

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

The screenshot displays the University of Utah Campus Information Services (CIS) portal. The top navigation bar includes the university logo and the text "CAMPUS INFORMATION SERVICES". Below this, there are tabs for "My Page", "Employee", and "Student". The "Employee" tab is selected. On the left, the "Employee Profile" section shows details for JERRY M. HULL, including his Employee ID (00000000) and Email (jerry.hull@utah.edu). The main content area is titled "Financial & Business Services" and contains a list of links for various services. A red arrow points to the "Vouchers" link under the "TRANSACTION DETAIL SEARCH" section. The "Vouchers" link is highlighted in yellow.

Financial & Business Services

REPORTS

- Endowment Market Report
- Financial Information Library
- Management Reports

TRANSACTION DETAIL SEARCH

- Journals
- Purchase Orders
- UPAY Credit Card Detail
- Vendor Search
- Vouchers**

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:	
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:	Vendor Number:
	Invoice Number:
Source Document:	Prefix:
ALL	
Contains	
Search	Reset Form

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:	Vendor Number:
	Invoice Number:
Source Document:	Prefix:
ALL	Contains
Search Reset Form	

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)																														
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 INFORMATION PAYEE NAME American Mechanical Systems TRADE NAME (IF APPLICABLE) REMIT ADDRESS PO Box 398 CITY Midvale STATE UT ZIP 84047 PAYEE ID NUMBER (EIN, SSN, TIN OR UNID) PAYMENT IS FOR Maintenance Work IF SERVICES, LIST TYPE: VENDOR TYPE Corporation DATES OF SERVICE CHECK BOX IF WORK PERFORMED OUTSIDE U.S. HANDLING US Mail Check this box if you want to make this payment on a separate check <input type="checkbox"/>		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. 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.																												
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 Name: [Redacted] Title: [Redacted] Email: [Redacted] Phone: [Redacted]																														
CHARITFIELD <table border="1"> <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>850.00</td> <td>07</td> </tr> <tr> <td colspan="7">TOTAL</td> <td>850.00</td> <td></td> </tr> </tbody> </table>		BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE								850.00	07	TOTAL							850.00		RECEIVED ACCOUNTS PAYABLE 12 JUN -6 PM 1:11			
BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE																								
							850.00	07																								
TOTAL							850.00																									
APPROVALS Payee Signature (for reimbursements) 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. [Signature] [Redacted Name, Employee ID (uNID) and eMail Address]		Certification: We certify that we have reviewed claims associated with this payment request, have found them in compliance with the University's Regulations, any applicable laws and external regulations and any sponsoring agencies funding these activities or projects. We hereby authorize payment and attest to the truth of the statement herein.																														
VOUCHER INFORMATION VOUCHER NUMBER GROUP NUMBER TERMS LARGE DOLLAR REVIEWER		This space is reserved for Accounts Payable HOLD CODE US VENDOR NUMBER 148686 VENDOR LOCATION 2 VENDOR ADDRESS SEQUENCE NUMBER		FBS Department Name AP FBS Reviewer Stelle																												

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:	
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:	Vendor Number:
	Invoice Number:
Source Document:	Prefix:
ALL	
	Contains
	277406
Search Reset Form	

Results returned for this search

[illegible]

Search for this Payment Request and select Source Document = PR

voucher and payment

Ent	ALL	
	BS-Bookstore	
	CQ-CheckRequest	
	DS-Dining Services	
	EL-Eccles Library	
	FR-Freight	
	GS-Gas Card	
	HS-Hospital	
	IB-IncomeAccounting-BRS	
	IC-IncomeAccounting-Cashiering	
	IF-IncomeAccounting-StudentLoans	
	LC-Limited Purchase Check	
	LL-Law Library	
	LO-Limited Purchase Order	
	ML-Marriott Library	
	PC-Petty Cash	
	PO-Regular Purchase order	
	PR-PaymentRequest	
	SF-Scholarships/Fellowships	
	*TC-Telecommunications	
	TR-Travel	
	UT-Utilities	
	VR-Vehicle-Rental	
	WT-WireTransfer	
Taxpayer ID:		
Vendor Name:		
PO Number:		
Vendor Number:		
Check Number:		
Vendor and Invoice Number:		
Source Document:	ALL	Contains 277406

Search Reset Form

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:
All Checks ▼

*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:	american mechanical
PO Number:	
Vendor Number:	
Voucher 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
Search	Reset Form

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

SELECT TO RETURN VOUCHERS FOR ALL AP BUSINESS UNITS

Location 000001 - Master

Select a Location ▾

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

1 2 3 4 5 6 7 8 9[Next Page >>](#)

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	0000148686	02021948	UNIV	P	O	P	0000147004	7507	875.00						0.00	PO

④

⑤

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	<u>0000148686</u>	<u>02023650</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7553</u>	1397.82						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02023649</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7551</u>	455.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02023647</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7549</u>	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02023646</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7548</u>	595.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02023645</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7550</u>	665.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02023641</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7552</u>	935.58						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02023639</u>	UNIV	P	O	P	<u>0000147004</u>	<u>7547</u>	735.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02022533</u>	UNIV	P	O	U	<u>0000147004</u>	<u>7538</u>	3883.00						0.00	PO
AMERICAN MECHANICAL SYSTEMS SERVICE, LLC	<u>0000148686</u>	<u>02022003</u>	UNIV	P	O	P		<u>7512</u>	850.00		<u>2559510</u>	US	06/11/2012	P	850.00	<u>PR277406</u>

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		

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 Number:

Check Type:

All Checks

*NOTE: Check search does not use business unit

Vendor and Invoice Number:

Vendor Number:

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:

Vendor Number:

Check Number:

Vendor and Invoice Number:

Source Document:

Voucher Number:

Invoice Number:

Check Type:


Invoice Number:

Prefix:

Contains

Search

Reset Form

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"

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"

Business Unit:

01-University of Utah

Enter search criteria

Taxpayer ID:

Vendor Name:

PO Number:

Vendor Number:

Check Number:

*NOTE: Check Number

Vendor and Invoice Number:

Source Document:

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

Search Reset Form