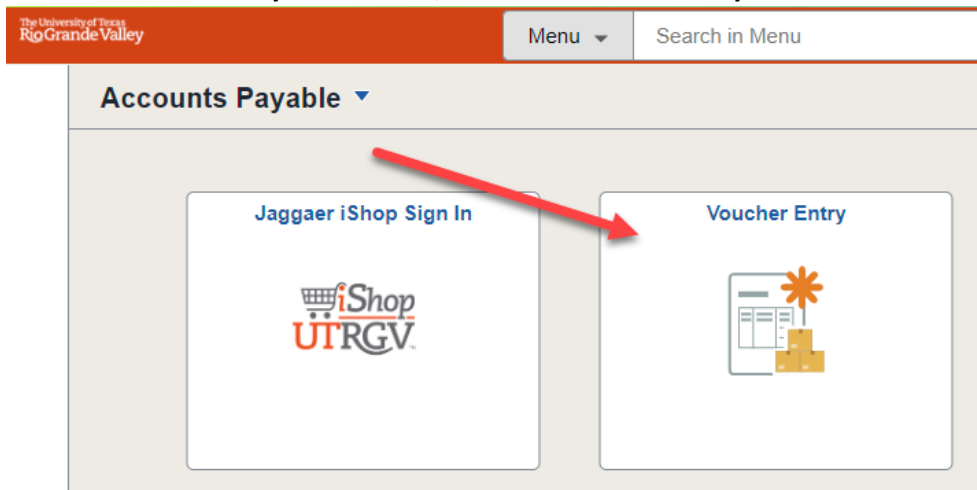


The purpose of this document is to guide UTRGV users to access an accounts payable voucher and download applicable attachments.

1. Log into my my.utrgv.edu using your UTRGV credentials.
2. Select the PeopleSoft icon.
3. From the **Accounts Payable module**, select the **Voucher Entry** tile.



4. From the **Find an Existing Value** tab, enter the corresponding Voucher ID **OR** the supplier's name then click Search.

5. Scroll to the bottom to select the Voucher ID.

Voucher

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

[Find an Existing Value](#)

Search Results

[View All](#) 1-100 of 113

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
UTRGV	00046829	8693494152308	0	0	02/27/2023	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Journal	(blank)	Postable	Online	Complete
UTRGV	00046822	8693494152252	0	0	12/26/2022	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Journal	(blank)	Postable	Online	Complete
UTRGV	00046664	8693494152317	39302.99	39302.99	04/25/2023	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Regular	(blank)	Postable	Online	Complete
UTRGV	00046095	8693494152312	29155.83	29155.83	03/27/2023	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Regular	(blank)	Postable	Online	Complete
UTRGV	00045400	8693494152308	41290.35	41290.35	02/27/2023	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Regular	(blank)	Postable	Online	Complete
UTRGV	00044644	8693494152304	21543.49	21543.49	01/25/2023	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Regular	(blank)	Postable	Online	Complete
UTRGV	00044173	8693494152239	0	0	09/26/2022	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Journal	(blank)	Postable	Online	Complete
UTRGV	00044172	8693494152235	0	0	08/25/2022	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Journal	(blank)	Postable	Online	Complete
UTRGV	00043576	8693494152252	26177.53	26177.53	12/26/2022	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Regular	(blank)	Postable	Online	Complete
UTRGV	00042993	8693494152248	46268.8	46268.8	11/28/2022	US BANKVO-001	0000001630	US BANKVOYAGER FLEET SYSTEMS INC	Regular	(blank)	Postable	Online	Complete

6. From the **Invoice Information** tab then click the **Attachments** link to view all documents.

< Accounts Payable Regular Entry

[Summary](#) [Related Documents](#) **[Invoice Information](#)** [Payments](#) [Voucher Attributes](#) [Error Summary](#)

Business Unit UTRGV

Voucher ID 00046664

Voucher Style Regular Voucher

Invoice Date 04/25/2023

Invoice Received 04/25/2023

Supplier ID 0000001630

ShortName US BANKVO-001

Location UTRGV-001

Invoice No 8693494152317

Accounting Date 05/15/2023

*Pay Terms 00 Due Immedi

Basis Date Type Inv Date

US BANKVOYAGER FLEET SYSTEMS INC

Pay Schedule Manual

Invoice Total

Line Total 39,302.99

*Currency USD

Miscellaneous

Freight

Total 39,302.99

Difference 0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments(3)

Basis Date Calculation

Template List

Advanced Supplier Search

Supplier Hierarchy

Custom Fields

Supplier 360