

After login to CIS, select “Employee” tab, then select “Vouchers” from within the Financial & Business Services section.

The screenshot shows the University of Utah Campus Information Services (CIS) portal. The user is logged in as 'JERRY HULL' with Employee ID '00000000'. The 'Employee' tab is selected. A 'Financial & Business Services' pop-up window is open, displaying the following content:

- REPORTS**
 - Endowment Market Report
 - Financial Information Library
 - Management Reports
- TRANSACTION DETAIL SEARCH**
 - Journals
 - Purchase Orders
 - UPAY Credit Card Detail
 - Vendor Search
 - Vouchers** (highlighted in yellow with a red arrow pointing to it)

The pop-up window also features the FBS logo and the text 'Report Issues with FBS Web Applications'. The background shows the 'Employee Profile' section with fields for Name, Employee ID, Preferred, and Email, and a 'My Home Resources/Payroll' section with links for Personal/Benefits Information, U of U Campus Mail, Payroll, Taxes and Salary, Benefits Information, Annual Compensation Statement, and My 2 Year Review.

Launches the following search tool...

☰ voucher and payment search ☰☰☰

Business Unit:
01-University of Utah

Enter search criteria for ONE of the following search methods:

Taxpayer ID:	<input type="text"/>		
Vendor Name:	<input type="text"/>		
PO Number:	<input type="text"/>	Voucher Number:	<input type="text"/>
Vendor Number:	<input type="text"/>	Invoice Number:	<input type="text"/>
Check Number:	<input type="text"/>	Check Type:	<input type="text" value="All Checks"/>
<small>*NOTE: Check search does not use business unit</small>			
Vendor and Invoice Number:	Vendor Number:	Invoice Number:	
	<input type="text"/>	<input type="text"/>	
Source Document:	<input type="text" value="ALL"/>	Prefix:	<input type="text"/>
		<input type="text" value="Contains"/>	<input type="text"/>

Note the following default values when search is launched

Business Unit:
01-University of Utah

Enter search criteria for ONE of the following search methods:

Taxpayer ID:

Vendor Name:

PO Number: **Voucher Number:**

Vendor Number: **Invoice Number:**

Check Number: **Check Type:** All Checks

*NOTE: Check search does not use business unit

Vendor and Invoice Number:

Prefix:

Source Document: ALL Contains


Example of Payment Request being searched

2565615 JMBER ONLY

DO NOT FILL IN SHADED AREAS.

PAYMENT REQUEST

ACCOUNTS PAYABLE DEPARTMENT
 201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145)
 SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)



THE UNIVERSITY OF UTAH

PAYMENT INFORMATION PAYMENT REQUEST NUMBER 277406 <small>(this number will appear on Management Reports)</small> VENDOR NUMBER (IF KNOWN) 148686 INVOICE NUMBER 7512 INVOICE DATE 5/24/2012 INVOICE AMOUNT 850.00	PAYEE NAME American Mechanical Systems <small>TRADE NAME (IF APPLICABLE)</small>	PAYMENT IS FOR Maintenance Work <small>IF SERVICES, LIST TYPE:</small>
	REMIT ADDRESS PO Box 398 CITY Midvale STATE ZIP UT 84047	VENDOR TYPE Corporation DATES OF SERVICE CHECK BOX IF WORK PERFORMED OUTSIDE U.S. HANDLING US Mail
	PAYEE INFORMATION PAYEE ID NUMBER (EIN, SSN, TIN OR UNID) Is this payment being made to or on behalf of an individual or organization that is a non resident alien? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give country of residence: If the non-resident information above is not complete, the request will be returned-unpaid.	
	MAILING POLICY: Business or home addresses are required for consultants, independent contractors, & honoraria. Campus addresses are not allowed if the transaction is reportable under IRS guidelines.	

PURPOSE/EXPLANATION	Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function. Check here <input checked="" type="checkbox"/> if you wish to print the following text on the payment advice (80 characters max).	PREPARED BY CONTACT																											
CHARFIELD	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>BU</th> <th>ORG</th> <th>FUND</th> <th>ACTIVITY</th> <th>PROJECT</th> <th>ACCOUNT</th> <th>A/U</th> <th>AMOUNT (\$)</th> <th>1099 CODE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">850.00</td> <td style="text-align: center;">07</td> </tr> <tr> <td colspan="7" style="text-align: right;">TOTAL</td> <td style="text-align: right;">850.00</td> <td></td> </tr> </tbody> </table> <p style="font-size: 8px;">Each field must be filled in to properly allocate the payment. If all fields are not properly filled out, the request will be returned, resulting in unnecessary delays.</p>	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE								850.00	07	TOTAL							850.00		Type or Print Payee Name, Employee ID (uNID) and eMail Address Payee Signature (for reimbursements)
BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE																					
							850.00	07																					
TOTAL							850.00																						

APPROVALS	I certify that these expenses were actual, necessary and reasonable and incurred for official business of the University and that no portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other sources in the future. Authorized Signers: An Account Executive/PI (or Authorized Alternate) with the responsibility to approve and commit University funds must review and sign this form. Exceptions to University policy require approval by the appropriate Vice President. _____ _____ _____ _____
VOUCHER INFORMATION	This space is reserved for Accounts Payable VOUCHER NUMBER HOLD CODE GROUP NUMBER VENDOR NUMBER TERMS VENDOR LOCATION LARGE DOLLAR REVIEWER VENDOR ADDRESS SEQUENCE NUMBER
RECEIVED	FBS Department Name FBS Reviewer 12 JUN -6 PM 1:11 ACCOUNTS PAYABLE AP Suite

Search for this Payment Request by number

Business Unit:	
01-University of Utah	
Enter search criteria for ONE of the following search methods:	
Taxpayer ID:	<input type="text"/>
Vendor Name:	<input type="text"/>
PO Number:	<input type="text"/>
Vendor Number:	<input type="text"/>
Check Number:	<input type="text"/>
Vendor and Invoice Number:	<input type="text"/>
Source Document:	<input type="text" value="ALL"/>
Voucher Number:	<input type="text"/>
Invoice Number:	<input type="text"/>
Check Type:	<input type="text" value="All Checks"/>
<small>*NOTE: Check search does not use business unit</small>	
Prefix:	<input type="text"/>
	<input type="text" value="Contains"/>
	<input type="text" value="277406"/>
<input type="button" value="Search"/> <input type="button" value="Reset Form"/>	

Results returned for this search

[Download to Excel](#)

Vendor Name	Vendor Num	Voucher Num	Set ID	V	C	P	PO Num	Invoice Num	Gross Amt	Hold	Check Num	Handling Code	Check Date	Status	Paid Amt	Source Document
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02022003	UNIV	P	O	P		7512	850.00		2559510	US	06/11/2012	P	850.00	PR277406
JOHN CONDEELIS	0000145461	01240661	UNIV	P	O	P		277406	57.00		277406	HP	11/29/2005	P	57.00	LC277406
UNIVERSITY OF IOWA	0000003974	01088028	UNIV	P	O	P		42194	90.00		1305822	US	09/30/2004	P	90.00	LO277406

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Search for this Payment Request and select Source Document = PR

voucher and payment

Source Document:	ALL	Contains	277406
Check Number:	PR-PaymentRequest		
Vendor and Invoice Number:	VT-Utilities		
Vendor Number:	PC-Petty Cash		
PO Number:	LO-Limited Purchase Order		
Vendor Name:	LC-Limited Purchase Check		
Taxpayer ID:	IF-IncomeAccounting-StudentLoans		

Other search methods:

Other Number:

Invoice Number:

Business Unit:

01-University of Utah

Enter search criteria for **ONE** of the following search methods:

Taxpayer ID:

Vendor Name:

PO Number:

Voucher Number:

Vendor Number:

Invoice Number:

Check Number:

Check Number:

Check Type:

Check Type:

*NOTE: Check search does not use business unit

Vendor and Invoice Number:

Vendor Number:

Invoice Number:

Prefix:

Source Document:

Search

Reset Form

Returns the following result

[Download to Excel](#)

Vendor Name	Vendor Num	Voucher Num	Set ID	V C P	PO Num	Invoice Num	Gross Amt	Hold	Check Num	Handling Code	Check Date	Status	Paid Amt	Source Document
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02022003	UNIV	P O P		7512	850.00		2559510	US	06/11/2012	P	850.00	PR277406

[Download to Excel](#)

To search by name

Note: vendor name searches *are not* case-sensitive

Business Unit:
01-University of Utah

Enter search criteria for ONE of the following search methods:

Taxpayer ID:

Vendor Name:

PO Number: **Voucher Number:**

Vendor Number: **Invoice Number:**

Check Number: **Check Type:**

*NOTE: Check search does not use business unit



Vendor and Invoice Number: **Vendor Number:** **Invoice Number:**

Source Document:

Returns the following result

Short Name	Name	Name #2	Vendor ID
  AMERICANME-007	AMERICAN MECHANICAL SYSTEMS SERVICE, LLC		0000148686



At this point, you can search for vouchers via either via the first icon, which will return all vouchers only for AP Business Unit "01", or select the icon to the right which returns the vendor record, from which you can return vouchers for ALL AP Business Units.

Short Name	Name	Name #2	Vendor ID
  AMERICANME-007	AMERICAN MECHANICAL SYSTEMS SERVICE, LLC		0000148686

VOUCHER TRANSACTIONS

SELECT TO DISPLAY ALL VOUCHERS FOR THIS VENDOR THAT EXIST FOR **ONLY** AP BUSINESS UNIT "01"

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Short Name	Name	Name #2	Vendor ID
  AMERICANME-007	AMERICAN MECHANICAL SYSTEMS SERVICE, LLC		0000148686

VENDOR SUMMARY

SELECT TO DISPLAY VENDOR RECORD AND THEN SELECT "Get Vouchers" IN ORDER TO SEE VOUCHERS FOR **ALL** AP BUSINESS UNITS

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▣▣ vendor details ▣▣▣

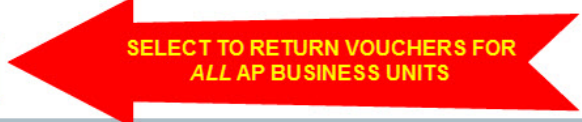
Identifying Information - 0000148686 - AMERICAN MECHANICAL SYSTEMS SERVICE, LLC

Vendor SetID UNIV
Vendor ID 0000148686
Vendor Name AMERICAN MECHANICAL SYSTEMS SERVICE, LLC
Vendor Name 2
Vendor Class Outside Party (Supplier)
Open for Ordering Y
Vendor Status Approved

W9 Received Y
W9 Received Date 07/21/2009
Withholding Y

[Get POs](#)

[Get Vouchers](#)



Location 000001 - Master

[Display All Addresses](#)

Payment Group:
Payment Hold: N
Payment Method: System Check
Payment Handling Code: US Mail
Freight Terms Code:
Payment Terms: Pay Next Cycle

Vendor Type
 Partnership, LLC or LC
 Small Business

Viewing and understanding the results returned

If you don't know the source document number and search by vendor, you will receive a large number of results. Here are a few things to keep in mind;

1. The total number of records returned is displayed
2. Select to View All transactions
3. Select to Download all results to Excel
4. Vouchers that have been entered, but are not yet paid
5. Voucher which has been entered and paid

Go to page:

1 Records 1-100 of 883

[View All](#) 2

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[Download to Excel](#) 3

Vendor Name	Vendor Num	Voucher Num	Set ID	V	C	P	PO Num	Invoice Num	Gross Amt	Hold	Check Num	Handling Code	Check Date	Status	Paid Amt	Source Document
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023650	UNIV	P	O	P	0000147004	7553	1397.82						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023649	UNIV	P	O	P	0000147004	7551	455.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023647	UNIV	P	O	P	0000147004	7549	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023646	UNIV	P	O	P	0000147004	7548	595.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023645	UNIV	P	O	P	0000147004	7550	665.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023641	UNIV	P	O	P	0000147004	7552	935.58						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023639	UNIV	P	O	P	0000147004	7547	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02022533	UNIV	P	O	U	0000147004	7538	3883.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02022003	UNIV	P	O	P		7512	850.00		2559510	US	06/11/2012	P	850.00	PR277406
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021954	UNIV	P	O	P	0000147004	7509	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021953	UNIV	P	O	P	0000147004	7508	1155.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021952	UNIV	P	O	P	0000147004	7514	517.78						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021951	UNIV	P	O	P	0000147004	7513	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021950	UNIV	P	O	P	0000147004	7510	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021949	UNIV	P	O	P	0000147004	7506	1473.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02021948	UNIV	P	O	P	0000147004	7507	875.00						0.00	PO

For vouchers entered but not yet paid, when is it scheduled to be paid?

Select voucher of the specific transaction

Vendor Name	Vendor Num	Voucher Num	Set ID	V	C	P	PO Num	Invoice Num	Gross Amt	Hold	Check Num	Handling Code	Check Date	Status	Paid Amt	Source Document
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023650	UNIV	P	O	P	0000147004	7553	1397.82						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023649	UNIV	P	O	P	0000147004	7551	455.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023647	UNIV	P	O	P	0000147004	7549	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023646	UNIV	P	O	P	0000147004	7548	595.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023645	UNIV	P	O	P	0000147004	7550	665.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023641	UNIV	P	O	P	0000147004	7552	935.58						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02023639	UNIV	P	O	P	0000147004	7547	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02022533	UNIV	P	O	U	0000147004	7538	3883.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	0000148686	02022003	UNIV	P	O	P		7512	850.00		2559510	US	06/11/2012	P	850.00	PR277406

This displays the following additional detail. This payment is scheduled to be made on July 2, 2012

☐ voucher and payment detail history ☐☐☐

Invoice Detail Information				Voucher Detail Information			
Vendor Name:	AMERICAN MECHANICAL SYSTEMS SERVICE, LLC			Business Unit:	01		
Vendor Number:	<u>0000148686</u>			Voucher Number:	02023650		
1099(Y/N)	Y			Voucher Date:	06/13/2012		
1099 Withhold%:				Opr ID:	U0488537		
Hold Payments:				Control Group:	0000074129		
Invoice Number:	<u>7553</u>			Origin:	ONL		
Invoice Date:	<u>06/04/2012</u>			PO Number:	<u>0000147004</u>		
Invoice Amount:	1397.82			Source Document:	<u>PO</u>		
				Document Control No.:	2568072		
				Entry Status:	P		
				Close Status:	O		
				Post Status AP:	P		

INVOICE DATE AND VENDOR DEFAULT PAYMENT TERMS ARE USED TO CREATE THE "Sched Due Date"

Voucher Payment Information									
Check Num	Handling Code	Remit Vendor	Remit Address	Check Date	Check Amount	Check Status	Sched Due Date	Pmt On Hold	Reason
-		0000148686	2		0.00		<u>07/02/2012</u>		

Item/Distribution										
Line	Description	Amount	1099	BU	Fund	Org	Activity	Proj	Account	A/U BY
1	PO147004 1 AMERICAN MECHANICAL	1397.82	Y	01	4902	00307	06482		65325	

Use of wildcard in searching

If you only know part of the vendor name, you can use the wildcard character “%” to allow for searching for based on partial vendor name.

You are searching for vouchers paid to vendor “Hooper Plumbing”. Entering “Hooper” in the Vendor Name box returns the following;

*** Your request was rejected due to the following errors**

- Error: Your search criteria produced no results.

Business Unit:

01-University of Utah

Enter search criteria for **ONE** of the following search methods:

Taxpayer ID:

Vendor Name:

PO Number:

Voucher Number:

Vendor Number:

Invoice Number:

Check Number:

Check Type:

*NOTE: Check search does not use business unit

Vendor and Invoice Number:

Invoice Number:

Prefix:

Source Document:

Search

Reset Form

Re-attempting this search using “Hooper Plumbing” returns the following;

*** Your request was rejected due to the following errors**

- Error: Your search criteria produced no results.

Business Unit:

01-University of Utah

Enter search criteria for **ONE** of the following search methods:

Taxpayer ID:

Vendor Name:

PO Number:

Voucher Number:

Vendor Number:

Invoice Number:

Check Number:

Check Type:

*NOTE: Check search does not use business unit

Vendor and Invoice Number:

Invoice Number:

Prefix:

Source Document:

Search

Reset Form

Using the wildcard character “%” both before and after the name will search for the text string “hooper plumbing” anywhere in the vendor name, and returns the following result.

Business Unit:
01-University of Utah

Enter search criteria for ONE of the following search methods:

Taxpayer ID:

Vendor Name:

PO Number: **Voucher Number:**


Vendor Number: **Invoice Number:**

Check Number: **Check Type:**

*NOTE: Check search does not use business unit

Vendor and Invoice Number: **Vendor Number:** **Invoice Number:**

Source Document:

Short Name	Name	Name #2	Vendor ID
 HOOPERPLUM-001	TERRY L WASESCHA DBA HOOPER PLUMBING & H		0000002640

Specific AP Business Unit Searches

Travel reimbursements are searched using AP Business Unit "26"

The image shows a web application search form with a dropdown menu for Business Unit. The dropdown menu is open, showing a list of business units. The option "26-Travel" is highlighted with a blue background and a red border. A mouse cursor is pointing at the highlighted option. The form includes fields for Taxpayer ID, Vendor Name, PO Number, Vendor Number, Check Number, Vendor and Invoice Number, and Source Document. There are also "Search" and "Reset Form" buttons at the bottom.

Business Unit:

- 01-University of Utah
- 01-University of Utah
- 02-University Hospital
- 03-University Neuro Institute
- 05-U OF UTAH HEALTH NETWORK
- 21-Marriott Library
- 22-Eccles Health Sciences Library
- 23-SJ Quinney Law Library
- 24-Bookstore
- 25-Dining Services
- 26-Travel**
- 27-Scholarships/Fellowships
- 29-Telecommunications
- 30-University of Utah handchecks
- 31-UNIVERSITY UNION
- 32-CAMPUS DESIGN
- 33-ATHLETICS DEPARTMENT
- 34-PLANT OPERATIONS
- 36-General Counsel
- All Values

Enter search

Taxpayer ID:

Vendor Name:

PO Number:

Vendor Number:

Check Number:

Vendor and Invoice Number:

Source Document:

Search **Reset Form**

Scholarship & Fellowship payments are searched using AP Business Unit "27"

The image shows a search form with a dropdown menu for Business Unit. The dropdown is open, showing a list of business units. The option "27-Scholarships/Fellowships" is highlighted with a red border and a blue background. The form includes fields for Taxpayer ID, Vendor Name, PO Number, Vendor Number, Check Number, Vendor and Invoice Number, and Source Document. There are also "Search" and "Reset Form" buttons at the bottom.

Business Unit:

- 01-University of Utah
- 01-University of Utah
- 02-University Hospital
- 03-University Neuro Institute
- 05-U OF UTAH HEALTH NETWORK
- 21-Marriott Library
- 22-Eccles Health Sciences Library
- 23-SJ Quinney Law Library
- 24-Bookstore
- 25-Dining Services
- 26-Travel
- 27-Scholarships/Fellowships**
- 29-Telecommunications
- 30-University of Utah handchecks
- 31-UNIVERSITY UNION
- 32-CAMPUS DESIGN
- 33-ATHLETICS DEPARTMENT
- 34-PLANT OPERATIONS
- 36-General Counsel
- All Values

Enter search

Taxpayer ID:

Vendor Name:

PO Number:

Vendor Number:

Check Number:

Vendor and Invoice Number:

Source Document:

Search **Reset Form**