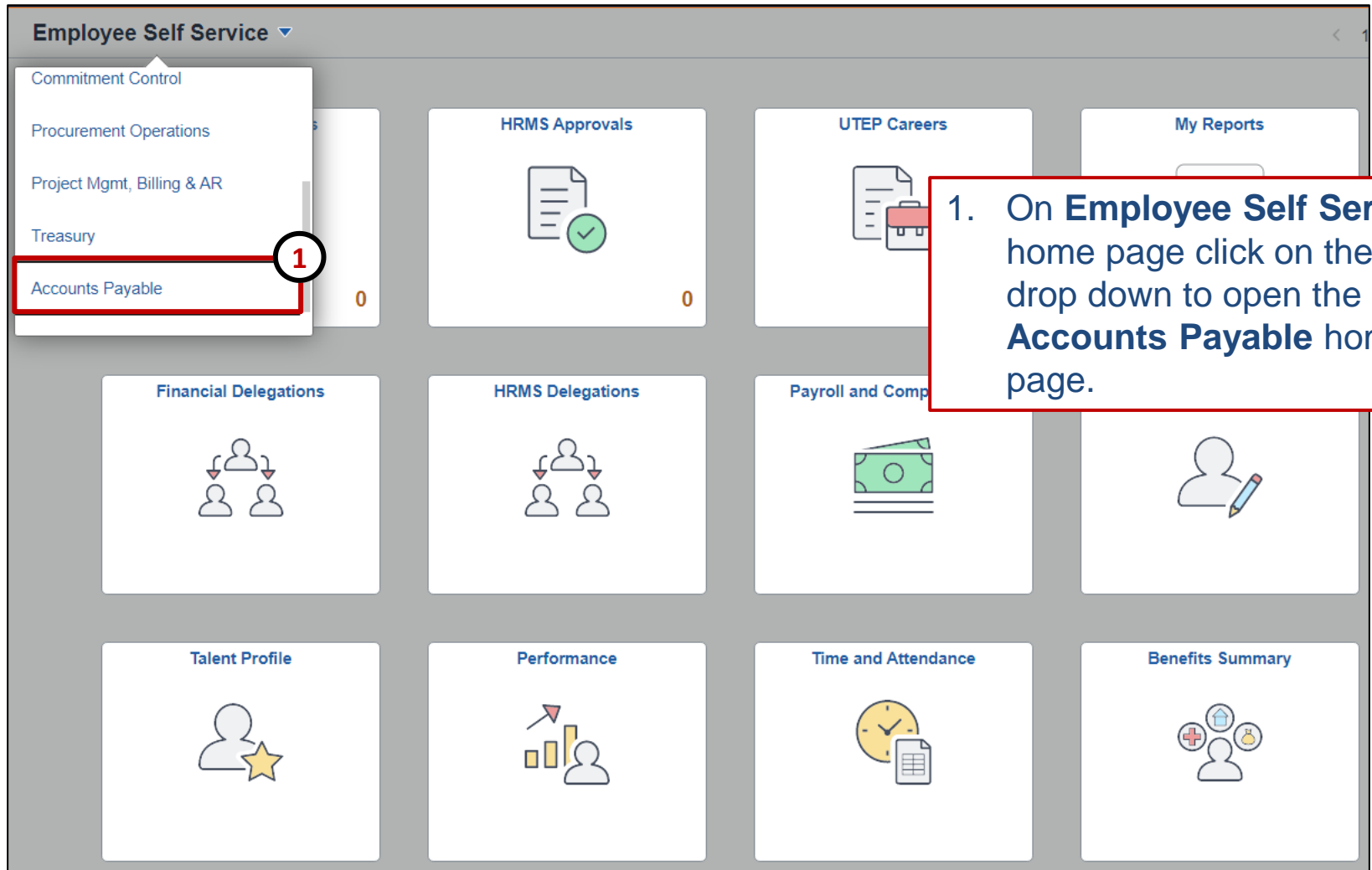
- Please enter Requestor details.
- Student completes remaining parts.
- Fax or e-mail form to Accounts Payable (accountspayable@utep.edu), attachment must be password protected.

federal law.
university policies.

Vouchers

- **Process Non-PO voucher for:**
 - Memberships
 - Registration Fees
 - Refund to a vendor
 - FRT charges/Payment to Federal Express, UPS etc.
 - US Postmaster (payment for Stamps)
- **All other Purchases should be made through a PO.**
- **Prepayments go directly to Purchasing Office.**

Entering Vouchers



The screenshot shows the Employee Self Service interface. A dropdown menu is open under the 'Employee Self Service' header, listing several options: Commitment Control, Procurement Operations, Project Mgmt, Billing & AR, Treasury, and Accounts Payable. The 'Accounts Payable' option is highlighted with a red box and a circled '1'. A callout box on the right contains the following text:

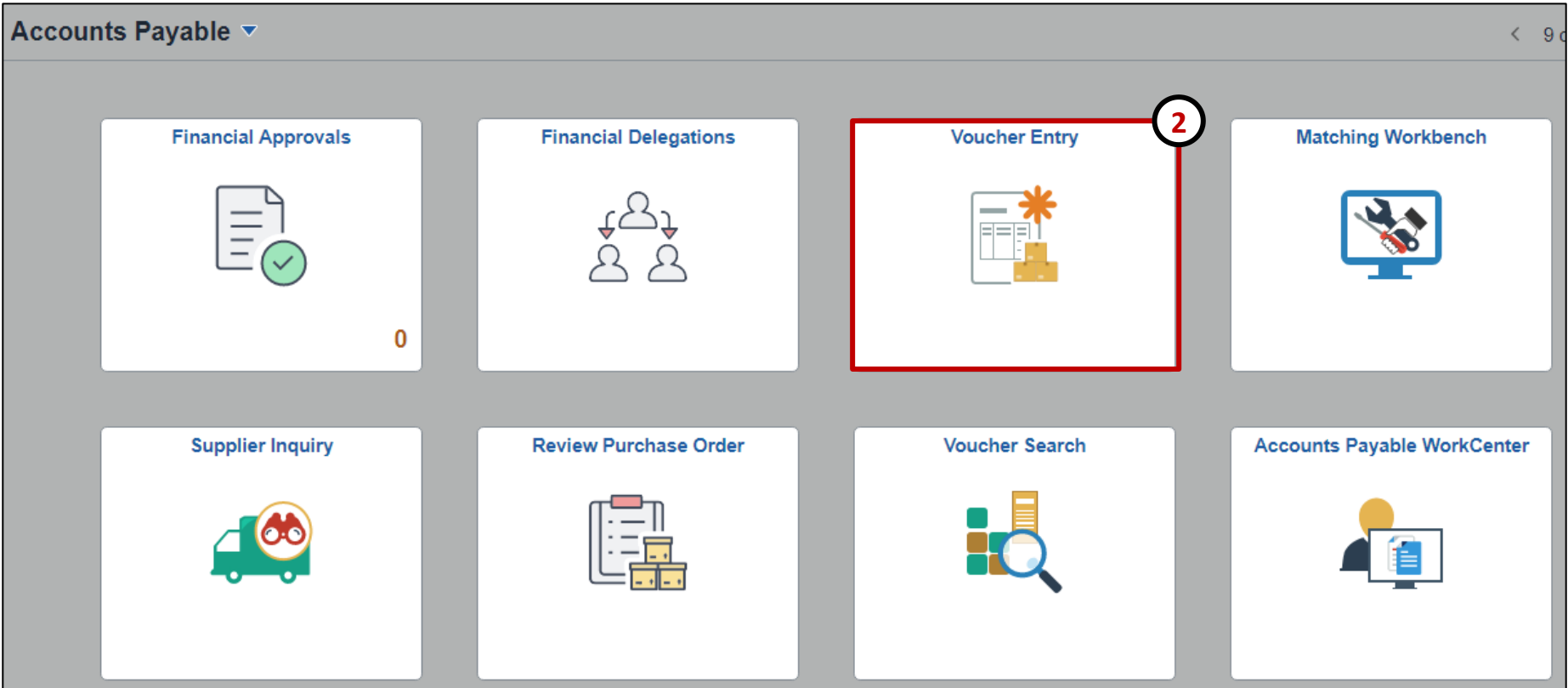
1. On **Employee Self Service** home page click on the drop down to open the **Accounts Payable** home page.

The main interface features a grid of tiles for various services: HRMS Approvals, UTEP Careers, My Reports, Financial Delegations, HRMS Delegations, Payroll and Comp, Talent Profile, Performance, Time and Attendance, and Benefits Summary. Each tile includes an icon and a numerical value (e.g., 0).

Entering Vouchers

2. Click on the “Voucher Entry” tile.

Accounts Payable ▾



The screenshot shows a dashboard with eight tiles. The 'Voucher Entry' tile is highlighted with a red border and a circled '2' in the top right corner. The tiles are:

- Financial Approvals (0)
- Financial Delegations
- Voucher Entry**
- Matching Workbench
- Supplier Inquiry
- Review Purchase Order
- Voucher Search
- Accounts Payable WorkCenter

Entering Vouchers

Add a New Value

1 *Business Unit UTEP1
*Voucher ID NEXT
*Voucher Style Regular Voucher

2 Supplier Name DELL CITY ISD
Short Supplier Name DELL CITY-001
Supplier ID 0000038617
Supplier Location SHARED
Address Sequence Number 1

3 Invoice Number 123456
Invoice Date 05/26/2023
Gross Invoice Amount 100.00
Freight Amount 0.00
Misc Charge Amount 0.00

4 PO Business Unit
PO Number
Estimated No. of Invoice Lines 1

5 Add

1. Verify the following default values:
 - a. **Business Unit** – UTEP1
 - b. **Voucher ID** – NEXT
 - c. **Voucher Style** – Regular Voucher
2. Search by **Supplier Name** or **Supplier ID**.
3. Enter required information for processing:
 - a. **Invoice Number**.
 - b. **Invoice Date**.
 - c. **Gross Invoice Amount**.
4. Enter total number of invoice lines.
5. Click the **Add** button.

PeopleSoft Tip

- If multiple **Invoice Lines** exists enter the total number of purchased lines in Step. 4. Please reference your invoice before adding additional invoice lines.
- **PLEASE** leave **Freight Amount** and **Misc Charge Amount** blank.

Entering Vouchers

Invoice Information
Payments
Voucher Attributes

Business Unit UTEP1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received

Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Invoice No 2323
 Accounting Date 06/12/2019
*Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date
 Control Group
 Pay Schedule Manual
 Incomplete Voucher

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total 100.00	
Difference	0.00

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

Save
Save For Later

Action

Run
Calculate
Print

PeopleSoft Tip

- **Vendor ID, ShortName, & Location** are pre-populated.
- Mailing address can be changed on this screen.
- **Pay Terms** are defaulted to **NET30. (DO NOT CHANGE)**

Entering Vouchers

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 100.00

SpeedChart: 14021600 (6)

Ship To: PPB 1.180

Description: Purchase of Laptop (7)

One Asset (8)

*Service Start Date: 06/12/2019 *Service End Date: 06/12/2019

Empl ID: Date:

▼ Distribution Lines Personalize | Find View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	100.00	<input type="text"/>	UTEP1	63003	2100	301500	<input type="text"/>	700	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Enter **SpeedChart** number or search using icon.
7. Enter brief **Description**.
8. Click Calculate to populate chart fields below.
9. Enter **Account** number or search using icon.

PeopleSoft Tips



- Do not change any chart fields populated by the **SpeedChart**.
- If available, click **View All** to view additional distribution lines.
- **Merchandise Amount** total should match the invoice **Line Amount**.

Entering Vouchers

Invoice Information | Payments | Voucher Attributes

Business Unit UTEP1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received

Invoice No 2323
 Accounting Date 06/12/2019
 *Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date

DELL CITY ISD
 Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Control Group
 Pay Schedule Manual
 Incomplete Voucher
 Action

Invoice Total
 Line Total 100.00
 *Currency USD
 Miscellaneous
 Freight
 Total 100.00
 Difference 0.00

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

Save Save For Later Run Calculate Print

► Copy From Source Document

Invoice Lines

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 100.00

SpeedChart 14021600
 Ship To PPB 1.180
 Description Purchase of Laptop

*Service 06/12/2019 *Service 06/12/2019
 Start Date: End
 Empl ID: Date:

10. Under the **Invoice Information** tab, click on **Basis Date Calculation** hyperlink.

- PeopleSoft Tip**
- Vendor ID, ShortName, & Location are pre-populated.
 - Mailing address can be changed on this screen.
 - Pay Terms are defaulted to NET30. **(DO NOT CHANGE)**

Entering Vouchers

11. Enter the **Invoice Receipt Date**. (Date invoice was received)
12. Enter **Goods/Services Receipt Date**. (The date goods & services were received)
13. **Service Start Date** and **Service End Date** should match step 12.
14. Click **Update ALL Voucher Lines**.
15. Verify **Date Calculation Basis** displays: **Texas Prompt Pay**.
16. Click the **Calculate** button to generate the **Fed Pymnt Basis Date**.
17. Click **Back to Invoice** link to return to the **Invoice Information** page.

PeopleSoft Tip

- **Invoice Date** & **Fed Pymnt Basis** are pre-populated.
- Leave **Acceptance Date** blank.

Adding Attachments

18. Under the **Invoice Information** tab, click the **Attachments** hyperlink.

Invoice Information | Payments | Voucher Attributes

Business Unit UTEP1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received 06/11/2019

DELL CITY ISD
 Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Invoice No 2323
 Accounting Date 06/12/2019
 *Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date

Control Group
 Pay Schedule Manual

Incomplete Voucher

Save Save For Later Action Run Calculate Print

Invoice Total	
Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

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

Adding Attachments

Voucher Header Attachment

Business Unit UTEP1 Voucher ID NEXT

Details Personalize | Find | View All | [Print] [Grid] First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>		6001234567	Paydirt Pete	06/08/2023 11:58:18AM

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

19 Add Attachment OK Cancel Refresh

19. Click on **Add Attachment**.
20. Choose file you would like to upload.
21. Click on **Upload** (file name will now appear).
22. Click **OK** (this will take you back to main page).

Test Attachment TA

Test Attachment Voucher

File Attachment [x]

You may attach up to 5 files to upload

Choose Files Test Attachment TA.docx

20 Upload Cancel

Voucher Header Attachment

Business Unit UTEP1 Voucher ID NEXT

Details Personalize | Find | View All | [Print] [Grid] First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Test_Attachment_TA.docx	<input checked="" type="checkbox"/>		6001142777	Hector Amparan	06/08/2023 11:59:13AM

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

Add Attachment

OK Cancel Refresh

22

21

Saving Vouchers

Invoice Information
Payments
Voucher Attributes

Business Unit UTEP1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/10/2019
Invoice Received 06/11/2019

DELL CITY ISD
Supplier ID 0000038617
ShortName DELL CITY-001
Location SHARED
*Address 1

Invoice No 2323
Accounting Date 06/12/2019
*Pay Terms NET30
Basis Date Type Inv Date
Control Group
Pay Schedule Manual

Incomplete Voucher
Action

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	100.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (1)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

23

Save

Save For Later

Run

Calculate

Print

23. Click on **Save**. Note that Voucher ID number appear at top of page (next slide).

Saving Vouchers

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit UTEP1 Voucher ID 00088221 Voucher Style Regular voucher Invoice Date 06/10/2019 Invoice Received 06/11/2019 <u>DELL CITY ISD</u> Supplier ID 0000038617 ShortName DELL CITY-001 Location SHARED *Address 1	Invoice No 2323 Accounting Date 06/12/2019 *Pay Terms NET30 Basis Date Type Inv Date Pay Schedule Manual	Invoice Total <table border="1"> <tr><td>Line Total</td><td>100.00</td></tr> <tr><td>*Currency</td><td>USD</td></tr> <tr><td>Miscellaneous</td><td></td></tr> <tr><td>Freight</td><td></td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td>100.00</td></tr> <tr><td>Difference</td><td>0.00</td></tr> </table>	Line Total	100.00	*Currency	USD	Miscellaneous		Freight		<hr/>		Total	100.00	Difference	0.00	Non Merchandise Summary Session Defaults Comments(0) Attachments (1) Basis Date Calculation Template List Advanced Supplier Search Preview Approval Supplier Hierarchy Supplier 360
Line Total	100.00																
*Currency	USD																
Miscellaneous																	
Freight																	
<hr/>																	
Total	100.00																
Difference	0.00																

Save Action Run Calculate Print Submit Approval

Approval Comments

Business Unit UTEP1
 Voucher ID 00088221

Additional Details

254 characters remaining

24 OK Cancel Refresh

24. Click OK.

Budget Checking Voucher

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

Business Unit UTEP1
 Voucher ID 00088221
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received 06/11/2019
 Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Invoice No 2323
 Accounting Date 06/12/2019
 *Pay Terms NET30
 Basis Date Type Inv Date

Message
 26 Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

25 Action
 Budget Checking
 Voucher Post

Save Run Calculate Print

Copy From Source Document
 Invoice Lines ?

25. From the **Invoice Information** tab, select Budget Checking from the **Action** dropdown menu & click **Run**.

26. Message box will appear. Click **Yes** to wait for budget checking process to complete.

PeopleSoft Tips

- Budget Checking is performed **after** Voucher has been successfully **Saved** with Voucher ID.
- Please wait for the Voucher to complete the **Budget Checking** process.
- If voucher passes Budget Check, go to slide 19. If errors occur, please see error slides 21 & 22.

Submit for Approval

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

Business Unit UTEP1 Invoice No 2323a
 Voucher ID 00088222 Accounting Date 06/13/2019
 Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day
 Invoice Date 06/10/2019 Invoice Received 06/11/2019
 Supplier ID 0000038617 ShortName DELL CITY-001 Location SHARED *Address 1
 Basis Date Type Inv Date Pay Schedule Manual

Invoice Total	
Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (1)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
Preview Approval
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print **Submit Approval**

27

Approval Comments

Business Unit UTEP1
 Voucher ID 00088222

Additional Details

254 characters remaining

OK Cancel Refresh

PeopleSoft Tips

- Click on Preview Approval to see where voucher routes to next.

27. Click **Submit For Approval**, after voucher has passed Budget Checking.
 28. Enter additional details (if necessary). Click **Ok** to process.

28

Viewing Payments

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

Business Unit UTEP1 Invoice No 2323
 Voucher ID 00088221 Invoice Date 06/10/2019 Action [v] Run
 Voucher Style Regular Voucher
 Total Amount 100.00 *Pay Terms NET30 Net 30 Day Schedule Payments
 Supplier Name DELL CITY ISD IPAC

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000038617
 Location SHARED
 *Address 1
 DELL CITY ISD
 PO BOX 37
 DELL CITY, TX 798370037

Schedule ID
 Gross Amount 100.00 USD
 Discount 0.00 USD
 Scheduled Due 07/12/2019
 Net Due 07/12/2019
 Discount Due
 Accounting Date

Payment Inquiry
 Discount Denied
 Late Charge
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options

*Bank WF Pay Group
 *Account 2AP1 *Handling US Mail
 *Method CHK Check Hold Reason
 Message
 Supplier Of

Message will appear on remittance advice.

PeopleSoft Tips

- Checks are mailed to the address under the **Payment Information** tab.
- After clicking **Schedule Payments**, a **Net Due** date is generated.
- **Payment Methods:**
 - CHK – Check mailed to the vendor
 - ACH – Direct deposit set up.

Budget Checking Errors

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK **1**

1. If a budget error exists, a message box will appear. Click **Ok**.
2. Click the **Summary** tab to view budget checking errors.
3. Click the **Exceptions** hyperlink to view budget error details.

Summary Related Documents Invoice Information Payments

Business Unit: UTEP1
Voucher ID: 00019085
Voucher Style: Regular
Contract ID:
Vendor Name: DELL CITY ISD
 PO BOX 37
 DELL CITY, TX 79837-0037
Entry Status: Postable
Match Status: No Match
Approval Status: Pending
Post Status: Unposted

Budget Status: **Exceptions** **3**
Budget Misc Status: Valid
 *View Related Payments

Voucher Exceptions Line Exceptions

Business Unit: UTEP1 **Voucher ID:** 00019085

*Exception Type Error **Override Transaction**
 Maximum Rows 100 **More Budgets Exist**

Search [Advanced Budget Criteria](#)

Budgets with Exceptions

	Details	Business Unit	Ledger Group	Exception
1		UTEP1	OPE	Exceeds Budget Tolerance



PeopleSoft Tips

- The budget error description is explained under the **Exception** column.
- Please see next slide for a list of budget errors and descriptions.
- Please submit a help desk ticket for any override requests.

Common Non-PO Voucher Errors

Error Type	Document Message	Error	Error Description	Solutions/Actions
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Exceeds Budget Tolerance	Transaction exceeds available budget	<ol style="list-style-type: none"> 1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	No Budget Exists	Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string.	<ol style="list-style-type: none"> 1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Budget Date out of Bounds	Budget date on transaction is not within project Effective date. (Error only impacts grant/project)	<ol style="list-style-type: none"> 1) Review effective dates for project. <ol style="list-style-type: none"> a) If Service dates are within effective dates; then re-budget check b) If Service dates outside effective dates; use another funding source. c) Notify Contracts & Grants of service date issues 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Required key CF is blank (CF= Chartfield)	A required chartfield is missing.	<ol style="list-style-type: none"> 1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. <ol style="list-style-type: none"> a) Cost Center field + Fund, Function, Dept b) Project field + Fund, Function, Dept, PC Busn Unit, Activity 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved.	Missing Account Value	Missing Account number in the Distribution lines section.	<ol style="list-style-type: none"> 1) The Account portion of the Chart field was not entered. Go to the Distribution lines section and search Account field using magnifying glass.
Chart Field	Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink	Invalid Value	One of the chartfields contain an invalid value.	<ol style="list-style-type: none"> 1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check. 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check

Viewing Workflow

The screenshot displays the PeopleSoft workflow interface for a document. On the left, the 'Summary' tab is selected, showing document details: Business Unit UTEP1, Voucher ID 00088221, Voucher Style Regular, Supplier Name DELL CITY ISD, PO BOX 37, DELL CITY, TX 79837-0037, Entry Status Postable, Match Status No Match, Approval Status Pending, and Post Status Unposted. A green box highlights 'Budget Status Valid' and 'Budget Misc Status Valid'. A red box highlights the 'Approval History' link. On the right, the 'Department Approval' section shows a 'Pending' status for 'Multiple Approvers Manager' with a clock icon. The 'AP Approval' section shows a 'Not Routed' status for 'Multiple Approvers AP Approval' with a clock icon. A green box highlights 'Awaiting Further Approvals' for the AP Approval step. A 'Return' button is visible at the bottom.

1. Select the **Summary** tab to navigate to the workflow history link.
2. Click the **Approval History** hyperlink to view complete routing history.
3. Verify document is routing to the intended approvers.



PeopleSoft Tips

- If the budget checking process is approved, the **Budget Status** will read **Valid**.
- If the budget checking process failed, the **Budget Status** will read **Exceptions**.
- Identify next routing approval steps in workflow.
- The Accounts Payable Office will be the final approver.

Delete Vouchers

Nav Bar: Menu > Financials > Accounts Payable > Vouchers > Add/Update > Delete 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 | Saved Searches: Choose from saved searches

*Business Unit = UTEP1

Voucher ID begins with 00151010

Entry Status =

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

[Show fewer options](#)

Case Sensitive

Search Clear Save Search

▼ **Search Results**
1 rows - Business Unit "UTEP1" Voucher ID "00151010"

View All | First 1 of 1 Last

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
UTEP1	00151010	Postable	2323	05/29/2023	DELL CITY-001	0000038617	DELL CITY ISD

1. Enter **Voucher ID** to delete in the blank field and click **Search**.
2. Select the **Voucher ID arrow** to open the Delete voucher page.

Delete Vouchers

Nav Bar: Menu > Financials > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Business Unit UTEP1 Voucher 00151010 3

Supplier

Supplier 0000038617 DELL CITY ISD
 Short Name DELL CITY-001

Voucher Information

Invoice 2323	Origin ONL
Date 05/29/2023	Group
Gross Amount 1.00 USD	
Related Voucher	

Delete 4

3. Verify **Voucher**, **Vendor**, and **Invoice ID** is correct before deleting.
4. After verification is complete, click **Delete** to process.
5. A confirmation message will appear, Click **Ok** to confirm deletion.
6. After deleting voucher, a review budget balance message will appear. Your balances in the Budget Overview will be corrected. Click **Ok** to complete.

Message

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

OK

5

Message

Budget transactions related to this voucher have been deleted. (7030,473)

Please review your budget account balance and activity.

OK

6

PeopleSoft Tip

- The Delete button will permanently remove all the voucher information from PeopleSoft. Please make sure you are deleting the correct voucher.

Modify Vouchers

Nav Bar: Menu > Financials > Accounts Payable > Vouchers > Add/Update > Voucher Search

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 Saved Searches

*Business Unit = UTEP1

Voucher ID begins with 00151010

Entry Status =

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

[Show fewer options](#)

Case Sensitive

▼ Search Results

1 rows - Business Unit "UTEP1" Voucher ID "00151010"

View All | First 1 of 1 Last

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
UTEP1	00151010	Postable	2323	05/29/2023	DELL CITY-001	0000038617	DELL CITY ISD

1. Enter **Voucher ID** in the blank field and click **Search**.
2. Select the **Voucher ID arrow** to open the voucher to Modify and resubmit.

Modify Vouchers

Summary | Related Documents | **3 Invoice Information** | Payments

Business Unit: UTEP1
 Voucher ID: 00019116
 Voucher Style: Regular
 Contract ID:
 Vendor Name:

Entry Status:
 Match Status:
 Approval Status:
 Post Status:

Budget Status:
 Budget Misc Status:
 *View Related

3. Click the **Invoice Information** tab to modify document.
4. Modify or edit voucher document as instructed by approver.
5. Please note, all modified/corrected documents will need to:
 - 1) **Re-Budget Check**
 - 2) **Re-Submit for Approval**.
 This will return the document to the Approver for approval.

Invoice Lines Find | View All | First

Line: 1 Item: UOM: Quantity:

*Distribute by: Amount Unit Price:

Ship To: PPB 1.180 Line Amount: 150.00

SpeedChart: Description:

4 Calculate

*Service Start Date: 07/21/2015 *Service End Date: 07/21/2015

Empl ID:

Distribution Lines Personalize | Find | View All | First

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Cent	Function	P
				<input type="checkbox"/>	1	150.00		UTEP1	63003	4700	300000	29237500	500	



PeopleSoft Tips:

- Use the **SpeedChart** field and press **Calculate** to update all the Distribution Lines fields.
- **Account** field is the only field that can be updated individually without using the SpeedChart.
- Please refer to slides 4 through 9 for **Budget Checking** and **Submitting for Approval**.

Help Desk

- Helpdesk – helpdesk@utep.edu
 - Call ext. - 747-5257
- Your email or call initiates the **resolution process**.
- Depending on the complexity, the ticket will be **escalated** to the subject matter experts.
- You will receive a response within **1 business day**.
- By using helpdesk, we can **ensure** that:
 1. Requests are tracked and monitored.
 2. Common issues are identified.
 3. Requests are assigned to the correct subject matter specialists.
 4. Issues are resolved in a timely manner.
 5. Solutions are consistent across departments.

Thank You!

