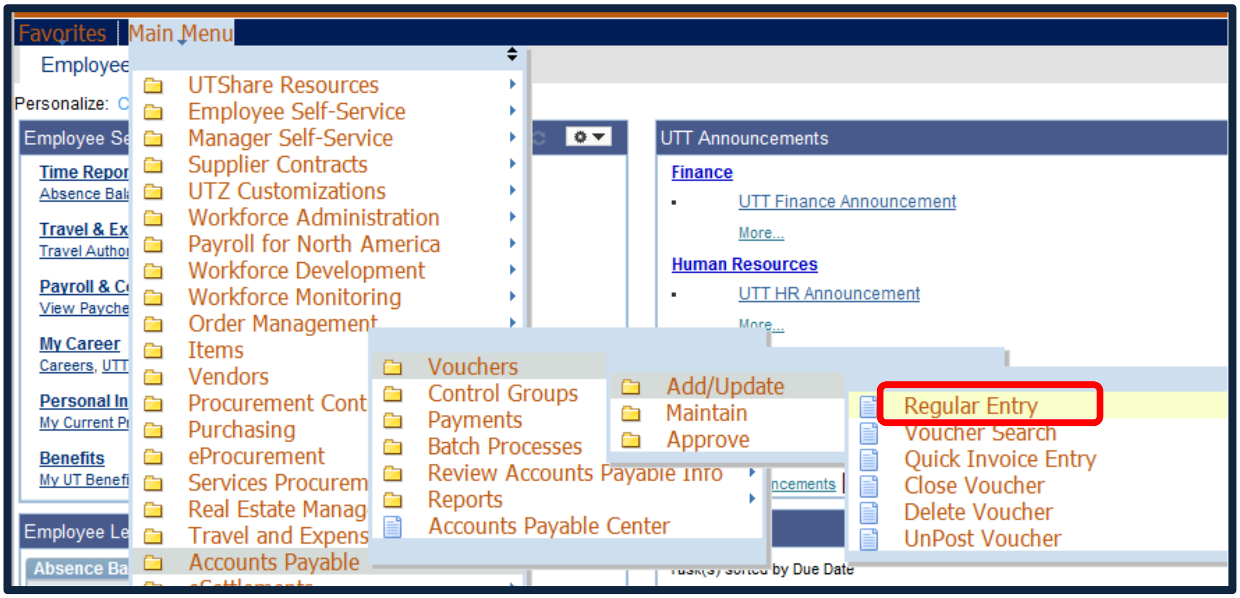
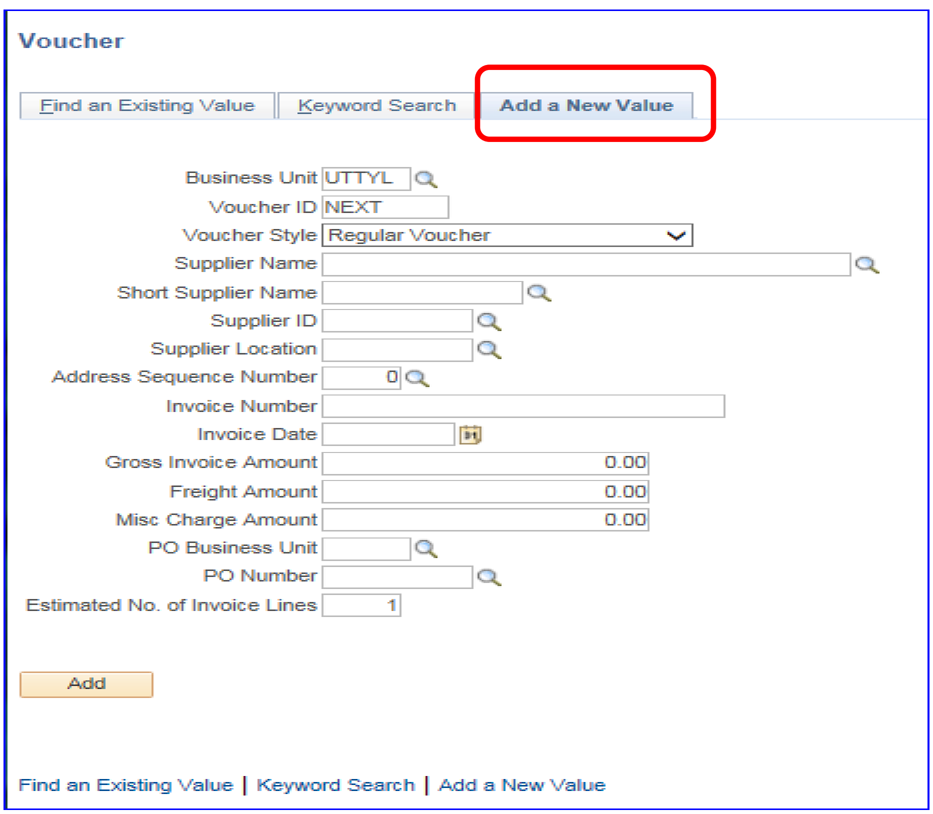
UT Share / PeopleSoft Non-PO Vouchers

For use when paying for items which do not require a Purchase Order (such as: memberships, registration, direct billed hotels and direct-billed entertainment expenses).

Navigation: Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry



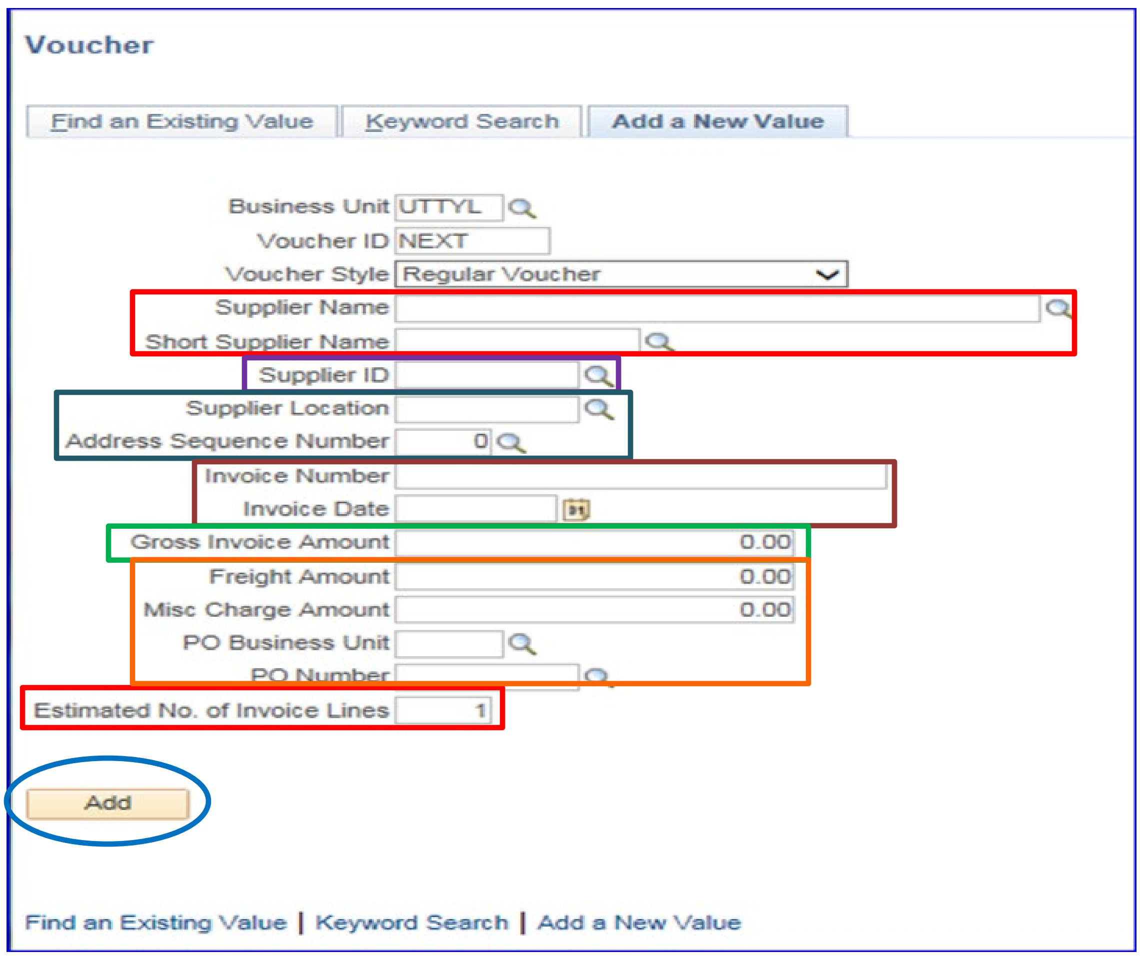
For a new voucher, click on the **Add a New Value** tab.



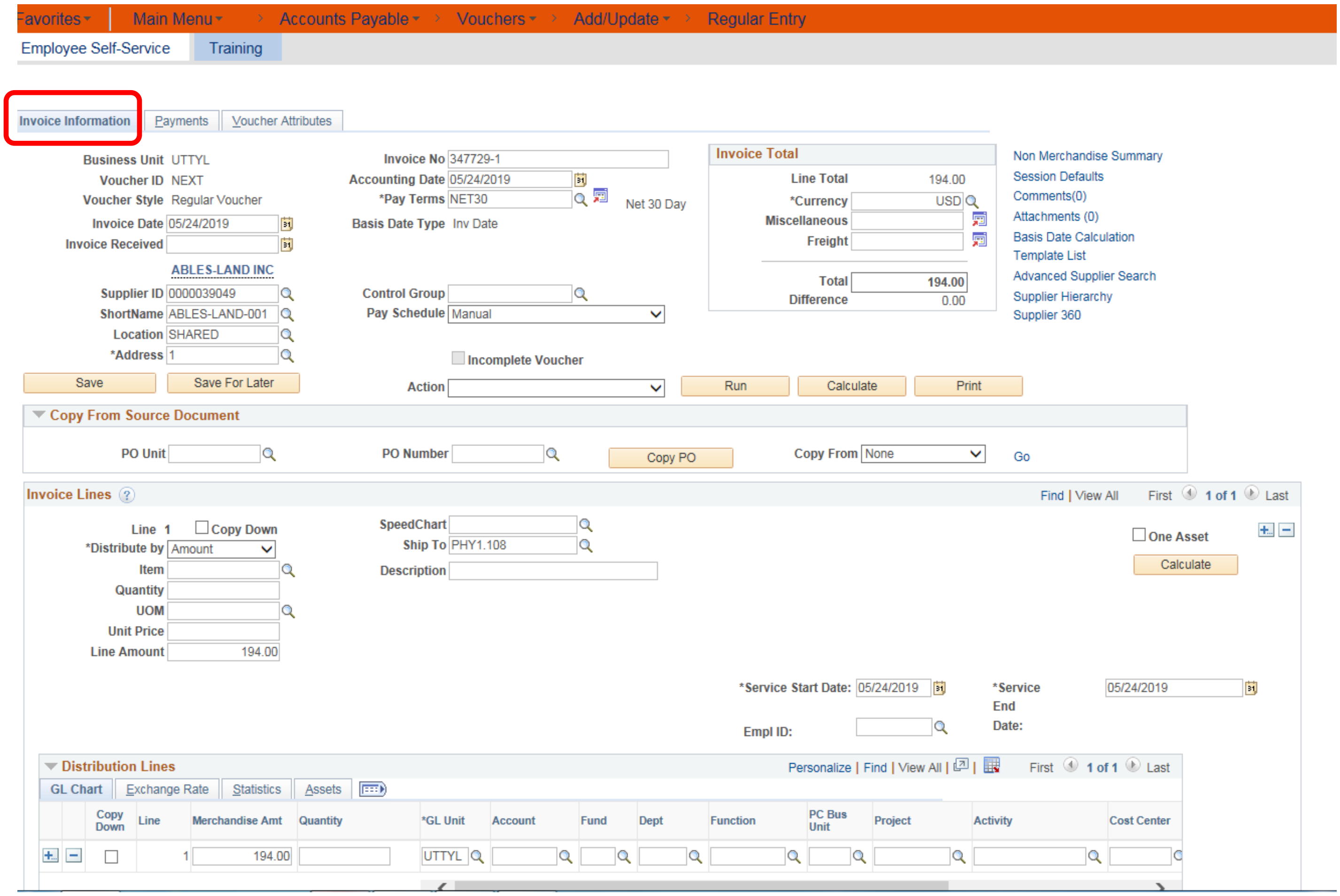
Under the **Add a New Value** tab, the Business Unit should default to **UTTYL**, Voucher ID should default to **Next** and Voucher Style should default to **Regular Voucher**.

To begin:

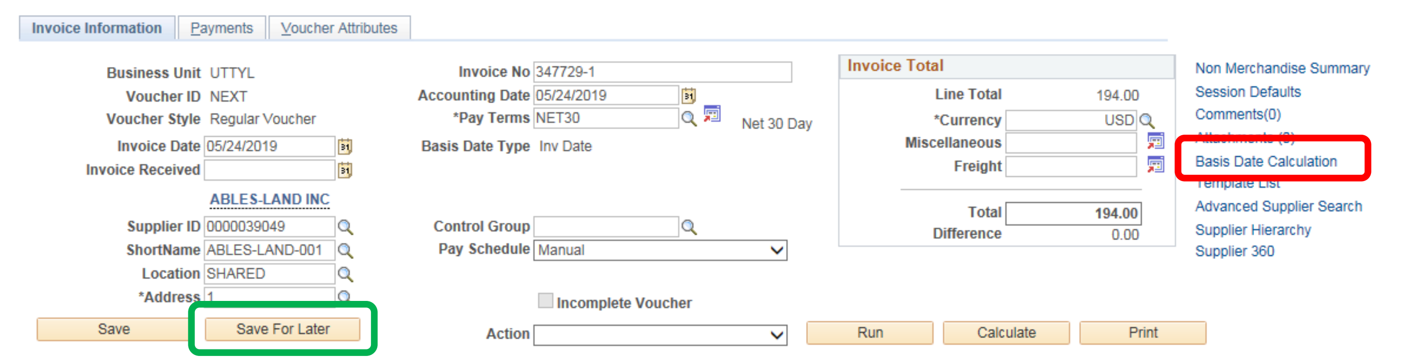
- Click on the search icon beside **Supplier Name** or **Short Supplier Name**. On the resulting pop up window, change the search type **Name 1** to "**contains**" then enter some part of your Supplier name and click the **Look Up** button. Select the Supplier Name that matches your bill or Invoice. You may also search by **Supplier ID** if you know it or have it available from previous activity.
- If there is no default Supplier Location, then click on the search icon beside **Supplier Location** and select UTTYL or UTSHR if UTTYL is not available.
- Click the search icon beside **Address Sequence Number,** verify that the address associated with that number is the Remit To address shown on the Supplier Invoice. If it is not the address, then select the appropriate Remit To address.
- Enter the Supplier Invoice number into the **Invoice Number** field. The Invoice Number must be entered exactly as shown on the Supplier's invoice.
- In the **Invoice Date** field, enter the date the invoice was received, which is the date the department stamped on the invoice as received by the university.
- Enter the total amount due shown on your bill or Invoice in the **Gross Invoice Amount**.
- Enter a number of transactions lines you anticipate needing for your voucher in the **Estimated No. of Invoice Lines**.
- Do not enter anything in the **Freight Amount or Misc Charge Amount** fields. All transaction information will be entered separately on the Voucher itself.
- Since this is Non-PO Voucher, do not enter anything in the **PO Business Unit** and **PO Number** fields.
- Click the **ADD** button.



The result will be that the **Invoice Information** tab has populated with basic information.

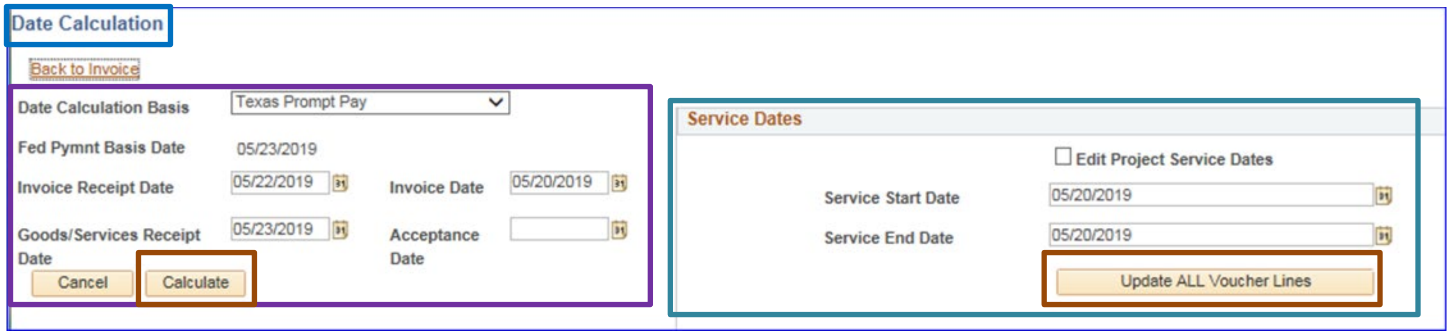


The 9.2 UT Share/PeopleSoft software upgrade includes a "**Save for Later**" feature. However, the following **minimum steps** must be completed in order to **Save for Later**.



1. Click on the **Basis Date Calculation** hyperlink.

You will be directed to the **Date Calculation** screen.



The **Date Calculation** screen is made up of **two parts**.

The section on the left is used to calculate the State of Texas Prompt Payment Date which generates a date on the Payments tab.

- The **Invoice Receipt Date** is the date that the University actually gets the Supplier Invoice by email or U.S. mail. Enter the actual or select the date the Supplier Invoice was received.
- The **Invoice Date** is the date the Supplier generated their form. This can be the same day the University actually gets the Invoice IF the Invoice was emailed. If the Invoice came in U.S. mail it will not be the same day as the Invoice Receipt Date.
- The **Goods/Services Receipt Date** is the date the University actually gets the tangible items ordered OR it is the last date of a service related contract or membership for example. Rarely is this the same date as the Invoice Receipt Date.
- The **Acceptance Date** is optional. The date may be used for example when testing is required of a piece of equipment before the University will agree to take ownership.

When the dates on the left side of the screen have been entered, then click the **Calculate** button.

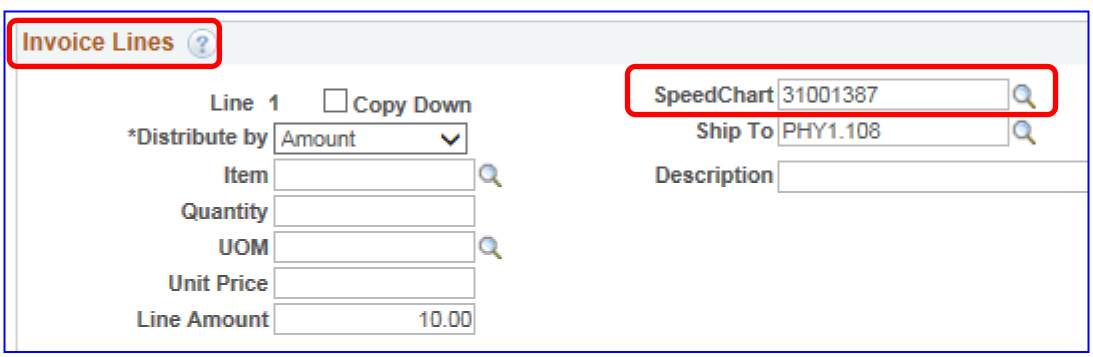
The section on the right of the **Date Calculation** screen labeled **Service Dates** is used by the monthly and fiscal year end accounting processes.

- When tangible goods are purchased, enter the Date Received in both the **Service Start Date** and **Service End Date**.
- When contracted services, maintenance agreements, or memberships are purchased, enter the actual **Service Start Date** and **Service End Date**.

At the bottom of the **Service Dates** section, click the **Update ALL Voucher Lines** button to insure the service dates are populated on each Distribution Line.

When all dates have been entered and both buttons clicked, then click the **Back to Invoice** hyperlink.

2. In the **Invoice Lines** section enter your cost center or project number in the **SpeedChart** field or click on the search icon and select your cost center from the drop down list.

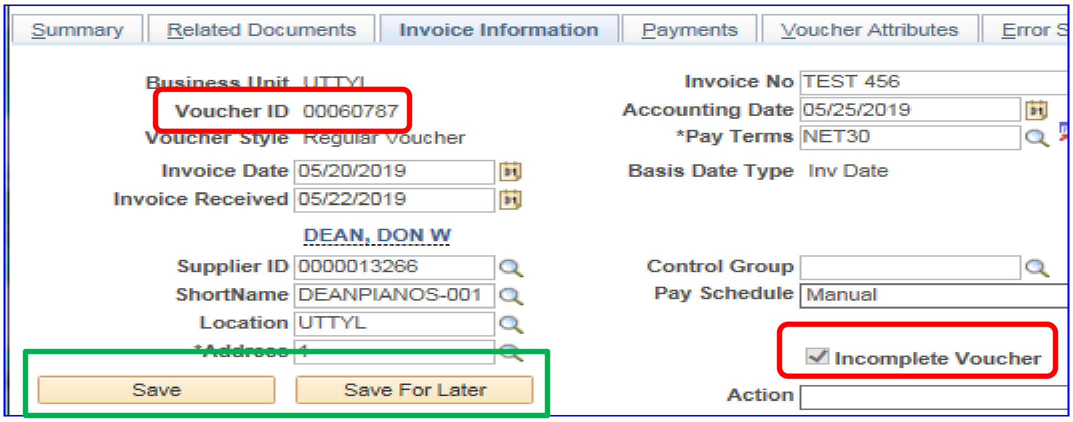


After these first two steps, you may now click the Save For Later button!

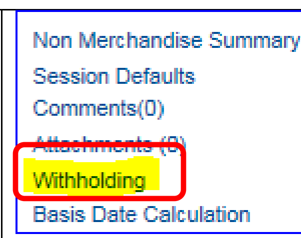
Please note that there are TWO **Save** and **Save For Later** buttons. The first set is located in the top section of the **Invoice Information** tab. The second set is found at the bottom of the screen below the **Invoice Lines/Distribution Lines** section.

If you do click the **Save For Later** button after the two preceding steps, a **Voucher ID** number will be assigned. Notate the Voucher ID in your documentation in order to return to the voucher to complete it.

In addition, the voucher will be marked as an **Incomplete Voucher** until the **Save** button is clicked.



Please note: On the **Invoice Information** tab there is a **Withholding** hyperlink which is used for IRS reporting. The data contained within the hyperlink reflects what is set up on the UTTYL Supplier Record. DO NOT click on the hyperlink and make changes to any of the fields within the “Withholding Information” screen. If you have questions about “Withholding” and your supplier or voucher please email Accounts_payable@uttyler.edu.



Whether you choose to complete your voucher in one sitting or **Save For Later** and then complete it later, continue as follows:

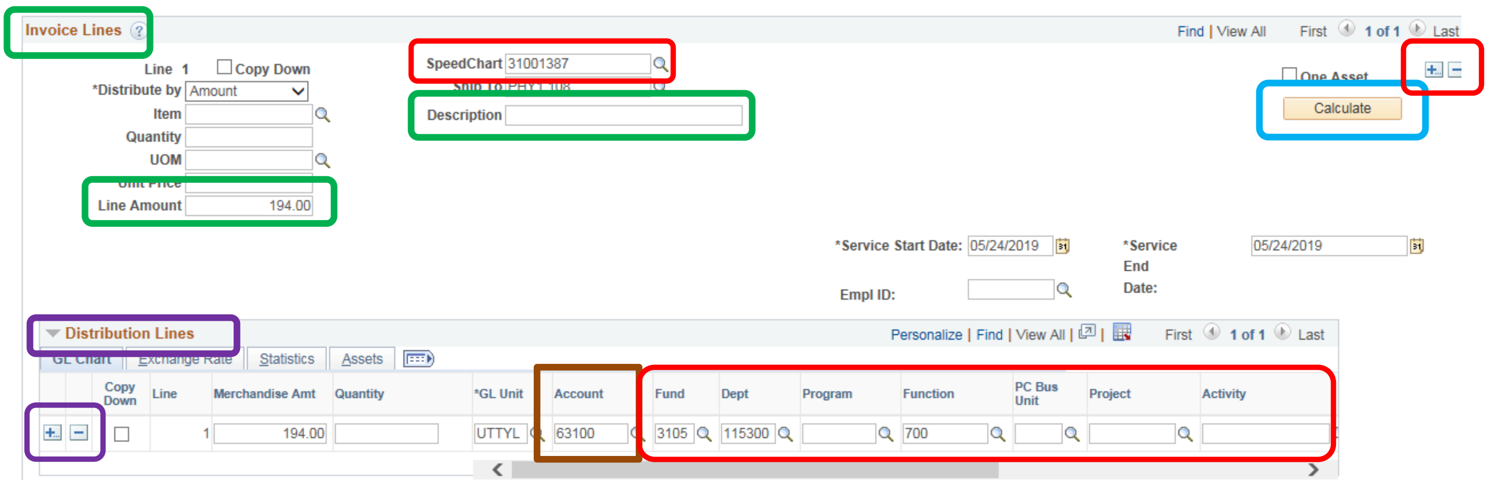
On the **Invoice Information** tab in the **Invoice Lines** section of the screen, enter the **Line Amount** and **Description** for each Invoice Line.

Verify that the **Service Dates** are correct for each Invoice Line.

Review the chartfield data for your payment. If it needs to be split into one or more other chartfields, click the **"+"** sign on the right side of the **Invoice Lines** section. Each individual Invoice Line has its own **SpeedChart** field. If you need to split the cost of any one Invoice Line, then you will need to add **Distribution Lines** by clicking the **"+"** under the **Distribution Lines.** This action will split the Invoice Lines and the chartfield will need to be entered manually on each distribution line added.

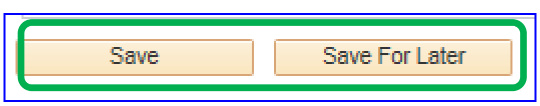
Enter the correct expense **Account** code to each **Distribution Line**. In general the **Account** code should begin with a "**6**" for expenses on voucher payments. If you have questions about expense Account codes contact Accounts Payable.

On the Voucher **Invoice Information** tab under the **Invoice Lines** section, click the **Calculate** button.

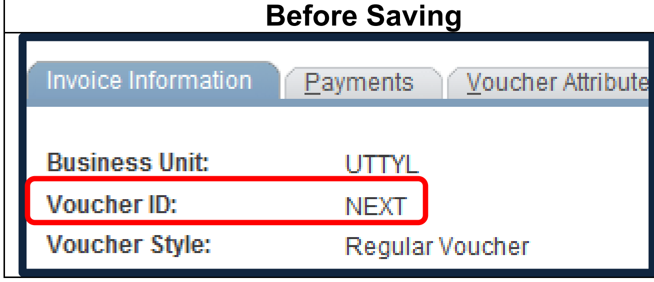
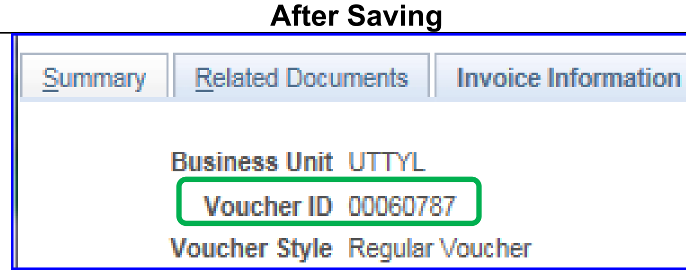


Carefully review the voucher for any error messages or red marked sections and correct the voucher accordingly.

Click the **Save** or **Save For Later** button at the bottom of the **Invoice Information** screen.

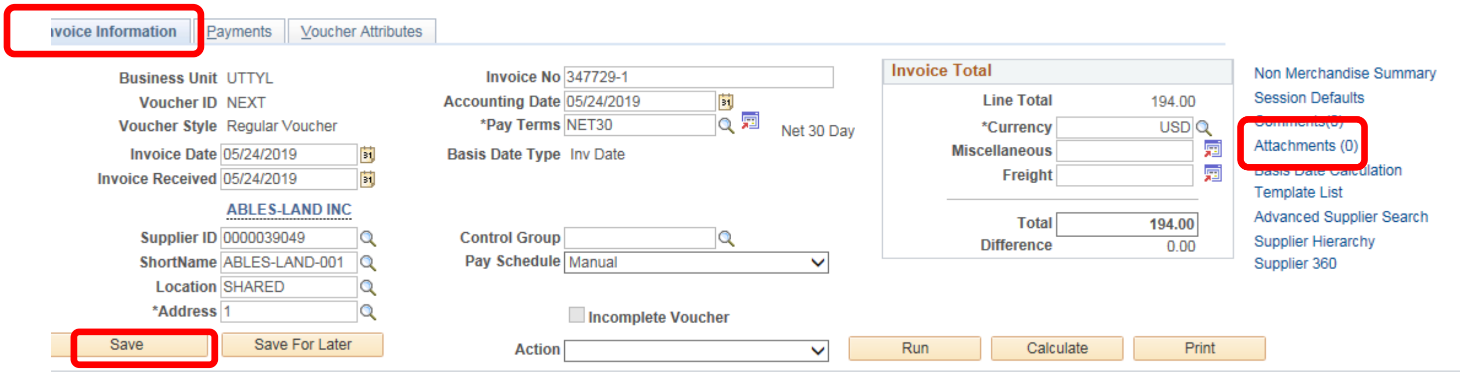


If this is the first time you've clicked the **Save** or **Save For Later** buttons, the **Voucher ID** field at the top of the Invoice Information screen will change from "NEXT" and populate the document with the **Voucher ID** number. Notate the Voucher ID in your documentation for future reference.

Before Saving	After Saving
	

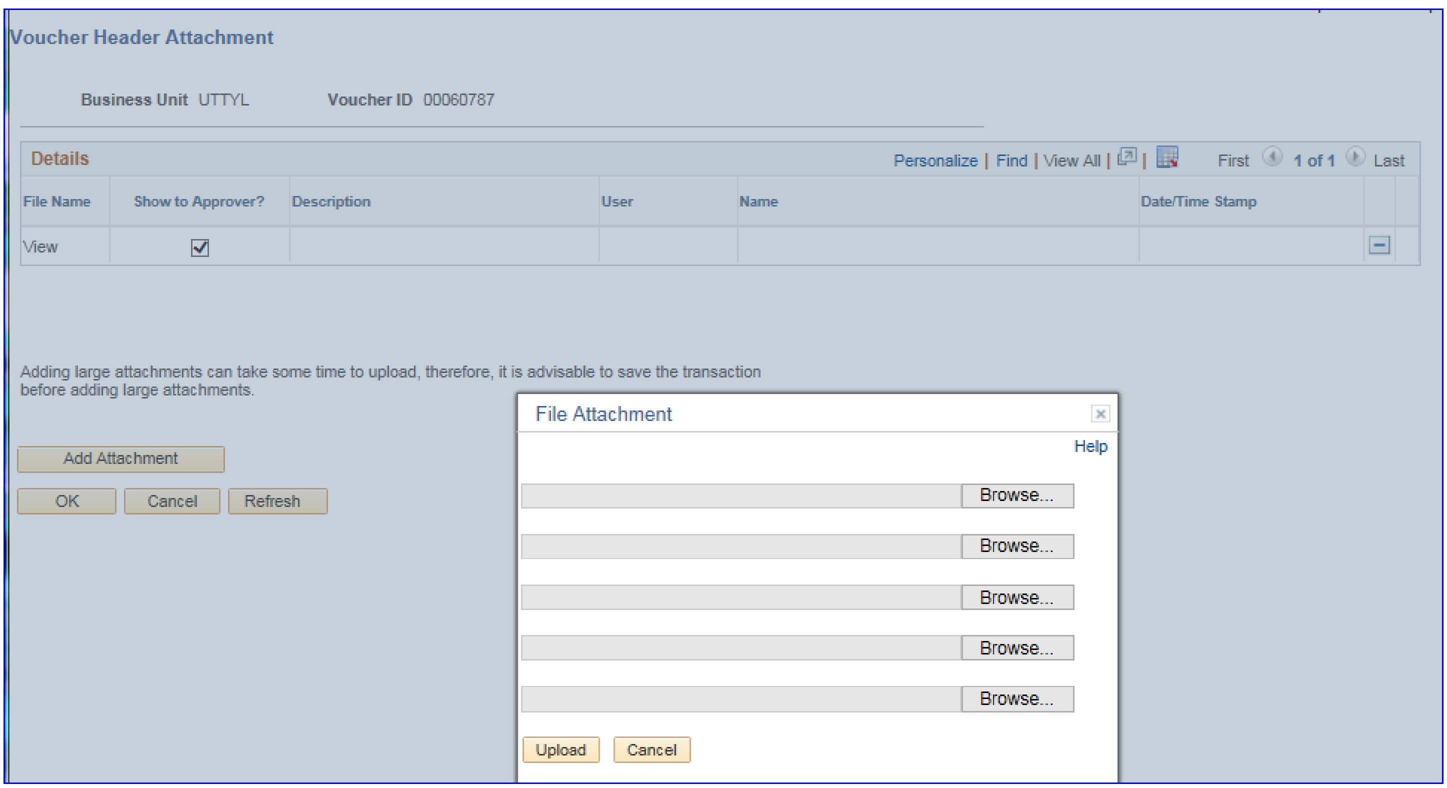
The **Invoice** referenced on the Voucher must be attached to the Voucher. In addition, also attach all other relevant supporting documentation (for example, executed contract with special payment terms, Substantiation of Business Meeting Expense form, email documentation related to the purchase).

On the **Invoice Information** tab, click on the **Attachment** hyperlink.



The 9.2 UT Share/PeopleSoft software upgrade includes an option to upload as many as five (5) documents at one time.

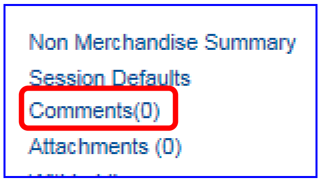
Click the **Add Attachment** button, click **Browse** to select your document (up to five times) then click the **Upload** button.



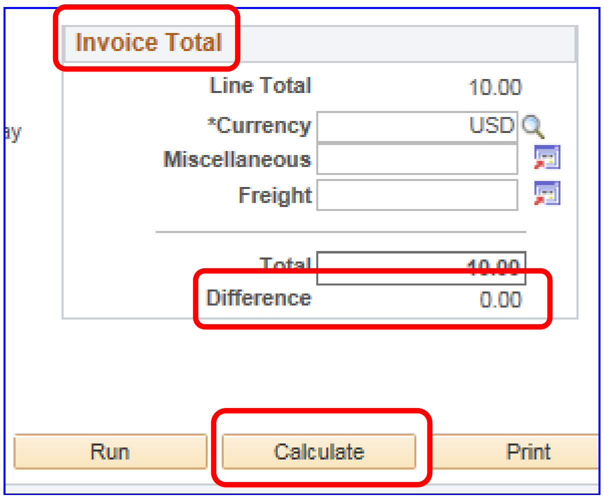
When you are finished attaching the necessary documents, click the **OK** button to return to the **Invoice Information** screen. Please note: Accounts Payable will not approve the Voucher without the necessary supporting documentation attached.

On the Invoice Information screen, click the **Save or Save For Later** button again after the attachment has been added.

As needed, **Comments** may be added to the voucher, by clicking the **Comments** hyperlink found on the **Invoice Information** tab. Adding **Comments** is optional.



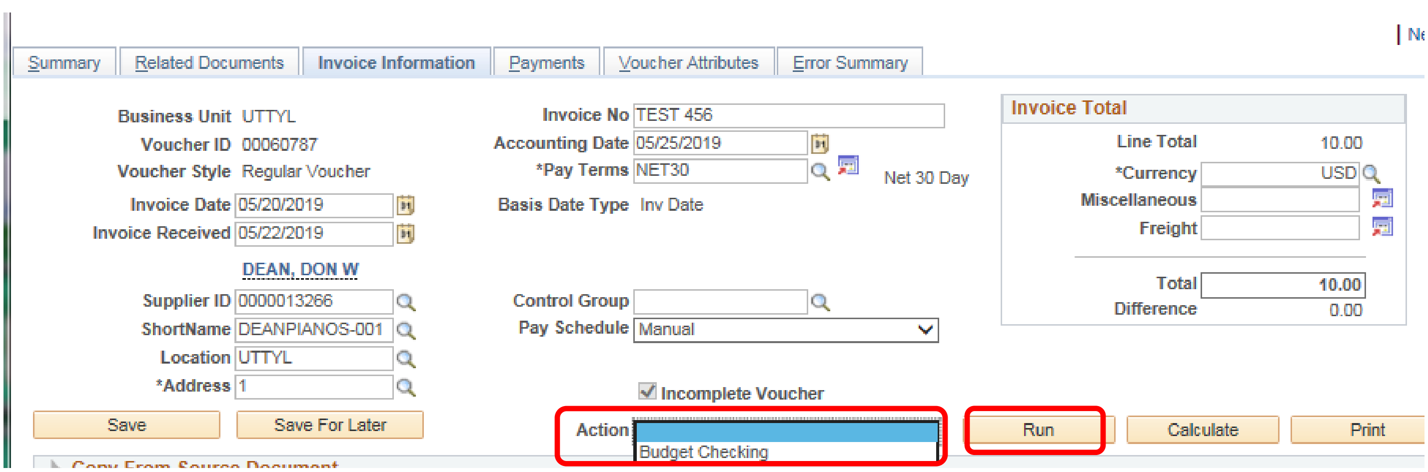
On the **Invoice Information** tab, click the **Calculate** button in the top section of the screen found below the **Invoice Total** box.



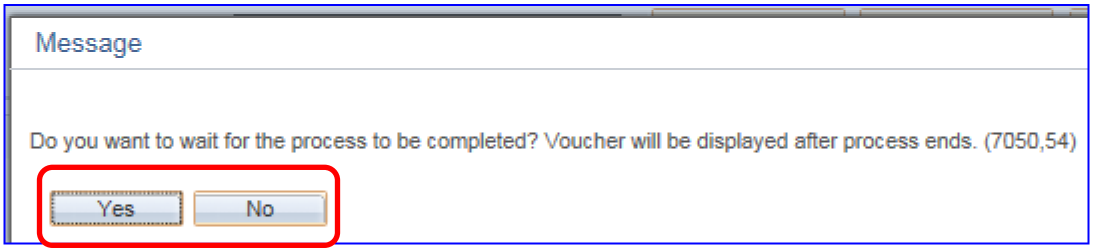
If a **Difference** error populates, then the dollar amount of difference between the **Invoice Total** section of the screen and the **Invoice Lines** section of the screen must be corrected. After making changes in either section, click the **Calculate** buttons again until there is no **Difference** error.

Click the **Save or Save For Later** button again

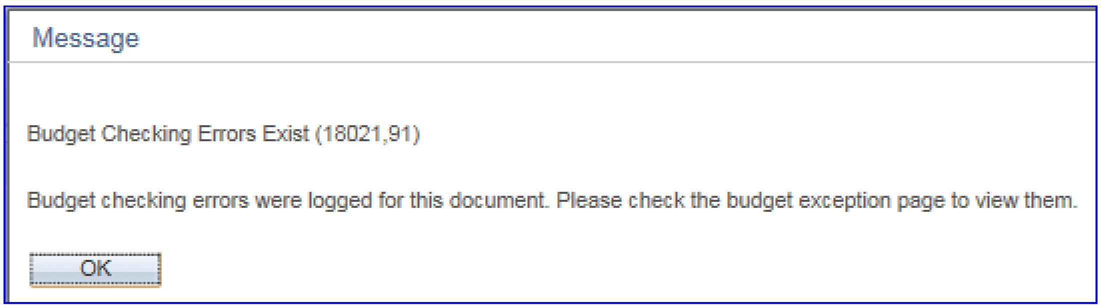
On the **Invoice Information** tab, click the **Action** drop down box arrow, then click the **Budget Checking** option and finally click the **Run** button.



The message “Do you want to wait for the process to be completed?” If you click **Yes**, the Voucher will be displayed once the process ends. If you click **No**, the voucher will be exited.

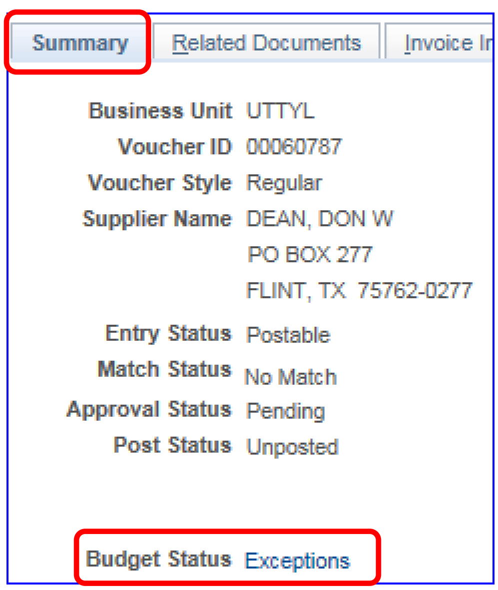


If you selected **Yes**, then once **Budget Check** has run, if budget errors exist, you will receive a **Message** pop up box.



Click the **OK** button to continue.

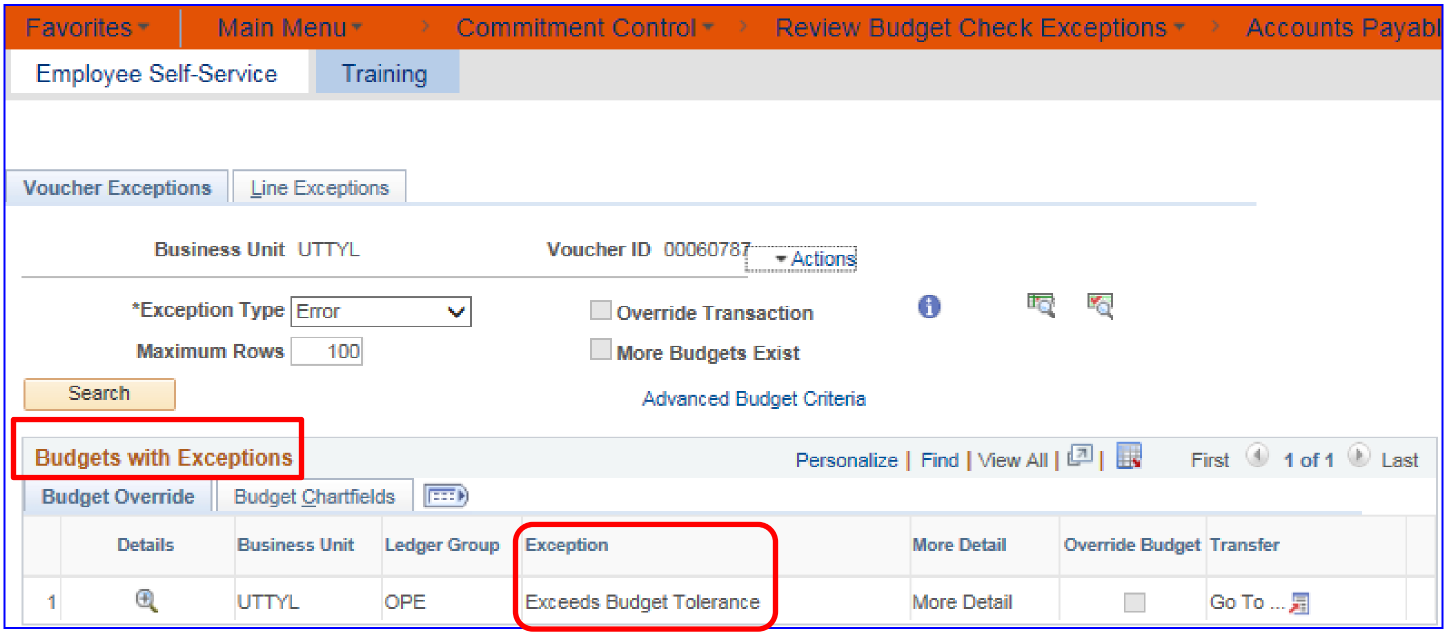
Click on the **Summary** tab then click on the Budget Status **Exceptions** hyperlink to view the budget errors.



Please note: When you click on the **Exceptions** hyperlink you will be redirected to the **Commitment Control** module.

You will see one of two error messages in the **Budget with Exceptions** field:

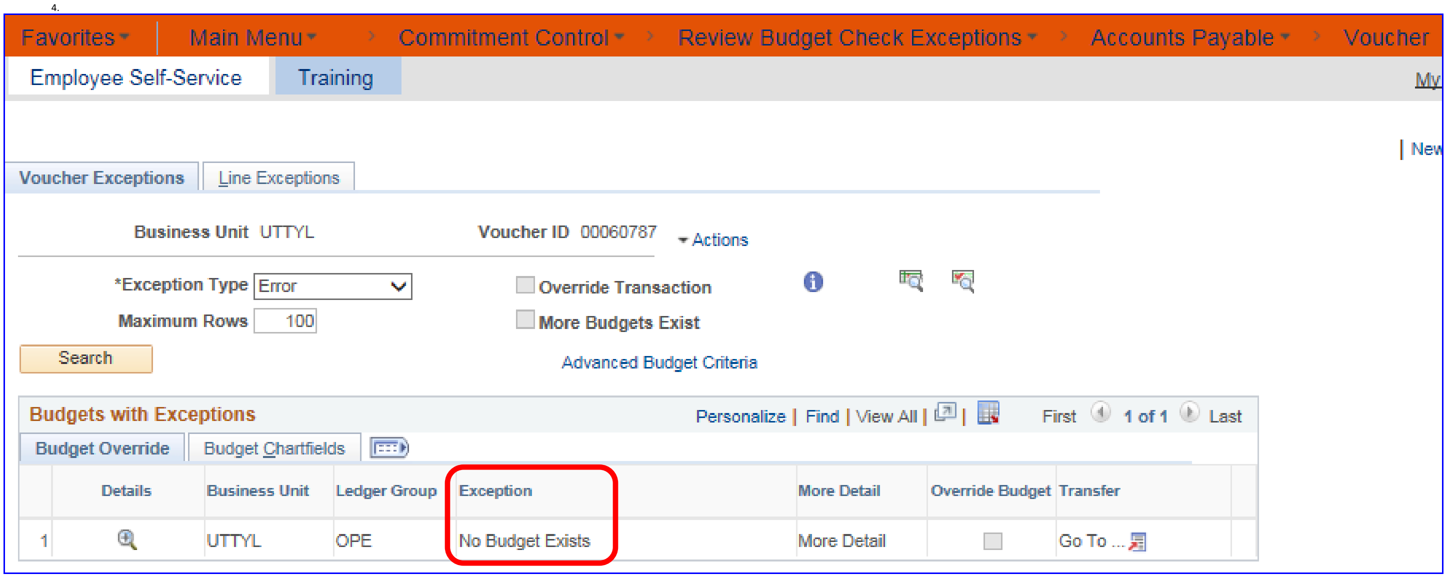
1. Error Message – “**Exceeds Budget Tolerance**”



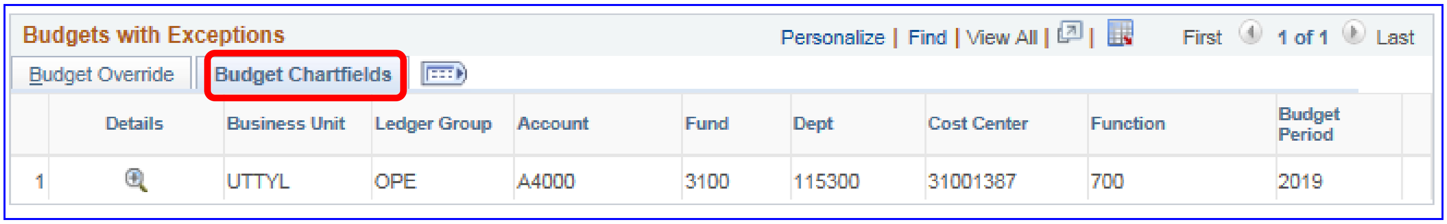
- If there just aren’t enough funds to cover the expense line, you may need to change the Chartfield string in the voucher on the **Invoice Information** tab. Go into the **Invoice Lines** or **Distribution Lines** to change to a chartfield with sufficient funds. Then click **Save** and redo the, **Budget Check** step, or

- Create a Budget Transfer and send to the Budget Office or work with the Budget Office to override the error if a Budget Transfer is pending. Then return to the voucher, click the **Save** button and redo the **Budget Check** step.

2. Error Message – “**No Budget Exists**”



- Click on the **Budget Chartfields** tab and review the parts of the chartfield string.

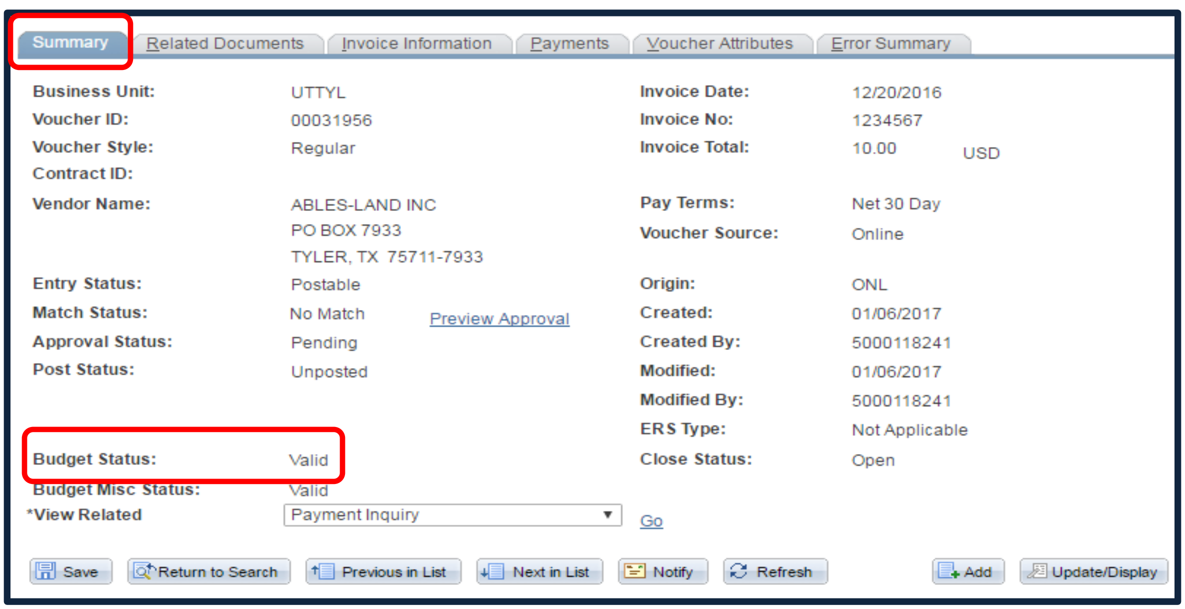


- Check all components of your chartfield string (Fund, Department, Cost Center, Function, Project ID, etc.), if there are errors return to the voucher to make corrections, then click **Save**, redo the **Budget Check** step.

- If after careful review, you believe all chartfield components are correct, but the document still shows a budget error contact the Budget Office at budget@uttyler.edu for cost center assistance and the Central Grants Office for project assistance. After the Budget or Grant Office makes their adjustments, then **Budget Check** again. The voucher cannot be processed further while it has budget errors.

Note: To go back to the Voucher to make changes you must navigate to:
Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry, then click on **Find an Existing Value,** enter search criteria such as the Voucher ID to locate the voucher with budget errors.

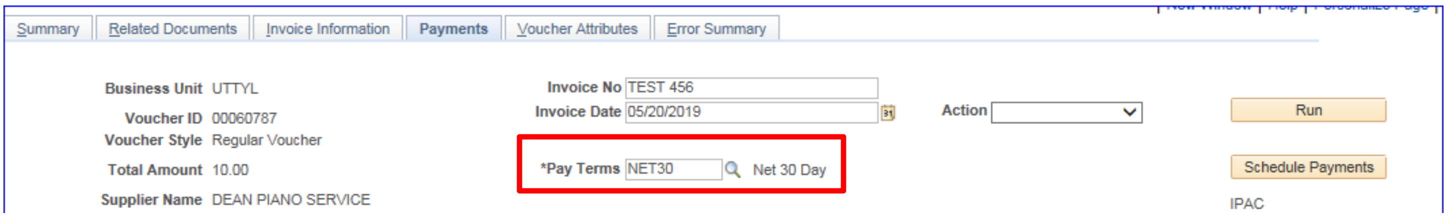
Once Budget Errors have been corrected, you will need to run **Budget Check** again (as instructed above) to validate. After Budget Check has been run, click on the **Summary** tab to return to the **Summary** screen. Verify that the **Budget Status** is **Valid** before proceeding.



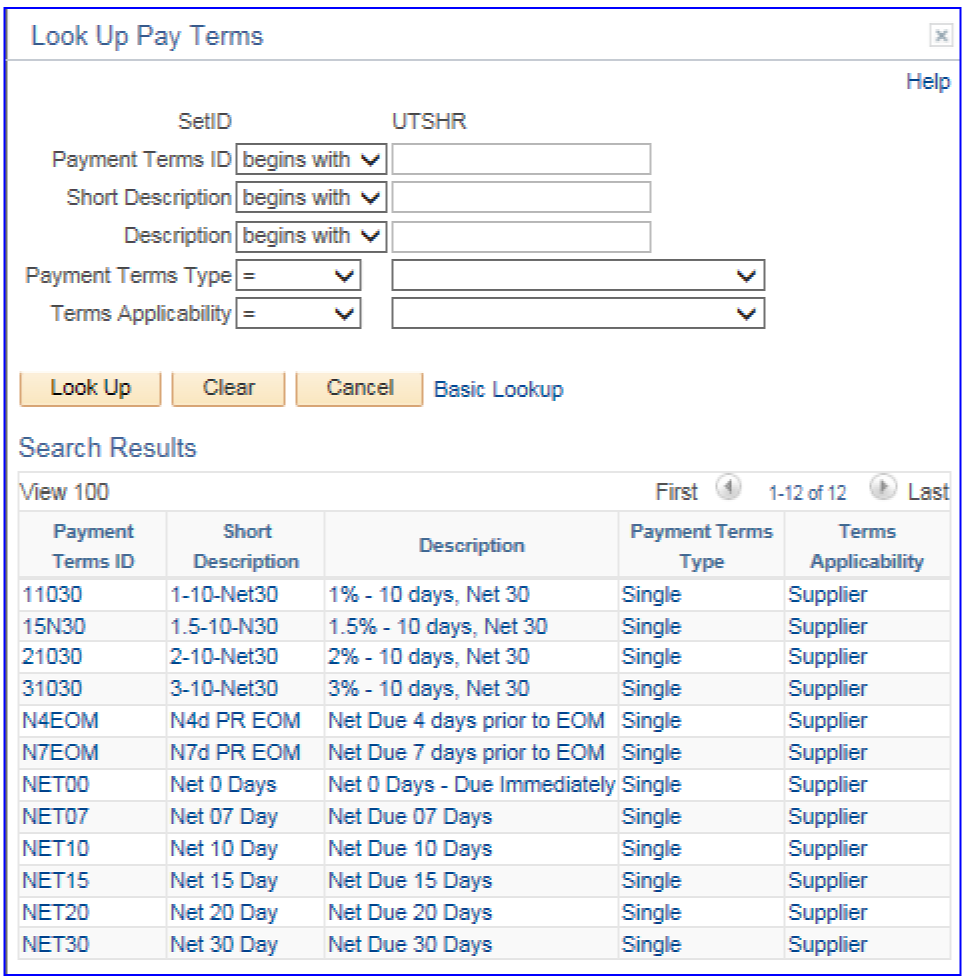
Click on the **Payments** tab.

- Standard State of Texas payment terms are **Net 30** and are calculated based on the dates when goods or services are received and when the vendor Invoice is received.

- Leave the Pay Terms at the State standard of Net 30 unless the vendor offers a discount for early payment or unless other payment terms have been negotiated and are in writing in an executed contract.



The Pay Term should be assigned when the Requisition is created, however, if it was missed, or if the vendor is now offering a discount for paying early, then click on the search icon, and select the appropriate term from the search list.


Look Up Pay Terms

Help

SetID UTSHR

Payment Terms ID begins with

Short Description begins with

Description begins with

Payment Terms Type =

Terms Applicability =

Look Up | Clear | Cancel | Basic Lookup

Search Results

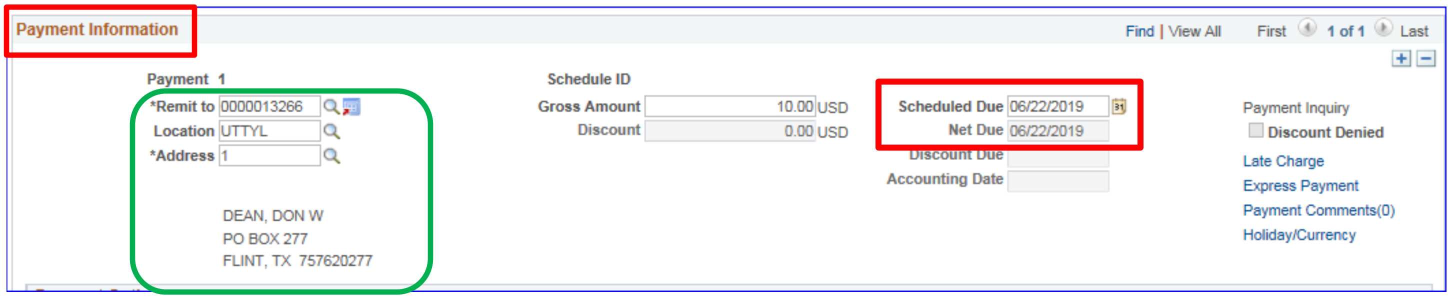
View 100 First 1-12 of 12 Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
11030	1-10-Net30	1% - 10 days, Net 30	Single	Supplier
15N30	1.5-10-N30	1.5% - 10 days, Net 30	Single	Supplier
21030	2-10-Net30	2% - 10 days, Net 30	Single	Supplier
31030	3-10-Net30	3% - 10 days, Net 30	Single	Supplier
N4EOM	N4d PR EOM	Net Due 4 days prior to EOM	Single	Supplier
N7EOM	N7d PR EOM	Net Due 7 days prior to EOM	Single	Supplier
NET00	Net 0 Days	Net 0 Days - Due Immediately	Single	Supplier
NET07	Net 07 Day	Net Due 07 Days	Single	Supplier
NET10	Net 10 Day	Net Due 10 Days	Single	Supplier
NET15	Net 15 Day	Net Due 15 Days	Single	Supplier
NET20	Net 20 Day	Net Due 20 Days	Single	Supplier
NET30	Net 30 Day	Net Due 30 Days	Single	Supplier

Based on the vendor's stated discount for early payment or on the negotiated contract payment terms, review the **Scheduled Due** field in the **Payment Information** section. Click on the calendar icon to change the date to the appropriate date.

You do NOT need to change the date when the payment terms are **Net 30**. UT Share/PeopleSoft is programmed to meet State of Texas compliance rules for the correct State of Texas calculation.

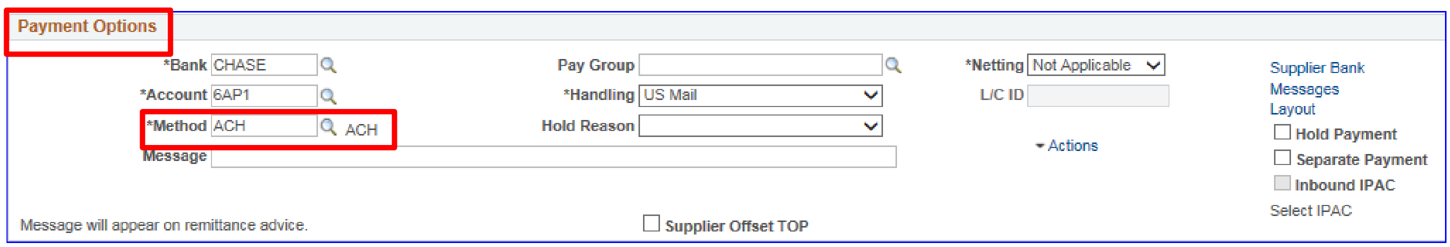
The **Net Due** field shows the Net 30 payment date as calculated to comply with the State Comptroller's rule.



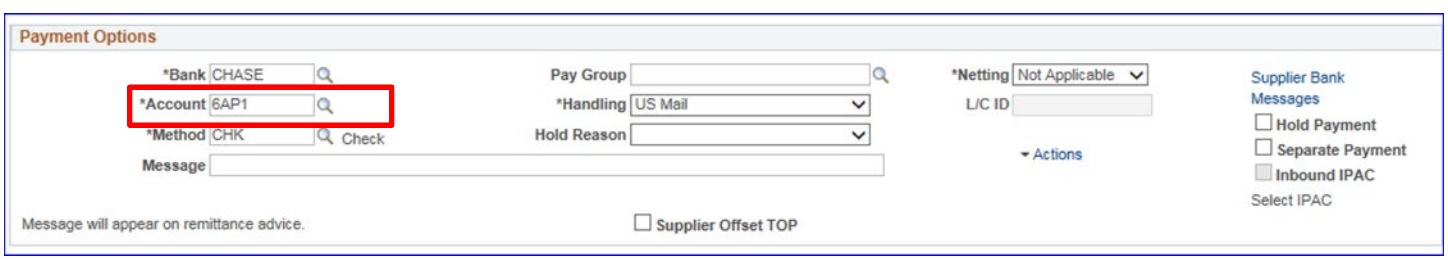
Verify that the **Remit To** address found on the vendor Invoice matches the **Remit To** address that defaulted in from the vendor record. If it does not match, click on the Address search icon and select the vendor address that matches the Remit To address on the vendor Invoice.

In the **Payment Options** section,

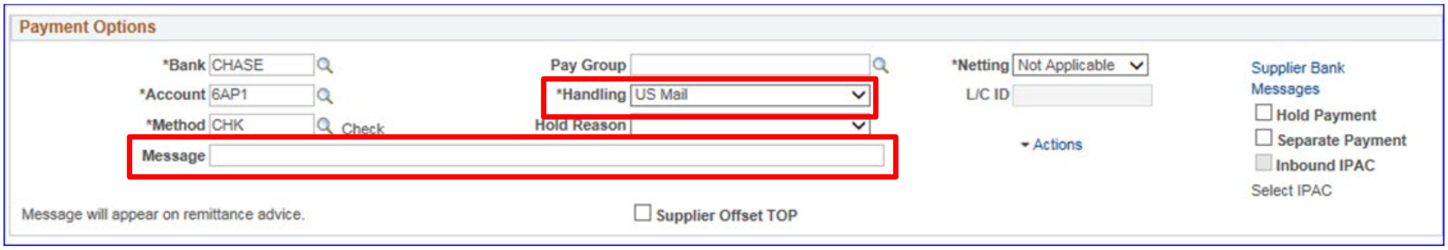
The **Method** of payment should default to **ACH** if the vendor provided bank account information or



To **CHK** for a paper **Check** if there is no bank account information for the vendor.



In the **Payment Options** section select the **Handling** code for the **paper Check**. Click the down arrow, then



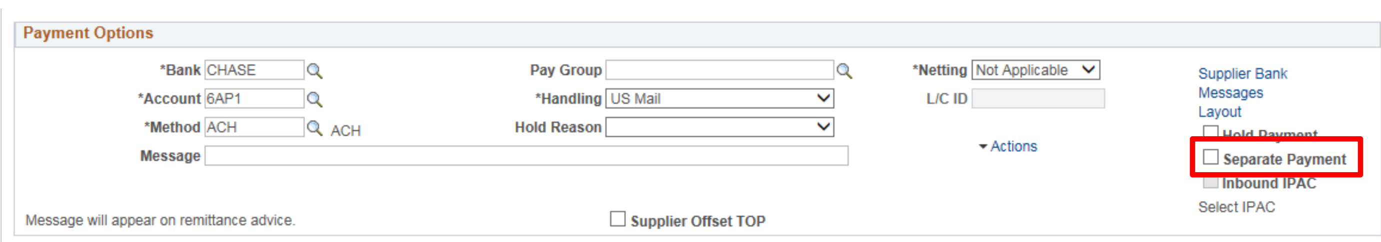
use **PU** for check pickup or **US** for US Mail. Please note that there is a <u>long</u> list of options – most of which are used by other campuses. For UT Tyler, use the **PU** and **US** options. If you think you need to select a different option – Contact Accounts Payable <u>first</u> in order to avoid your check being lost.

If you are selecting the **PU** option it is recommended that you enter the check pickup instructions into the **Message** box.

Please note, instructions entered into the **Message** field within the **Payment Options** section will appear on the printed check stub or "remittance advice". The **Message** field may also be used for other notes intended for the vendor (for example: an account number, case number, contract number, or contact name).

If the vendor's payment **Method is ACH**, then do not change the **Handling** code.

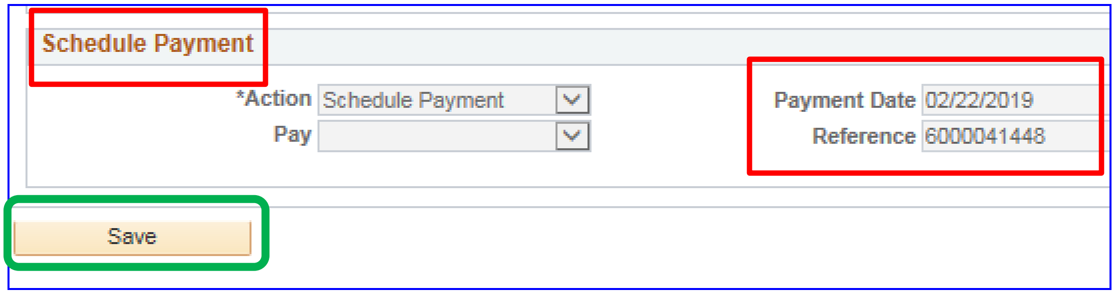
Accounts Payable strongly recommends always checking the **Separate Payment** option box found on the right side of the **Payments Options** section. To avoid misapplied payments by the vendors, it is a good rule of thumb to check **Separate Payment**, to avoid your payment being combined with other department's payments, preventing your payment from posting correctly with the vendor.



Please do not change any of the other fields found on the Payments tab the voucher. If you believe that a field not described in these procedures might apply to your payment, please email Accounts_Payable@uttyler.edu for assistance.

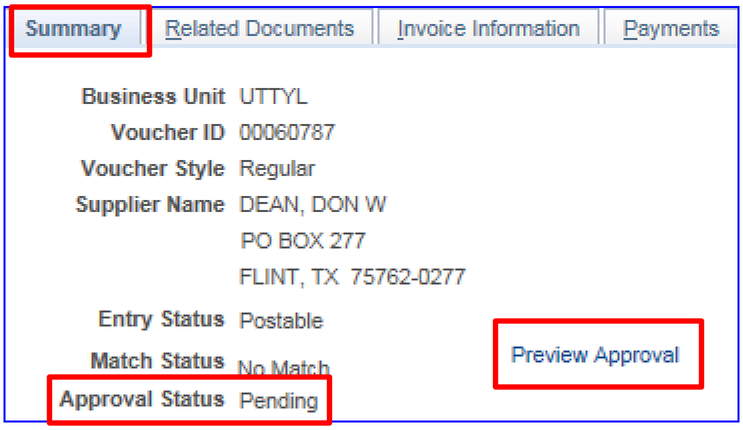
The last section of the **Payments** tab is the **Schedule Payment** section. The **Schedule Payment** section remains blank until the voucher processes for payment. After processing for payment, the actual ACH or Check date is shown in the **Payment Date** field and the ACH or Check number or "**Reference**" is populated.

You may always return to your voucher to check on the status of the payment or to identify the assigned **Reference** number.

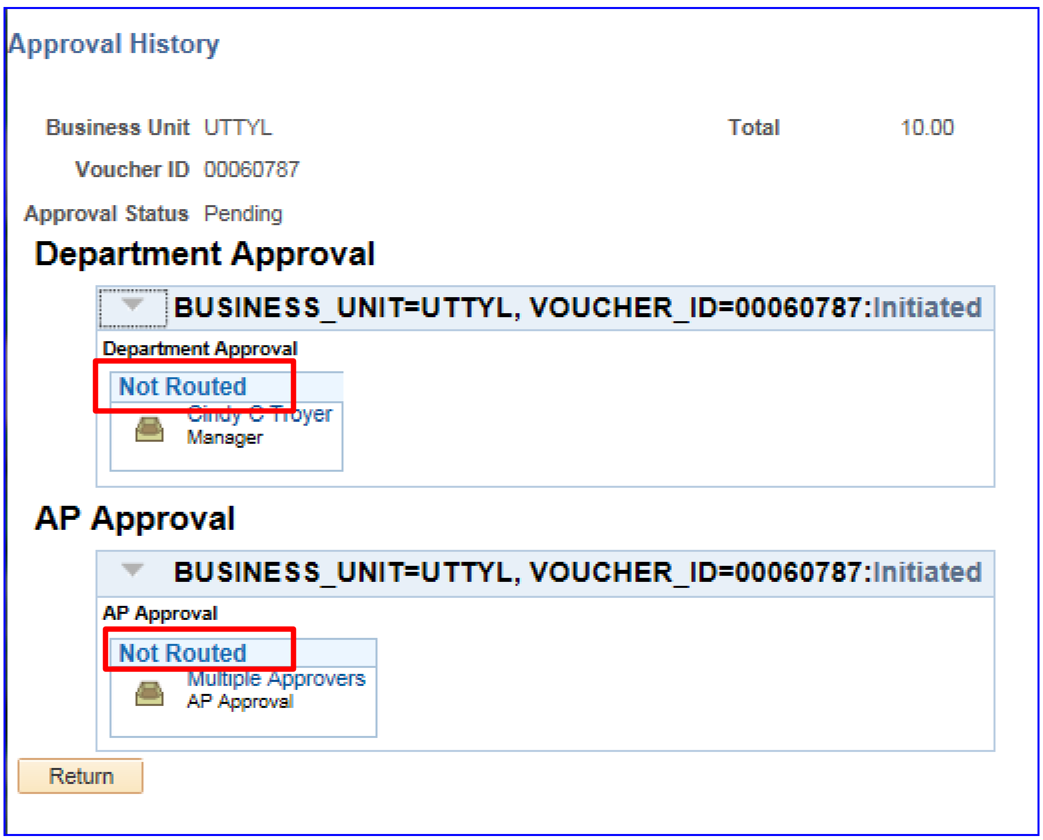


After making changes to any of the **Payment Information** or **Payment Options** fields, make sure to click the **Save** button found at the bottom of the screen.

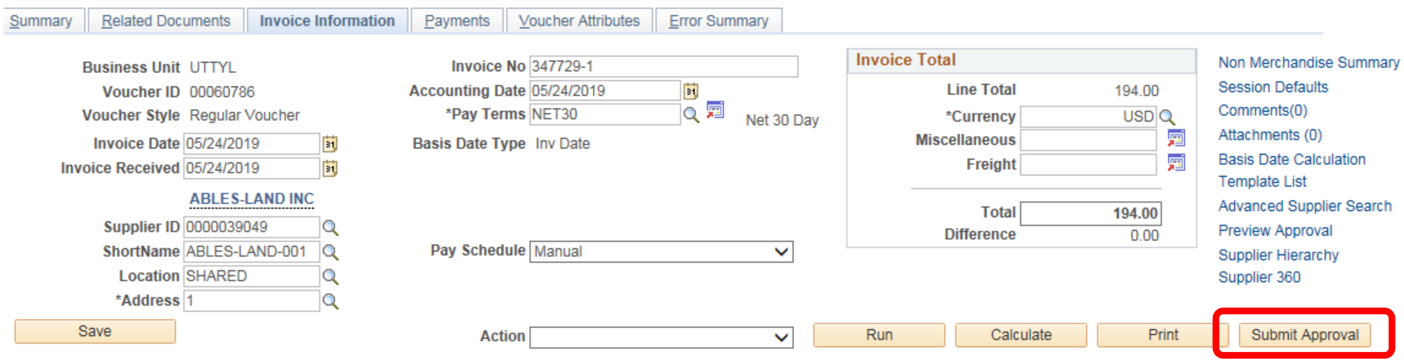
Prior to Submitting a voucher into approval workflow, the Approval message on the Summary tab will show Preview Approval.



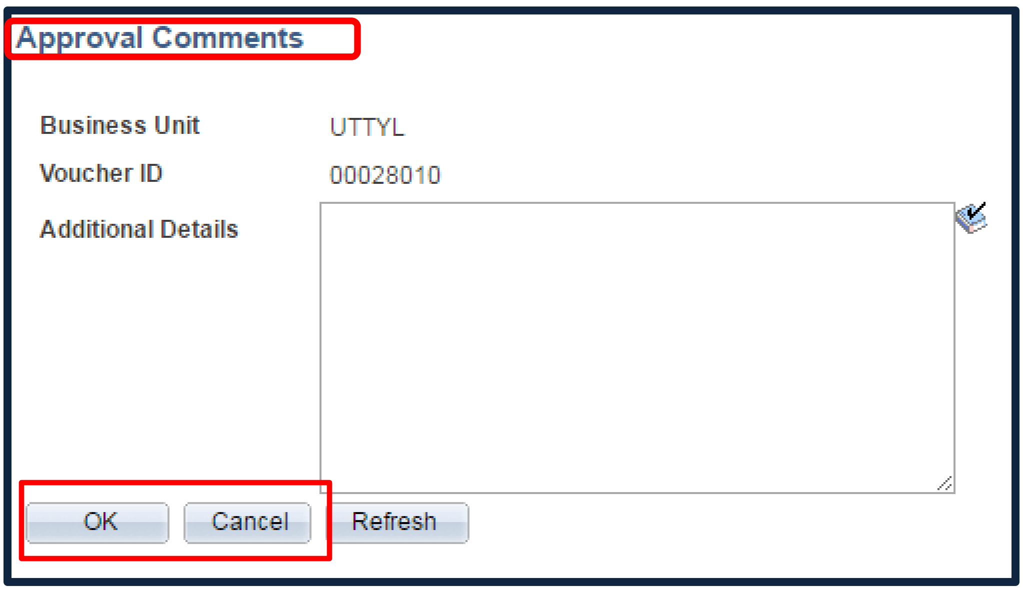
Clicking on the Preview Approval hyperlink at this stage, shows that the non-PO voucher has not yet been routed to the Department budget authority.



Return to the **Invoice Information** tab to submit the voucher into the approval workflow. Click on the **Submit Approval** button.



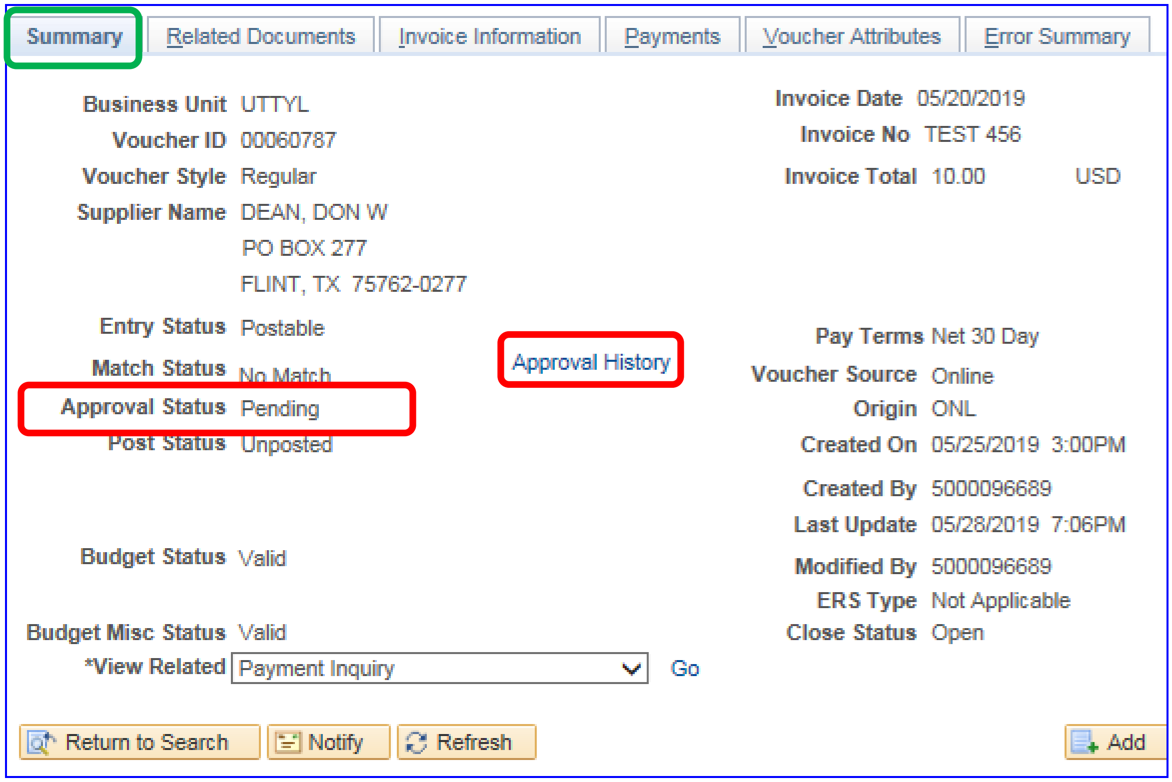
An **Approval Comments** box will pop up where additional details and/or comments can be added for the Approver. Click the **OK** button to submit the voucher into approval workflow or click the **Cancel** button if you need to make changes to the voucher.



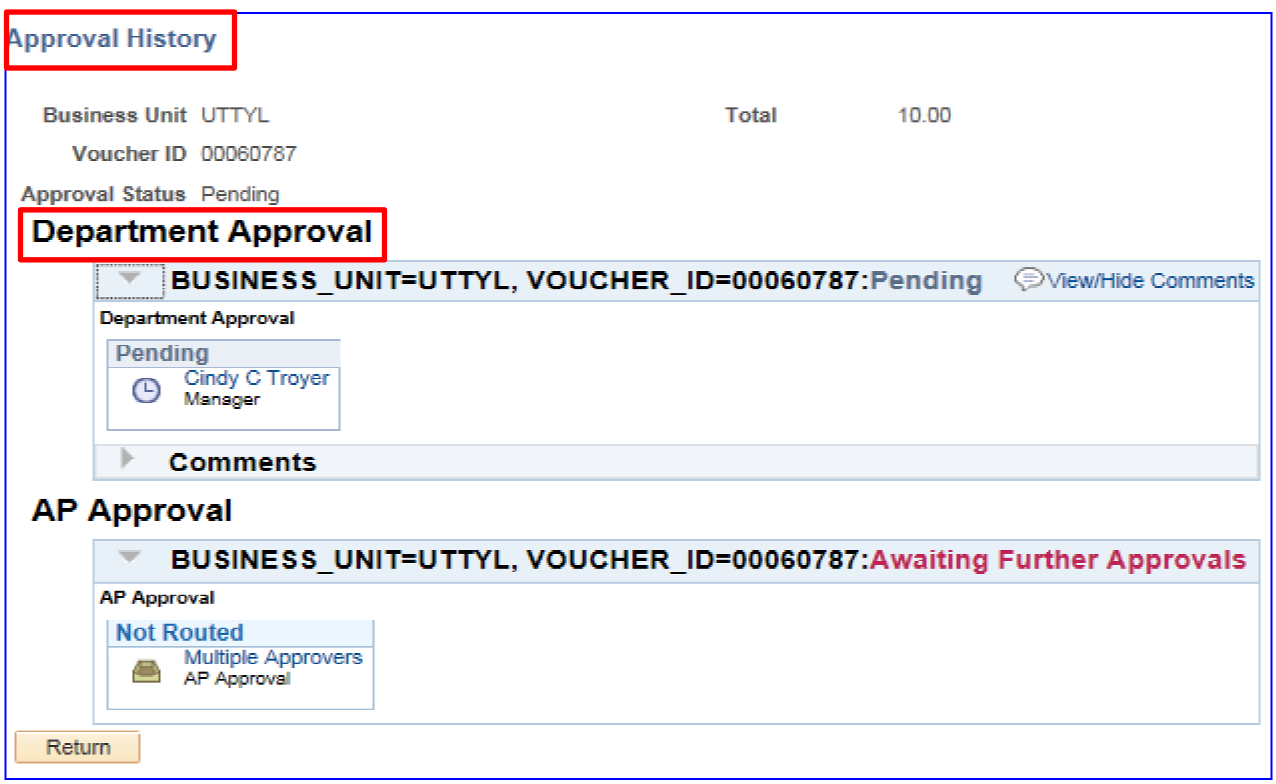
The Refresh button can be clicked but doesn't appear to make the process / wait any shorter.

When the Submit process is complete, you will be returned to the **Invoice Information** screen. The Submit button is no long available.

Click on the **Summary** tab and the **Approval Status** should now show **Approval History**. Click the **Approval History** hyperlink to view the next approver(s) in the workflow process.



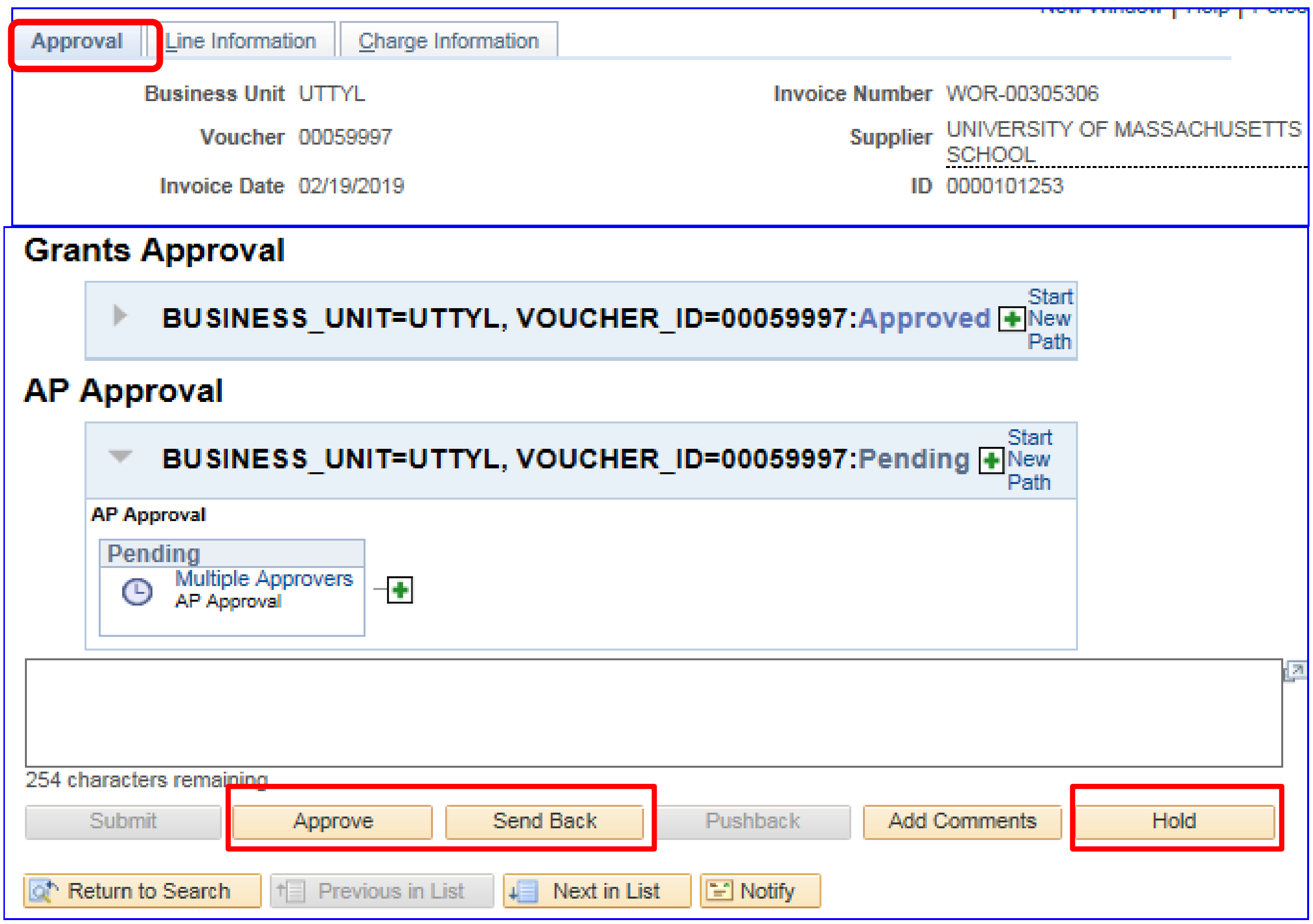
Vouchers route first to **Department** budget authority approvers, then project managers (if applicable), then the Central Grants Office and finally Accounts Payable.



The example **Approval History** shows the Voucher is pending Department budget authority approval. When the option **Multiple Approvers** is shown then you may click the hyperlink to view the list of possible Approvers. Click the “X” to close the pop up, then click **Return** to navigate back to the **Summary** screen.

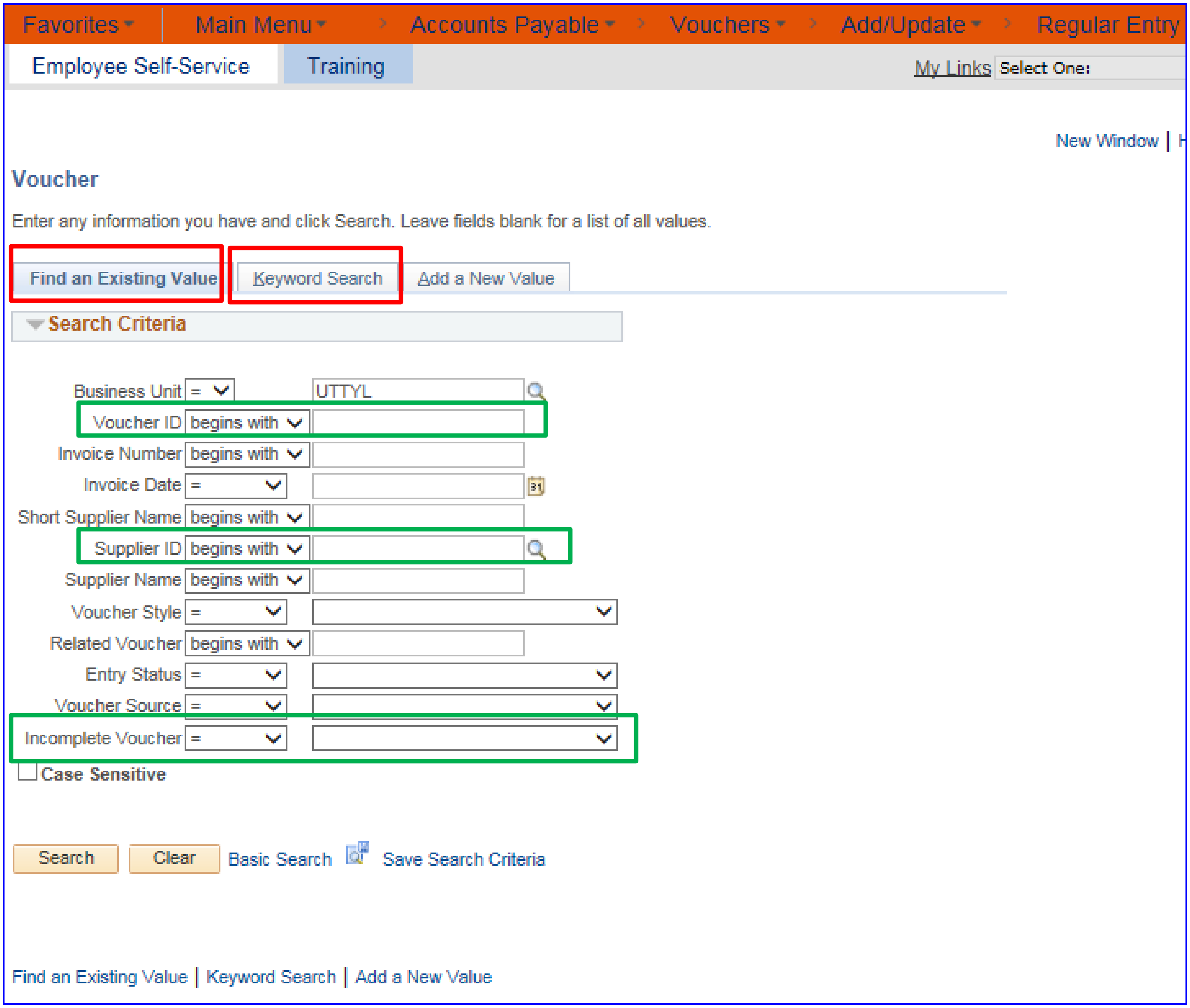
NOTE: Approvers have 3 choices when reviewing a voucher: **Approve**, **Send Back** or **Hold**.

If the Approver chooses to **Send Back** or **Hold**, a notification email will be sent to the document creator. The **Send Back** button returns the document to the creator where it will remain until either resubmitted or deleted. The **Hold** button will hold the document until it is denied or approved by the Department budget authority, Grants Office approvers, or Accounts Payable approvers.



In addition to the **Find an Existing Value** search option, the UT Share/PeopleSoft 9.2 Upgrade includes a new search option called **Keyword Search**.

To view an incomplete voucher or an existing complete voucher, you may use either search option.

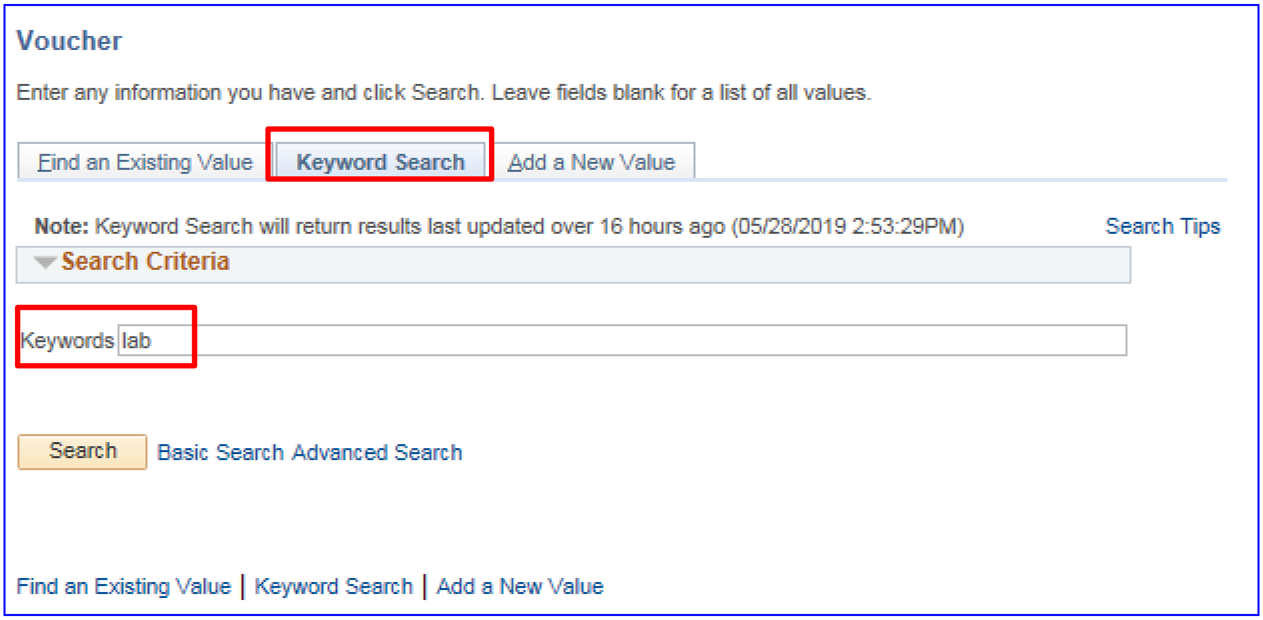


The **Find an Existing Value** can be used for a quick search when you have your **Voucher ID** number or **Supplier ID** at hand and can quickly type it in.

Please note the new search criteria labeled **Incomplete Voucher**. If you have Saved your voucher in an Incomplete status as described in the preceding procedures, when you select this search criteria, a list of Incomplete Vouchers populates and then you can select yours from the list.

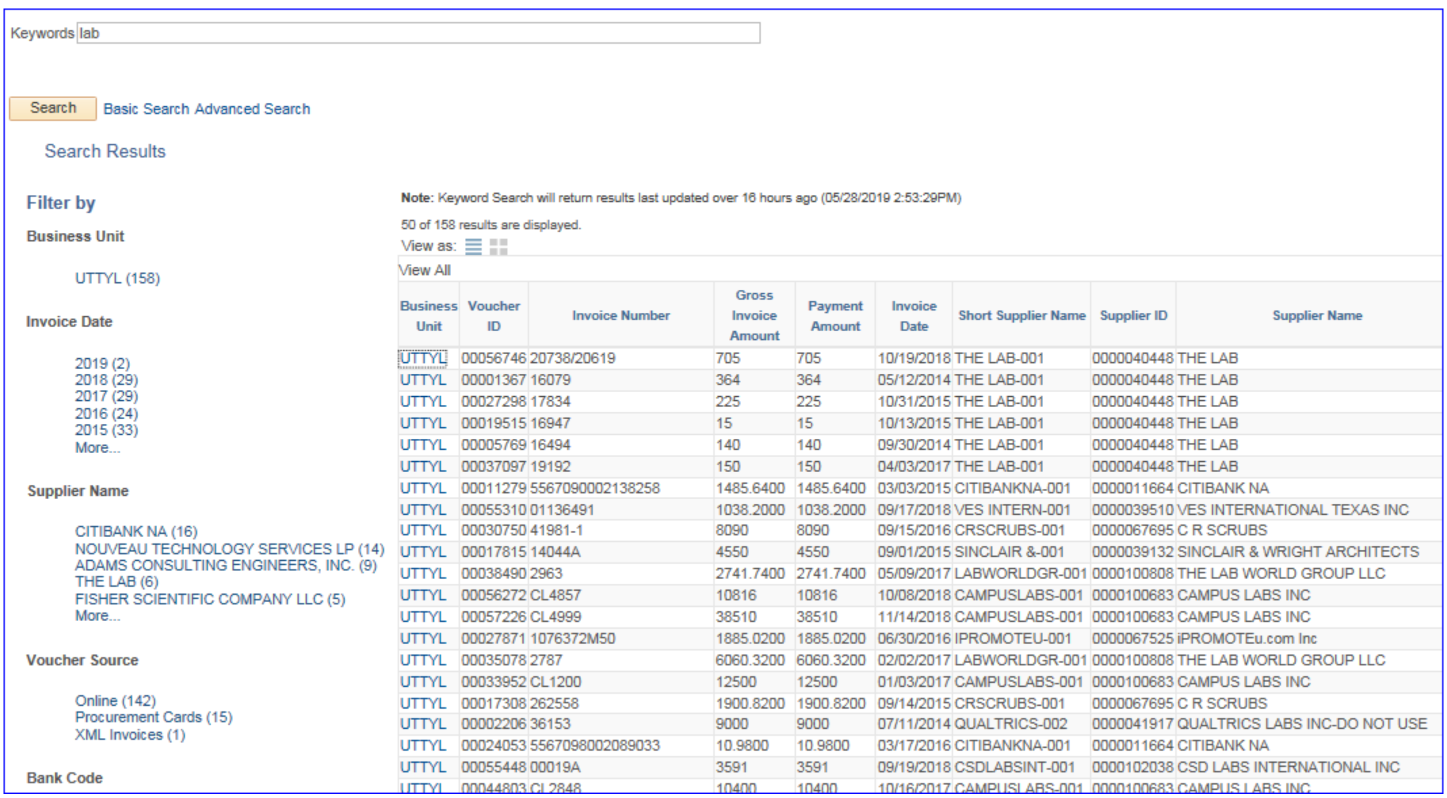
The 9.2 version of UT Share/PeopleSoft, offers the option to search by any Keywords and the program will pull all vouchers that contain that keyword or other specific search criteria.

To begin, click on the **Keyword Search** button.



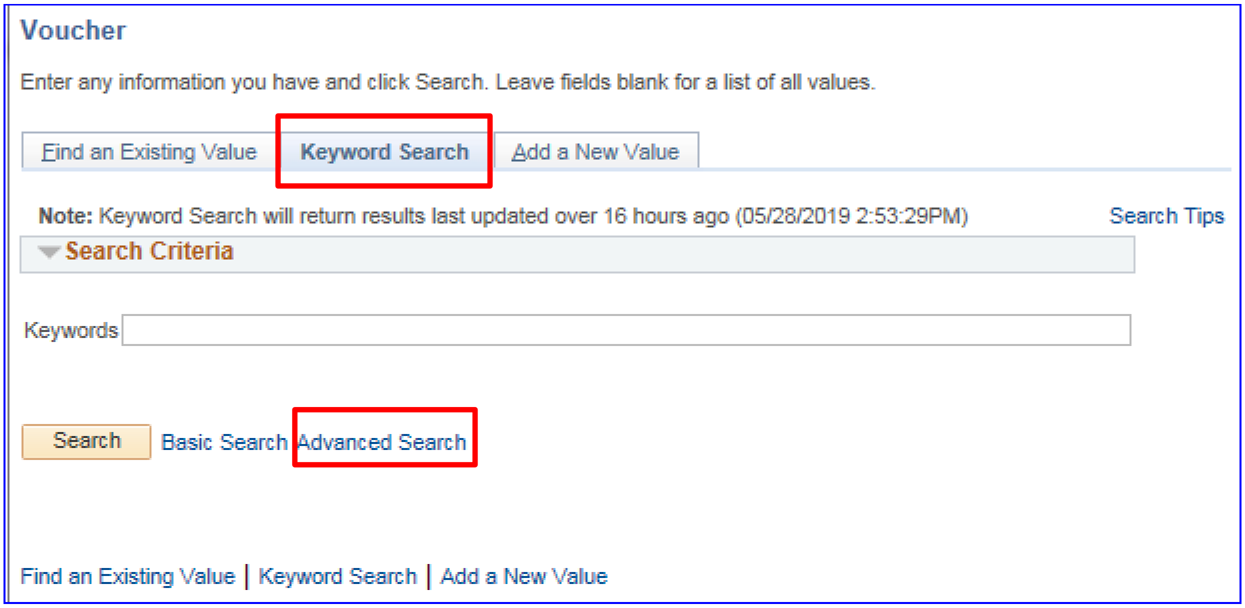
Type in a word that you would like to search on and then click on the Search button.

The screen will populate with various vouchers that have something to do with that search word.



Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
UTTYL	00056746	20738/20619	705	705	10/19/2018	THE LAB-001	0000040448	THE LAB
UTTYL	00001367	16079	364	364	05/12/2014	THE LAB-001	0000040448	THE LAB
UTTYL	00027298	17834	225	225	10/31/2015	THE LAB-001	0000040448	THE LAB
UTTYL	00019515	16947	15	15	10/13/2015	THE LAB-001	0000040448	THE LAB
UTTYL	00005769	16494	140	140	09/30/2014	THE LAB-001	0000040448	THE LAB
UTTYL	00037097	19192	150	150	04/03/2017	THE LAB-001	0000040448	THE LAB
UTTYL	00011279	5567090002138258	1485.6400	1485.6400	03/03/2015	CITIBANKNA-001	0000011664	CITIBANK NA
UTTYL	00055310	01136491	1038.2000	1038.2000	09/17/2018	VES INTERN-001	0000039510	VES INTERNATIONAL TEXAS INC
UTTYL	00030750	41981-1	8090	8090	09/15/2016	CRSCRUBS-001	0000067695	C R SCRUBS
UTTYL	00017815	14044A	4550	4550	09/01/2015	SINCLAIR &-001	0000039132	SINCLAIR & WRIGHT ARCHITECTS
UTTYL	00038490	2963	2741.7400	2741.7400	05/09/2017	LABWORLDGR-001	0000100808	THE LAB WORLD GROUP LLC
UTTYL	00056272	CL4857	10816	10816	10/08/2018	CAMPUSLABS-001	0000100683	CAMPUS LABS INC
UTTYL	00057226	CL4999	38510	38510	11/14/2018	CAMPUSLABS-001	0000100683	CAMPUS LABS INC
UTTYL	00027871	1076372M50	1885.0200	1885.0200	06/30/2016	IPROMOTEU-001	0000067525	iPROMOTEu.com Inc
UTTYL	00035078	2787	6060.3200	6060.3200	02/02/2017	LABWORLDGR-001	0000100808	THE LAB WORLD GROUP LLC
UTTYL	00033952	CL1200	12500	12500	01/03/2017	CAMPUSLABS-001	0000100683	CAMPUS LABS INC
UTTYL	00017308	262558	1900.8200	1900.8200	09/14/2015	CRSCRUBS-001	0000067695	C R SCRUBS
UTTYL	00002206	36153	9000	9000	07/11/2014	QUALTRICS-002	0000041917	QUALTRICS LABS INC-DO NOT USE
UTTYL	00024053	5567098002089033	10.9800	10.9800	03/17/2016	CITIBANKNA-001	0000011664	CITIBANK NA
UTTYL	00055448	00019A	3591	3591	09/19/2018	CSDLABSINT-001	0000102038	CSD LABS INTERNATIONAL INC
UTTYL	00044803	CL2848	10400	10400	10/16/2017	CAMPUSLABS-001	0000100683	CAMPUS LABS INC

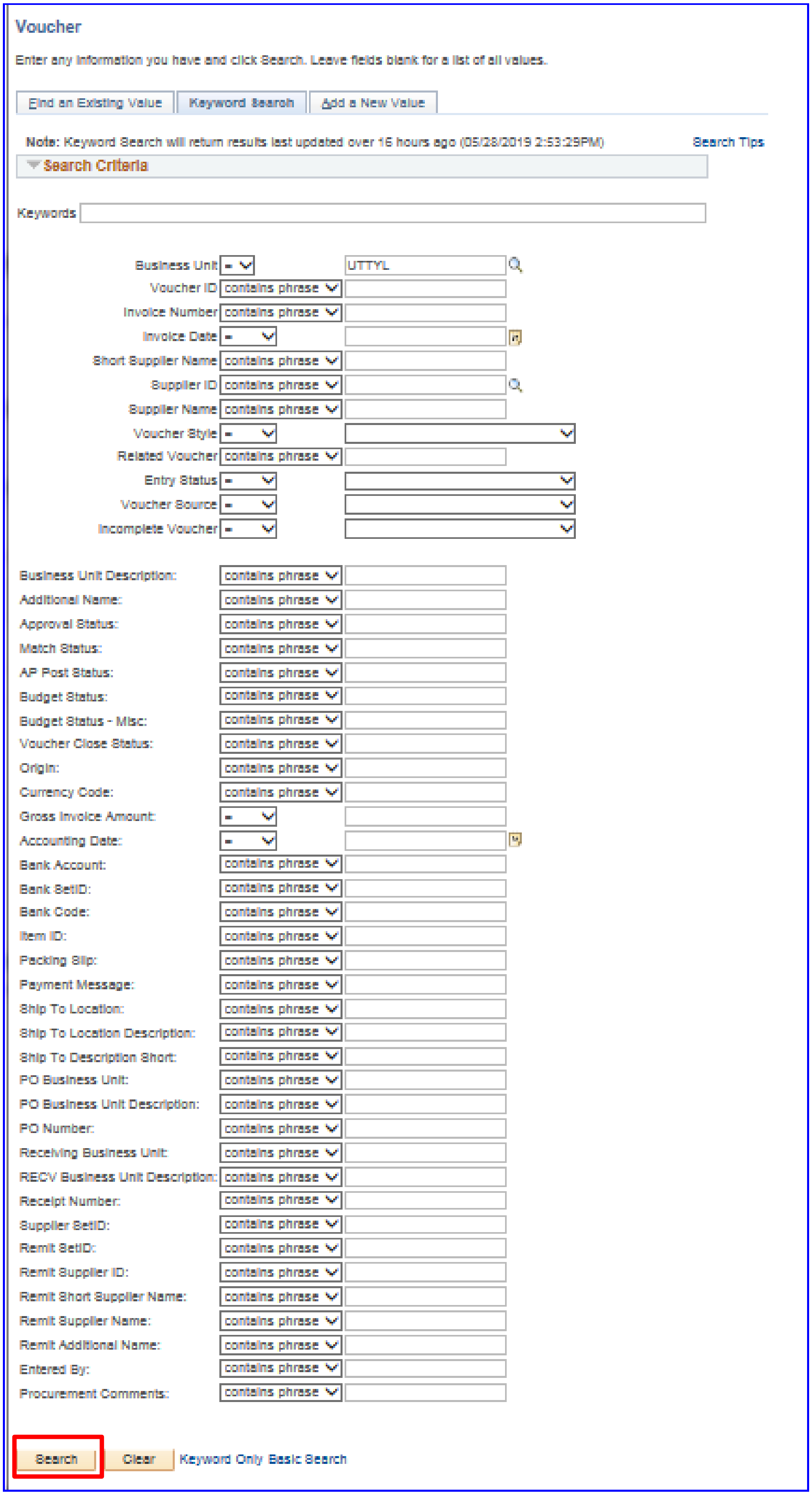
Or after clicking on the Keyword Search button, then click on the Advanced Search hyperlink.



The resulting screen will be a list of various criteria you may use to search for your vouchers.

At the bottom of the search criteria list, there is an option for “**Entered By**.” Please note that the **Entered By** search criteria works with an employee’s EMPL ID number and not his/her name.

After entering your desired search criteria, click the **Search** button at the bottom of the screen.


Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

Note: Keyword Search will return results last updated over 16 hours ago (05/28/2019 2:53:29PM) Search Tips

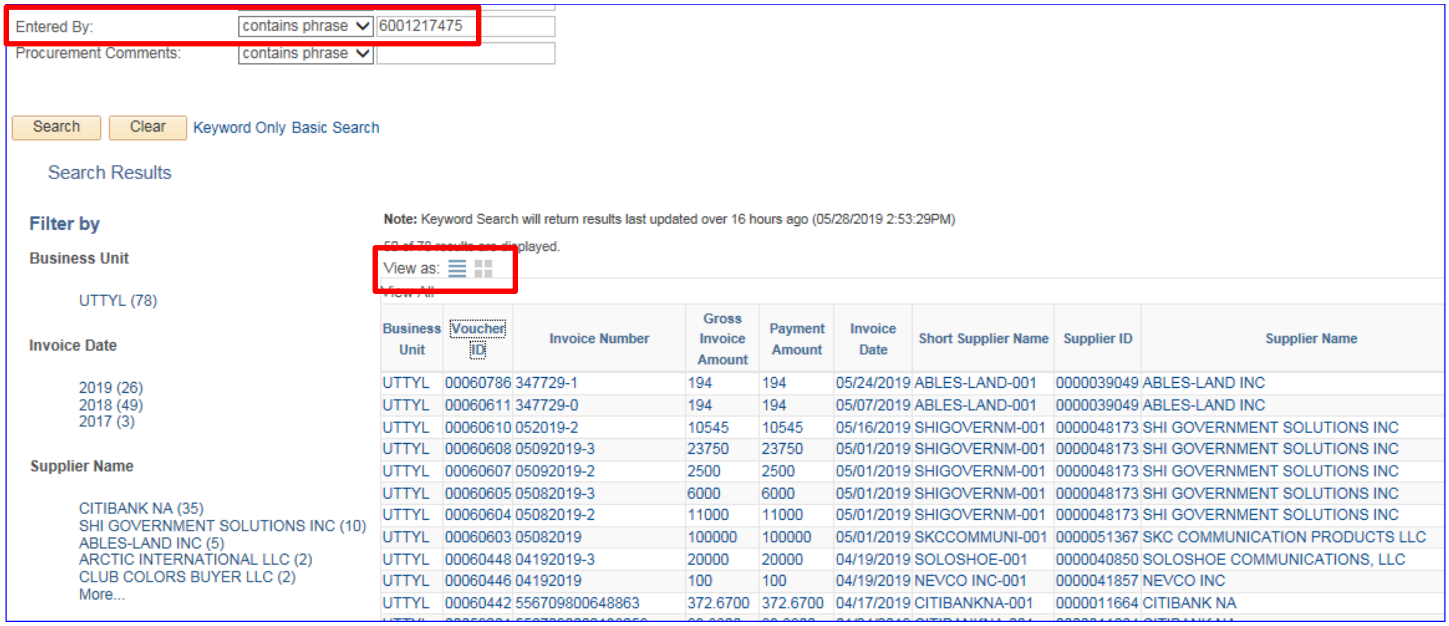
Search Criteria

Keywords

Business Unit	=	UTTYL
Voucher ID	contains phrase	
Invoice Number	contains phrase	
Invoice Date	=	
Short Supplier Name	contains phrase	
Supplier ID	contains phrase	
Supplier Name	contains phrase	
Voucher Style	=	
Related Voucher	contains phrase	
Entry Status	=	
Voucher Source	=	
Incomplete Voucher	=	
Business Unit Description:	contains phrase	
Additional Name:	contains phrase	
Approval Status:	contains phrase	
Match Status:	contains phrase	
AP Post Status:	contains phrase	
Budget Status:	contains phrase	
Budget Status - Misc:	contains phrase	
Voucher Close Status:	contains phrase	
Origin:	contains phrase	
Currency Code:	contains phrase	
Gross Invoice Amount:	=	
Accounting Date:	=	
Bank Account:	contains phrase	
Bank SetID:	contains phrase	
Bank Code:	contains phrase	
Item ID:	contains phrase	
Packing Slip:	contains phrase	
Payment Message:	contains phrase	
Ship To Location:	contains phrase	
Ship To Location Description:	contains phrase	
Ship To Description Short:	contains phrase	
PO Business Unit:	contains phrase	
PO Business Unit Description:	contains phrase	
PO Number:	contains phrase	
Receiving Business Unit:	contains phrase	
RECV Business Unit Description:	contains phrase	
Receipt Number:	contains phrase	
Supplier SetID:	contains phrase	
Remit SetID:	contains phrase	
Remit Supplier ID:	contains phrase	
Remit Short Supplier Name:	contains phrase	
Remit Supplier Name:	contains phrase	
Remit Additional Name:	contains phrase	
Entered By:	contains phrase	
Procurement Comments:	contains phrase	

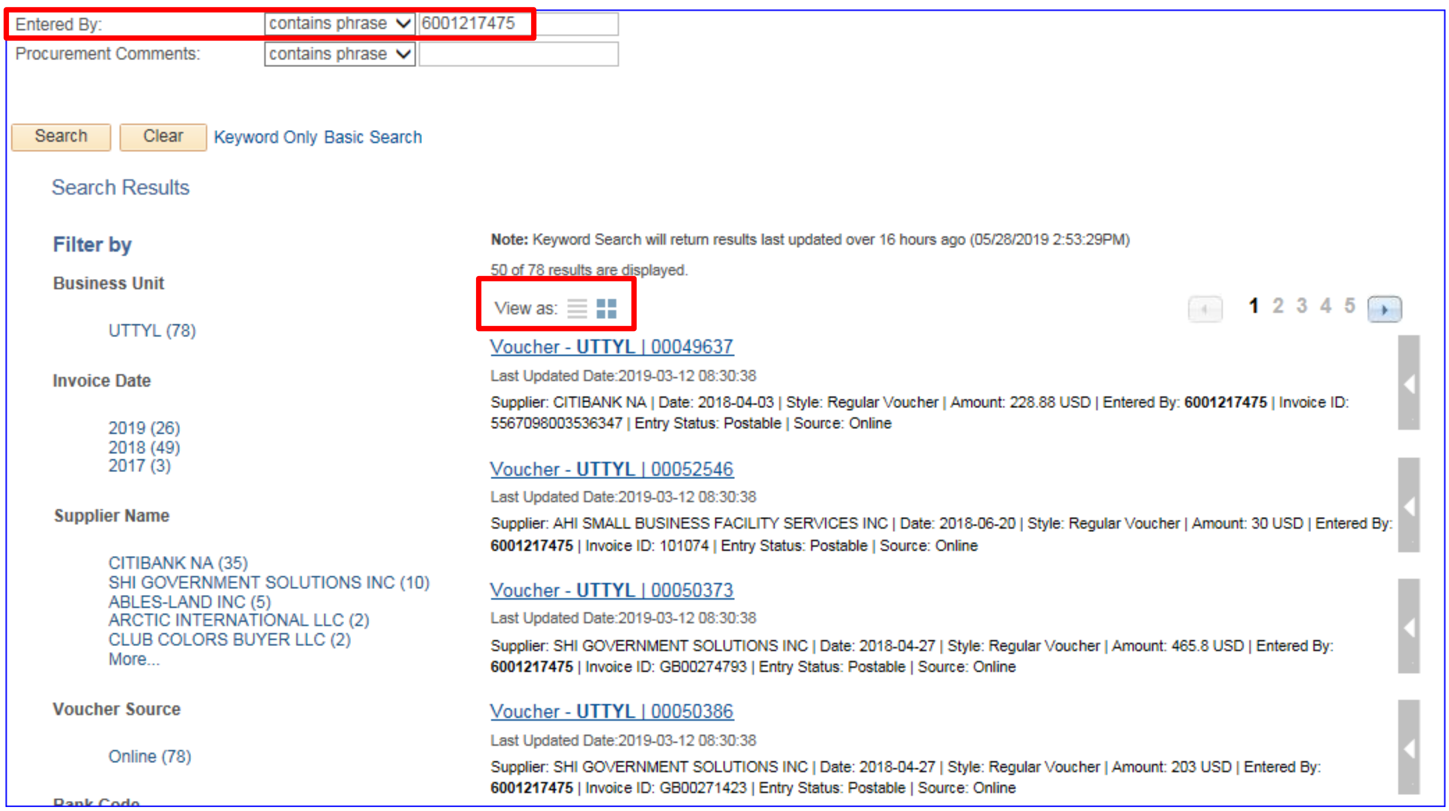
Search | Clear | Keyword Only Basic Search

Search results may either be viewed in a **GRID** format:

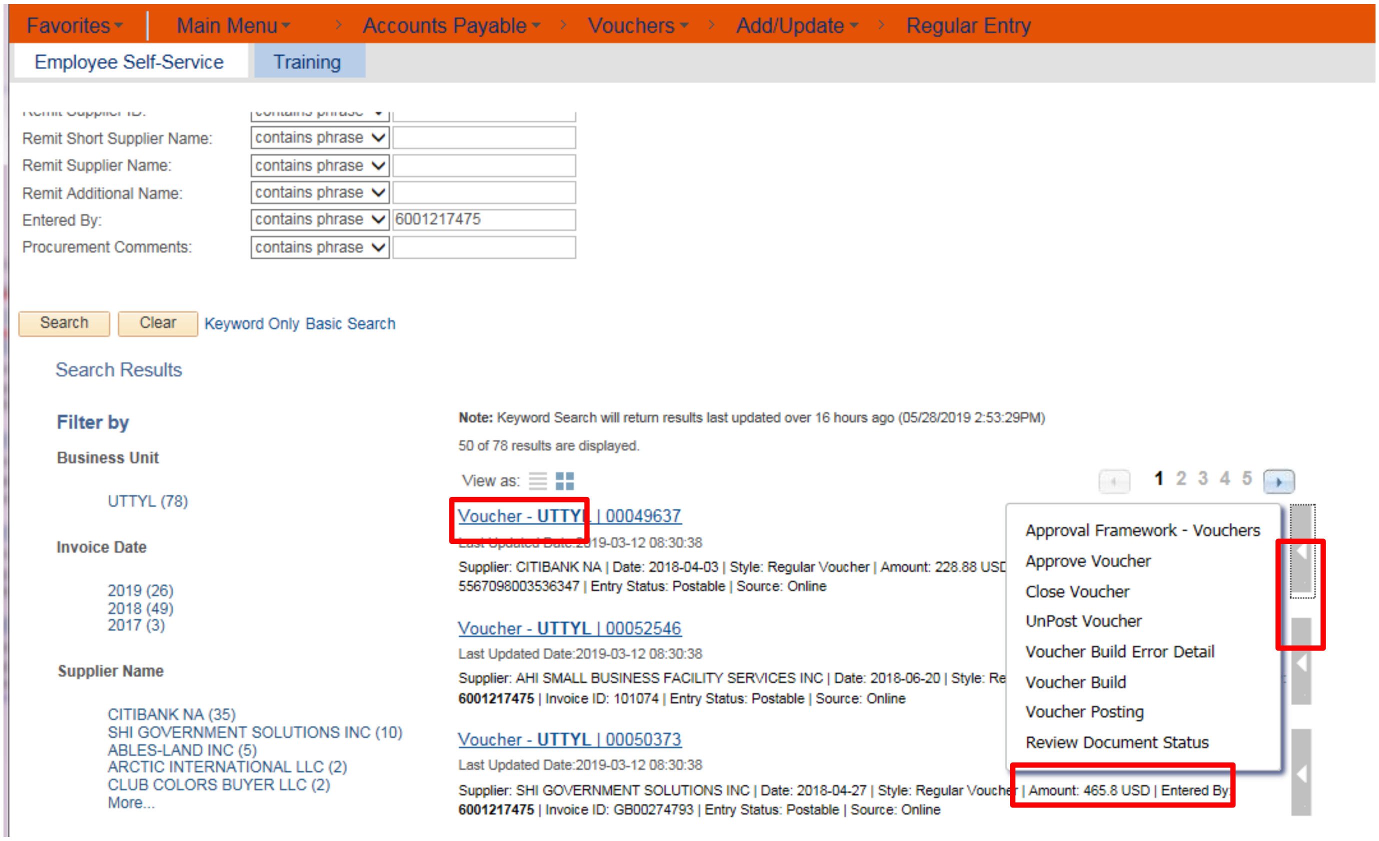


Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
UTTYL	00060786	347729-1	194	194	05/24/2019	ABLES-LAND-001	0000039049	ABLES-LAND INC
UTTYL	00060611	347729-0	194	194	05/07/2019	ABLES-LAND-001	0000039049	ABLES-LAND INC
UTTYL	00060610	052019-2	10545	10545	05/16/2019	SHIGOVERNM-001	0000048173	SHI GOVERNMENT SOLUTIONS INC
UTTYL	00060608	05092019-3	23750	23750	05/01/2019	SHIGOVERNM-001	0000048173	SHI GOVERNMENT SOLUTIONS INC
UTTYL	00060607	05092019-2	2500	2500	05/01/2019	SHIGOVERNM-001	0000048173	SHI GOVERNMENT SOLUTIONS INC
UTTYL	00060605	05082019-3	6000	6000	05/01/2019	SHIGOVERNM-001	0000048173	SHI GOVERNMENT SOLUTIONS INC
UTTYL	00060604	05082019-2	11000	11000	05/01/2019	SHIGOVERNM-001	0000048173	SHI GOVERNMENT SOLUTIONS INC
UTTYL	00060603	05082019	100000	100000	05/01/2019	SKCCOMMUNI-001	0000051367	SKC COMMUNICATION PRODUCTS LLC
UTTYL	00060448	04192019-3	20000	20000	04/19/2019	SOLOSHOE-001	0000040850	SOLOSHOE COMMUNICATIONS, LLC
UTTYL	00060446	04192019	100	100	04/19/2019	NEVCO INC-001	0000041857	NEVCO INC
UTTYL	00060442	556709800648863	372.6700	372.6700	04/17/2019	CITIBANKNA-001	0000011664	CITIBANK NA

Or in a **LIST** format:



In the **LIST** format, you may click on the arrow to the right of the voucher result to see more actions available for that voucher (i.e. Review Voucher Status).



The sample below shows that the voucher has been paid and shows the check number. Click the **Cancel** or **Return** to Search buttons to leave the popup screen.