Payment Vouchers
(VP1, VP2)
Objectives

Rules & Regulations

Process Overview

Process Details

Help Resources

How to Create Vouchers
Rules & Regulations

Texas State Laws –

• Prompt Payment Act
  • Legal Cite: Texas Government Code Chapter 2251 Payment for Goods and Services

• Vendors on Hold
  • Legal Cite: Texas Government Code Chapter 403.55 Payments to Debtors or Delinquents
Prompt Payment Act

- Payments are due 30 days after:
  - goods are provided or services completed
  - a correct invoice is received
    - whichever is later!

- Vendors are paid interest if payment is late
  - 6% in FY 08-09
  - 4.25% in FY 09-10, 10-11 and 11-12
Rules & Regulations

Prompt Payment Act

• Applies to dollar amounts over $5.00 IF using institutional / local funds

• However, late interest is not paid to another Texas State Agency
Rules & Regulations

Vendors on Hold

• State agencies report all outstanding debts and delinquencies owed to them to the State Comptroller.

• The University of Texas at Austin does not release a payment if the vendor owes:
  • a debt to the state
  • certain taxes
  • certain student loans
  • certain types of child support
Rules & Regulations

Vendors on Hold

• The check is held in the Office of Accounting (OA) Administrative Section

• If an electronic payment, then a check is printed and held as above
  (This meets the Prompt Payment Act requirements)

• Contact the OA Administrative section at (512) 471-3723 or email at oa.admin@austin.utexas.edu
Rules & Regulations

Accounts Payable Services

http://www.utexas.edu/business/accounting/ap/

The Handbook of Business Procedures – Part 9

Goods or services are authorized
Purchase Order (PO)
UT Market Order
Official Occasion Expense Form (OOEF)
Authorization Individual Services (AIS)
PBS document or APS Form
Business Contract
Process Overview

Goods or services are authorized
Purchase Order (PO)
UT Market Order

NOTE: Departments do not process payments for UT Market Orders.
Process Overview

NEXT:

*Goods or services are ordered*

*Goods or services are received*

*Invoice received for goods or services*

*Voucher processed – accounts charged*

*Payment is issued*

*Post Audit is done*
1 Process Overview

1. Goods or services **ordered**
2. Goods or services **delivered**
3. Goods or services ** invoiced**
1 Process Overview

4. Payment voucher prepared
5. Payment voucher approved
6. Payment issued to the vendor
1 Process Overview

UT Austin uses vouchers to generate payments to payees: vendors, individuals, and other institutions. These are for goods or services UT has received.

An **invoice** (billing) for goods or services must also have been received.
2 Process Overview

Payment vouchers identify:
- vendor or individual to be paid
- dates when goods or services were provided
- date the invoice was received
- payment date
3 Process Overview

Payment vouchers must also have
- accounts to be charged,
- a description of goods or service,
- an invoice number, and
- an amount to be paid.
4 Process Overview

Vouchers approved by departments.

Deans/Vice Presidents have the option of approving vouchers after the departments have done so.

Many are final approved by the departments. Accounts Payable audits selected vouchers.
5 Process Overview

Documentation is imaged for future reference.

After a voucher is final approved, payment is issued in the form of a check, state treasury warrant, or direct deposit payment.
# 6 Process Overview

<table>
<thead>
<tr>
<th>Each Voucher needs</th>
</tr>
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<tbody>
<tr>
<td>1 Dates of Goods or Services received</td>
</tr>
<tr>
<td>2 Date Invoice received</td>
</tr>
<tr>
<td>3 Requested Payment Date (sometimes an option)</td>
</tr>
<tr>
<td>4 Vendor ID or UT EID of Payee</td>
</tr>
<tr>
<td>5 Description of Goods or Services</td>
</tr>
<tr>
<td>6 Account(s) to be charged</td>
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<tr>
<td>7 <strong>Debit or Credit</strong> type (D or C) – *if not auto-filled</td>
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<tr>
<td>8 Object code for item(s) being purchased</td>
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<tr>
<td>9 Amount(s)</td>
</tr>
<tr>
<td>10 Invoice Number</td>
</tr>
<tr>
<td>11 Printed Coversheet</td>
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<tr>
<td>12 Supporting Documentation</td>
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</table>
VOUCHER TYPES – purposes

VP1 – Purchase Order Payments
VP2 – Service Payments, Consultant Payments, Moving Expenses, Travel
VPE – Entertainment
VP5 – Travel Reimbursements
VP6/VPT – Centrally Billed Airfare
VP7 – Procurement Card Charges
VP9 – eShip Global Payments
VOUCHER TYPES – purposes

VP1 – Purchase Order Payments
VP2 – Service Payments, Consultant Payments, Moving Expenses, Travel
VPE – Entertainment
VP5 – Travel Reimbursements

<table>
<thead>
<tr>
<th>Document Type</th>
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<tr>
<td>VP1 - Purchase</td>
<td>Approved Purchase Order</td>
</tr>
<tr>
<td>VP2 - Consultant Payments</td>
<td>Approved PBS or APS Form</td>
</tr>
<tr>
<td>VPE – Entertainment</td>
<td>Official Occasions Entertainment Form (OOEF)</td>
</tr>
<tr>
<td>VP5 – Travel</td>
<td>Approved RTA</td>
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# VOUCHER TYPES – purposes

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<tr>
<th>PURPOSE</th>
<th>*DEFINE Command</th>
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<tr>
<td>Consultant Payments</td>
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<td>Contractor Services</td>
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<td>Entertainment Expenses</td>
<td>VPE</td>
<td>Accounts Payable</td>
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<td>e-Ship Global</td>
<td>VP9</td>
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<td>Procard</td>
<td>VP7</td>
<td>Purchasing</td>
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<td>VP1</td>
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<td>Travel Reimbursement</td>
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<tr>
<td>Vendor ID Request</td>
<td>GGV</td>
<td>VID Section</td>
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</table>
NEVER sign a contract. Departments must have delegated authority to sign a contract! Contact Business Contracts at 471-1422 or visit their website: http://www.utexas.edu/business/vp/contracts_agreements/
Creating Vouchers

People must have Update or Super status to create payment vouchers.

Vouchers are created with the action “NEW”.

A Format is also required in the Format Field.

VP1 documents require an approved Purchase Order number.
Creating Vouchers

When a payment voucher document is created, a **document ID** number will be assigned (upper right corner).

Other fields become updateable.

The Cover Sheet should be done first, then each section of the document.
Formats control what accounts and object codes can be used per document type.

The most common format for departments is “01” (zero one).

Special formats may be set up for other purposes.
Dates

CREATED Date – when the document was first created

VOUCHER Date – when the document was last updated
Dates

SERVICE DATES (Goods/Serv Recv) - when services began and ended, or when goods were delivered.

INVOICE RECEIVE DATE - when the invoice was received in the office.
Dates

Payment Due Date – calculated by *DEFINE as 30 days after ending service date or invoice received date, whichever is later.

Request Payment Date – IF there is a reason to pay before the payment due date.
Reasons for early payment date

- Receive a discount
- Reimbursement/refund
- Contractual/legal obligation
- Existing law, such as TABC code
- Pre-payments, such as memberships/subscriptions, copier rentals, maintenance agreements
Vendors

Vendors are individuals or companies, which may do business with the university. They must have a university Vendor Identification (VID) number. Vendor IDs are requested by departments using a GGV document.
Vendors

Vendors IDs (EIDs) numbers include:

1\textsuperscript{st} digit = “1” for company, or “2” for individual

+ an alpha-numeric identification

+ plus a 3 digit mail code
Vendors

- Each NEW Vendor must provide a Payee Information Form (PIF), which is equivalent to an IRS W-9 form.
- Temporary UT EIDs may be issued only:
  - for refunds, or
  - for foreign individuals if payment is non-taxable such as a refund or reimbursement or not being paid for services that are reportable to the IRS.
NOTE:
If payment documents have the same UT EID + mail code + check print date with separate check field not marked, payment will issue as one payment.
Vendors

Authorized vendors are listed on the GG3 or PG3 screen (name order) or GG4 or PG4 screen (vendor ID order)
Vendors

Authorized vendors are also listed through FRMS:
Vendors

Authorized vendors are also listed on documents by entering a “?” in the UT EID vendor field.

They may be searched by name or by vendor ID to match the correct address with the invoice address.

If a vendor isn’t listed, they may be requested using a GGV document.
Used to request Vendor ID numbers!
### ACTIVE ADDRESSES

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<thead>
<tr>
<th>Name</th>
<th>T</th>
<th>UT EID</th>
<th>MC</th>
<th>City</th>
<th>ST</th>
<th>Zip</th>
<th>H P</th>
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0 UT Austin

PF1 = Options

PF8 = Exit

-- 5/25/11 04:44 PM --
**ACTIVE ADDRESSES**

Inactive Addr: _ (Highlighted NAMES & IDs are inactive)

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<thead>
<tr>
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<th>H P</th>
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-- 0 UT Austin ------ PF1 = Options ---- PF8 = Exit ------ 5/25/11 04:48 PM --
> Press enter to view another page of vendors. <<

*DEFINE VENDOR ADDRESSES - NUMBER ORDER - PG4

Command: PG4    Account: __________   Misc: 2xxxxae________

---PG4--- Year: 10 11

Month: MAY

---PG4---

**ACTIVE ADDRESSES**   Inactive Addrs: _   (Highlighted NAMES & IDs are inactive)

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<tr>
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<tbody>
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-- press PF2 to Request New Vendor Mail Code --

-- 0 UT Austin ------- PF1 = Options ---- PF8 = Exit ---- 5/25/11 04:54 PM --
Press ENTER to view another page of vendors.

*DEFINE VENDOR ADDRESSES - NAME ORDER - PG3 Year: 10 11

Command: PG3    Account: __________   Misc: AARDVARK DRAIN   Month: MAY

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<thead>
<tr>
<th>Name</th>
<th>Vendor ID</th>
<th>Code</th>
<th>UT EID</th>
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</tr>
<tr>
<td>AARDVARK T SHIRT PRINT</td>
<td>23333333320</td>
<td>006</td>
<td>tyyyyy</td>
<td>HENDERSONVIL</td>
<td>TN</td>
<td>37075</td>
<td></td>
</tr>
<tr>
<td>AARDVARK T SHIRTS DESI</td>
<td>24333333320</td>
<td>005</td>
<td>tyyyyy</td>
<td>EL PASO</td>
<td>TX</td>
<td>79912</td>
<td></td>
</tr>
</tbody>
</table>

--- press PF2 to Request New Vendor Mail Code ---

-- 0 UT Austin ------ PF1 = Options ----- PF8 = Exit ----- 5/25/11 04:57 PM --
Search through vouchers

>> Select a document or a new action and press ENTER to continue <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: _______________ Month: MAR

Status: -- COVER SHEET -- Document ID: ___________
Action: ___ Summary:

Created: 03/21/12 ACGEM Category:
Format: _____ Template: _____________ Voucher Nbr: 
Separate Check: _ Voucher Date: ______ Check Distribution: _
Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: _____
Request Payment Date: _____ Req Pay Reason: __________________________
Vendor ID: UT EID: ?
Vendor Name:
Address:

SECTIONS:
_ 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)
Payment Due Date: 

Total of Invoice(s):
Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/21/12 08:43 AM --
## Search through vouchers

Press ENTER to page forward.

| Selection: | __ |
| Search and List Entities by: | _ |
| Name: | AARDVARK________________________ |
| EID or Vendor ID: | ____________________ |

Expand Display to show 'A'ddresses, 'N'ames 'I'dentifiers, or 'P'ointers

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Type: UN</th>
<th>Vendor EID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 _</td>
<td>2</td>
<td>AARDVARK CLAY &amp; SUPPLY 19999999997 2xxxxxxz</td>
</tr>
<tr>
<td>2 _</td>
<td>2</td>
<td>AARDVARK COLLINS INTERNAT 19999999997 2xxxxxx8</td>
</tr>
<tr>
<td>3 _</td>
<td>2</td>
<td>AARDVARK COLLINS INTERNAT 19999999997 2xxxxxx8</td>
</tr>
<tr>
<td>4 _</td>
<td>2</td>
<td>AARDVARK COMPUTING 22222222227 axxxxxx9</td>
</tr>
<tr>
<td>5 _</td>
<td>2</td>
<td>AARDVARK DRAINAGE COMPANY 19999999991 2xxxxxxu</td>
</tr>
<tr>
<td>6 _</td>
<td>2</td>
<td>AARDVARK GRAPHIC SOLUTION 13333333334 2xxxxxxnm</td>
</tr>
<tr>
<td>7 _</td>
<td>2</td>
<td>AARDVARK IMAGING INC 14444444444 2xxxxxxnm</td>
</tr>
<tr>
<td>8 _</td>
<td>2</td>
<td>AARDVARK JANITORIAL INC 15555555559 2xxxxxx</td>
</tr>
<tr>
<td>9 _</td>
<td>2</td>
<td>AARDVARK KEITH MOVING 17777777774 2yyyyys</td>
</tr>
<tr>
<td>10 _</td>
<td>2</td>
<td>AARDVARK KEITH MOVING 17777777774 2yyyyy3</td>
</tr>
</tbody>
</table>

Press CLEAR to exit
Search through vouchers

Press ENTER to page forward.

Selection: __
Search and List Entities by:
Name: AARDVARK________________________
EID or Vendor ID: ____________________
Expand Display to show 'A'ddresses, 'N'ames 'I'dentifiers, or 'P'ointers

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Type: UN</th>
<th>Vendor EID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  AARDVARK CLAY &amp; SUPPLY</td>
<td>2xxxxxz</td>
<td>19999999997</td>
</tr>
<tr>
<td>2  AARDVARK COLLINS INTERNAT</td>
<td>2xxxxx8</td>
<td>19999999997</td>
</tr>
<tr>
<td>3  AARDVARK COLLINS INTERNAT</td>
<td>2xxxxx8</td>
<td>19999999997</td>
</tr>
<tr>
<td>4  AARDVARK COMPUTING</td>
<td>axxxxxx9</td>
<td>22222222227</td>
</tr>
<tr>
<td>5  AARDVARK DRAINAGE COMPANY</td>
<td>2xxxxxu</td>
<td>19999999991</td>
</tr>
<tr>
<td>6  AARDVARK GRAPHIC SOLUTION</td>
<td>2xxxxxnm</td>
<td>13333333334</td>
</tr>
<tr>
<td>7  AARDVARK IMAGING INC</td>
<td>2xxxxxnm</td>
<td>14444444444</td>
</tr>
<tr>
<td>8  AARDVARK JANITORIAL INC</td>
<td>2xxxxxx</td>
<td>15555555559</td>
</tr>
<tr>
<td>9  AARDVARK KEITH MOVING</td>
<td>2yyyyys</td>
<td>17777777774</td>
</tr>
<tr>
<td>10 AARDVARK KEITH MOVING</td>
<td>2yyyyy3</td>
<td>17777777774</td>
</tr>
</tbody>
</table>

Press CLEAR to exit
Search through vouchers

| ACTIVE addresses for: AARDVARK DRAINAGE COMPANY |
| ID: 2xxxxxu |
| Starting Mail code: ____ |
| Inactive Addresses only: _ |

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO BOX 100930</td>
<td>SAN ANTONIO</td>
<td>TX</td>
<td>78201893030</td>
<td>000</td>
</tr>
<tr>
<td>DBA ALL PRO PLUMBING PO BOX</td>
<td>SAN ANTONIO</td>
<td>TX</td>
<td>78201873030</td>
<td>001</td>
</tr>
<tr>
<td>DBA ALL PRO ROOTER &amp; PLUMBIN</td>
<td>SAN ANTONIO</td>
<td>TX</td>
<td>78201893030</td>
<td>002</td>
</tr>
</tbody>
</table>

Select the address that matches the address on the invoice!
Vendor Search - FRMS

Payment: Vendor

While this site is being developed, please use the available resources below.

Links
- Vendor search and view details page
- Point Plus vendor search

DEFINE Resources
- Use the GGV command in *DEFINE to create a new vendor record
- Use the PS1 command in *DEFINE to view vendor details
- Use the GT9 command in *DEFINE to view transactions by vendor
Vendor Search - FRMS

Vendor Information

Please enter a name to see a list of Vendor names.
Vendor Name: [input field]  Search: [submit button]

Please enter a Vendor UT EID to see the information for a specific Vendor.
Vendor Display: [radio buttons] Active Addresses, Inactive Addresses  Submit: [submit button]
## Vendor Information

Click Submit to see the next set of names or enter another name and click Submit to find another vendor.

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Name?</th>
<th>UT EID</th>
<th>Vendor ID</th>
<th>Status</th>
<th>Relationship Information</th>
<th>Number of Active Addresses</th>
<th>Number of Inactive Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARDVARK DRAINAGE COMPANY</td>
<td>Yes</td>
<td>2abc9fg</td>
<td>174888888888</td>
<td>ACTIVE</td>
<td>Vendor Only</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>AARDVARK GRAPHIC SOLUTIONS</td>
<td>No</td>
<td>2543abcd</td>
<td>129999999999</td>
<td>ACTIVE</td>
<td>Vendor Only</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>AARDVARK IMAGING INC</td>
<td>Yes</td>
<td>2543abcd</td>
<td>129999999999</td>
<td>ACTIVE</td>
<td>Vendor Only</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>AARDVARK JANITORIAL INC</td>
<td>Yes</td>
<td>2yz8ssq</td>
<td>175777777777</td>
<td>ACTIVE</td>
<td>Vendor Only</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
### Vendor Information

#### Vendor System Information

- **Name:** AARDVARK DRAINAGE COMPANY
- **UT EID:** 2abc0fg
- **State Vendor ID:** 174888888888
- **Relationship:** Vendor Only
- **Status:** Active
- **Active Addresses:** 3
- **Inactive Addresses:** 1
- **PIF Code:** None
- **Ownership Type:** None
- **UT Hold:** None
- **State Hold:** None

#### Vendor System Addresses

- **Mail Code:**
  - [Submit](#)
  - Active Addresses
  - Inactive Addresses

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Mail Code</th>
<th>State Mail Code</th>
<th>Address Status</th>
<th>Address</th>
<th>Telephone Number</th>
<th>Fax Number</th>
<th>Last Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPS Address</td>
<td>000</td>
<td>003</td>
<td>Active</td>
<td>PO BOX 100999 SAN ANTONIO TX 78201-8930</td>
<td>(210)734-8400</td>
<td>Not Available</td>
<td>01/23/01</td>
</tr>
<tr>
<td>USPS Address</td>
<td>001</td>
<td>001</td>
<td>Active</td>
<td>PO BOX 100777 SAN ANTONIO TX 78201-8770</td>
<td>(210)734-8400</td>
<td>(210)734-3093</td>
<td>10/04/00</td>
</tr>
<tr>
<td>USPS Address</td>
<td>002</td>
<td>None</td>
<td>Active</td>
<td>PO BOX 100999 SAN ANTONIO TX 78201-8930</td>
<td>(210)734-8400</td>
<td>Not Available</td>
<td>07/01/03</td>
</tr>
</tbody>
</table>
OBJECT CODES

OBJECT CODES identify goods or services with 4-digit numbers.

They categorize transactions for reporting purposes.

They also regulate what items may be purchased with which accounts.
OBJECT CODES

GG8 lists object codes in numeric order

GG9 lists object codes in keyword order

GO7 lists which object codes are allowed on which accounts
Amounts - Debits and Credits

Most vouchers will have accounts being debited to pay for goods or services.

Some vouchers may also have credits – when combined with debits. Departments should not create documents for credits only.
TYPES OF PAYMENTS

CHECKS – Local Funds
WARRANTS – State Funds
DIRECT DEPOSITS (Automated Clearing House “ACH”)

NOTE: If payment should be issued as a wire or foreign draft, *DO NOT* process a payment document in *DEFINE.*

Contact Cash Management: 232-2108
Invoice Numbers

Invoice numbers must be on transactions (these are then automatically stamped on the check stub information)

Invoice numbers can then be tracked in *DEFINE on the GT7 screens
Once a document status has become proposed, a coversheet can be printed (using the PRT action). This coversheet is signed by individual payees. Documentation is attached and sent to Accounts Payable.
Documentation

Supporting documentation usually includes receipts and any other information (such as an OOEF for entertainment expenses).

Supporting documentation is stored by the departments, and

Sent to the Office of Accounting to be imaged for future reference.
Help Resources

“?” – Field Level Help
PF6 – Screen Level Help
PF10 – Online Glossary & Experts
PF15 – Special Reports
Online Training Resources
askUS
"?" – Field Level Help

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEFINE PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: _______________ Month: MAR

==============================================================================
Status: ___ Summary: _______________
Action: ___ Document ID: ___________
Created: 03/21/12 ACGEM
Format: ___ Voucher Date: ______ Voucher Nbr: ___________
P.O.Nbr: ? Type: Partial/Complete: _ DepReq: ___________
Separate Check: ___ State/Local: ___ Check Distribution: ___
Goods/Service Received Begin: _____ End: _____ Invoice Receive Date: _____
Requested Pmt Date: ______ Requested Pmt Reason: _______________
Vendor ID: UT EID: ________ Mail Code: ___ State VID:
Vendor Name:
Address:

SECTIONS: _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: Payment Due Date:
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/21/12 10:41 AM --
"?” – Field Level Help

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEFINE PURCHASE ORDER PAYMENT REQUEST – VP1 Year: 11 12
Command: VP1 Account: __________ Misc: ________________ Month: MAR

---------------------------------------------------------------------------------------------------------------------
Status: -- COVER SHEET -- Document ID: ___________
Action: ___ Summary:
Created: 03/21/12 ACGEM Voucher Date: _____ Voucher Nbr:
P.O.Nbr: ?_________ Type: Partial/Complete: _ Dep Req: _________________
Separate Check Distribution: _
Goods/Servic | Requested P | Please type in a purchase order. | Goods/Service Receive Date: _____
Vendor ID: | ID: | This purchase order must already be encumbered through Purchasing VID:
Vendor Name: | be encumbered through Purchasing Address: | in order to be able to pay it via the VP1.
| | |
---------------------------------------------------------------------------------------------------------------------
SECTIONS: _ 1. Voucher Description and Comments
 _ 2. Items Billed to be Paid
 _ 3. Transactions: Payment Due Date:
 _ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): ____________ Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/21/12 10:41 AM --
Help for Command VP1                      Screen 1 of 13
==========================================================================
VP1 Purchase Order Payment Request

CATCH WORDS                                           ON-LINE

PURPOSE.................................................................. 2
CONCEPTS.................................................................. 2
BEFORE YOU START............................................... 2
FIELD GUIDE.......................................................... 4
HOW TO USE........................................................... 8
RESOURCES................................................................ 12
VOCABULARY............................................................ 12

** Read "PF6" in the PF10 On-Line Glossary for Catch Word definitions **

Press 'ENTER' for next page of text or CLEAR to exit help.
PF10 – Expert Help

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEFINE            PURCHASE ORDER PAYMENT REQUEST - VP1            Year: 11 12
------------------------------------------------------------------------+ AR
S | DEFINE On-Line Information Center                      | __
A | ------------------------------------------------------------------------
Request: ____________________________________________________________

If you need expert help for the command listed press enter.

Please mark if what you have requested is command help. _

V | Press PF6 for instructions.

Press <CLEAR> to exit this screen.

_ 4. Define Codes (optional)             Scheduled Date:
  Total of Invoice(s):                 Total Payment Amt:
-- 0 UT Austin          ----- PF1=Options ------- PF8=Exit ------- 3/21/12 10:46 AM --
PF10 – Expert Help

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEFINE PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12

------------------------------------------------------------------------+ AR
|                                                                        | ==
S | DEFINE On-Line Information Center                                    |__
A |-----------------------------------------------------------------------|

Request: VP1____________________________________________________|

If you need expert help for the command listed press enter.

Please mark if what you have requested is command help. _

V | Press PF6 for instructions.                                          |

Press <CLEAR> to exit this screen.

------------------------------------------------------------------------+

_ 4. Define Codes (optional) Scheduled Date:  
Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/21/12 10:46 AM --
**PF10 – Expert Help**

>>> Select a Document or a new ACTION and press ENTER to continue.<<

*DE

---

**EXPERT LIST FOR THE MENU/COMMAND: VP1**

To send an electronic mail message to an expert, select by number and press ENTER:

<table>
<thead>
<tr>
<th>Expert</th>
<th>LogonID</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEBLANC, COLLEEN M</td>
<td>ACCMS</td>
<td>471-3946</td>
</tr>
<tr>
<td>GREGG, CYNTHIA A</td>
<td>ACCG</td>
<td>471-3523</td>
</tr>
</tbody>
</table>

PF5 = Request Screen    CLEAR = Cancel

---

/Y12 10:48 AM --
PF10 – Glossary Help

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEFINE PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12

+ AR

S | DEFINE On-Line Information Center | __
A | ____________________________________________________________________________ |

Request: ____________________________________________________________________________

If you need expert help for the command listed press enter.

Please mark if what you have requested is command help._

V | Press PF6 for instructions. |

Press <CLEAR> to exit this screen.

_ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/21/12 10:46 AM --
Pf10 – Glossary Help

>> Select a Document or a new ACTION and press ENTER to continue.<<
*DEFINE PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12

| S | DEFINE On-Line Information Center | __ |
| A |

Request: VOUCHER

If you need expert help for the command listed press enter.

Please mark if what you have requested is command help. _

V

Press PF6 for instructions.

Press <CLEAR> to exit this screen.

_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/21/12 10:46 AM --
Glossary definition for: VOUCHER

VOUCHER -
Vouchers are accounting documents which create accounting transactions. Each document must have backup documentation substantiating what the transaction is for and who approved it. Once the document is approved by the appropriate processing department it is assigned a voucher number. Each document is assigned a unique voucher number consisting of 7 digits: one alpha character followed by six numeric characters. The alpha character indicates the type of voucher:

Type L: Indicates a check was cut for payment
  VPM documents

Type S: Indicates a warrant was issued for payment
  VPM documents

Type C: Indicates cash was received
  VCM documents

Type B: Indicates a balance forward entry
  VJB document

(Press ENTER to page forward or CLEAR to return)
<table>
<thead>
<tr>
<th>Object</th>
<th>State</th>
<th>Title</th>
<th>PPA</th>
<th>Inv</th>
<th>BF-T</th>
<th>Keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>0100</td>
<td>NONE SALARY ENCUMBRANCES</td>
<td>0100</td>
<td></td>
<td></td>
<td>ENCUMBRANCE-SALARY</td>
</tr>
<tr>
<td>_</td>
<td>0105</td>
<td>NONE FRINGE BENEFIT ENCUMB</td>
<td></td>
<td></td>
<td></td>
<td>ENCUMBRANCE-FRG BN</td>
</tr>
<tr>
<td>_</td>
<td>0200</td>
<td>NONE MATERIAL ENCUMBRANCES</td>
<td>0201</td>
<td></td>
<td></td>
<td>ENCUMBRANCE-MATERI</td>
</tr>
<tr>
<td>_</td>
<td>0202</td>
<td>NONE PURCHASE ORDER EST</td>
<td>0201</td>
<td></td>
<td></td>
<td>ENCUMBRANCE-EST</td>
</tr>
<tr>
<td>_</td>
<td>0204</td>
<td>NONE ENCUMBRANCES FOR BOOKS</td>
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<td></td>
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<td>0201</td>
<td></td>
<td></td>
<td>ENCUMBRANCE-BAL FW</td>
</tr>
<tr>
<td>_</td>
<td>0300</td>
<td>NONE SCHOLARSHIP ENCUMB</td>
<td>0300</td>
<td></td>
<td></td>
<td>ENCUMBRANCE-SCHOLA</td>
</tr>
<tr>
<td>_</td>
<td>0325</td>
<td>NONE CASH AWARD ENCUMB-NE</td>
<td>0325</td>
<td></td>
<td></td>
<td>AWARDS-ENCUMB</td>
</tr>
<tr>
<td>_</td>
<td>0350</td>
<td>NONE LOAN ENCUMBRANCE</td>
<td>0201</td>
<td></td>
<td></td>
<td>ENCUMBRANCE-LOAN</td>
</tr>
<tr>
<td>_</td>
<td>0399</td>
<td>NONE SCHOLARSHIP ENC FORWD</td>
<td>0201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0401</td>
<td>NONE COMPUTER ENCUMBRANCES</td>
<td>0401</td>
<td></td>
<td></td>
<td>CENTER-COMPUTATION</td>
</tr>
<tr>
<td>_</td>
<td>0402</td>
<td>NONE COMP ENC--INACTIVE--</td>
<td>0401</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0403</td>
<td>NONE COMPUTER ENCUMB-CHPC</td>
<td>0403</td>
<td></td>
<td></td>
<td>CENTER-COMPUTATION</td>
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<tr>
<td>_</td>
<td>0404</td>
<td>NONE COMP ENC--INACTIVE--</td>
<td>0403</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0499</td>
<td>NONE COMPUTER ENCUMB-BFW</td>
<td>0201</td>
<td></td>
<td></td>
<td>COMPUTER ENCUM FWD</td>
</tr>
</tbody>
</table>

--- 0 UT Austin  ------- PF1 = Options ---- PF8 = Exit ---- 3/20/12 11:53 AM ---
PF15 – Special Reports

Mark task to submit or press clear to escape.

<table>
<thead>
<tr>
<th>Jobgroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQJGA011</td>
<td>OBJECT CODE REPORT – CODE ORDER</td>
</tr>
<tr>
<td>AQJGA012</td>
<td>OBJECT CODE REPORT – KEYWORD ORDER</td>
</tr>
<tr>
<td>AQJGA013</td>
<td>OBJECT CLASS CODES INCLUDING OLD CODES</td>
</tr>
<tr>
<td>AQJGA014</td>
<td>OBJECT CODE download reports of object codes and keyword</td>
</tr>
<tr>
<td>AQJGA018</td>
<td>OBJECT CODES – EXPENDITURE AND INCOME ONLY</td>
</tr>
<tr>
<td>AQJGA019</td>
<td>OBJECT CODE REPORT – SORTED BY LBB OBJECT CODE</td>
</tr>
</tbody>
</table>

CLR : Return          PF4 : Page Back
Training Resources

http://www.utexas.edu/business/accounting/
Training Resources

Handbook of Business Procedures

Table of Contents
- Part 1. Business and Financial Administration
- Part 2. Fund Accounting
- Part 3. Budget
- Part 4. Fund Transfers
- Part 5. Sales of Goods and Services
- Part 6. Cash Handling
- Part 7. Purchasing
- Part 8. Business Contracts and Agreements
- Part 9. Expenditure Procedures (see also Accounts Payable)
- Part 10. Costing
- Part 11. Travel
- Part 12. Independent Contractors
- Part 13. Payroll Services
- Part 14. Scholarships, Fellowships, and Cash Prizes
- Part 15. Student Accounting
Training Resources

http://www.utexas.edu/business/accounting/
Training Resources

Click any of the links below to see available training resources arranged by business process or administrative system. To search all available training materials and other publications, type a keyword or search term into the Custom Search field and click Search. For a complete list of available training classes, visit the Classes Web page.

Business Process Resources

- Accounting Basics
- Bursar (Cashiers)
- Departmental Accounting
- Fiscal Year-End
- Inventory
Training Resources

Administrative System Resources

- AEIS
- CCART
- *DEFINE
- EOM
- Payment Vouchers
- Reports
- TRAC
- Travel Vouchers
- TXShop
- UT Direct Authorizations
Training Resources

Administrative System Resources

- AEIS
- CCART
- *DEFINE
- EOM

Payment Vouchers
- Authorization of Professional Services (APS) - Handout
- E-Billing Payment Vouchers (VP9) - Slideshow
- Independent Contractor or Casual Employee (APS/PBS) - Slideshow
- Payment Vouchers (VP1, VP2) - Class
- Payment Vouchers (VP1, VP2) - Handout
- Payments to International Non-Employees - Handout
- Procurement Card Program - Web page
- Procurement Card Voucher (VP7) - Handout
- Procurement Card Voucher (VP7) - Slideshow
- Regenerating Transactions - Video

- Reports
Training Resources

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Online Help: askUS
Does a department need to retain the documentation for Procurement card vouchers (VP7)?
Yes, if the documentation is not submitted for imaging, supporting documentation must be retained within the creating department in accordance with the retention requirements as listed in The...
Date Updated: 10/14/2011

How can I check if a state voucher has been paid?
To verify if a state voucher has been paid, follow the steps below: Go to the *DEFINE GT2 command. Type the voucher number in the Misc field and press ENTER. If a warrant has been issued, PAID will...
Date Updated: 12/20/2011

Why can't I change the voucher date on a *DEFINE VPE?
The Voucher Date field on a VPE can only be updated to the current date or a previous date within an open month. The voucher date cannot be changed to a date that falls in a closed month. A given...
Date Updated: 04/11/2011
WALKTHRU – VP2

>> Select a document or a new action and press ENTER to continue <<

*DEQUAL               SERVICE PAYMENT REQUEST – VP2                Year: 11 12
Command: VP2     Account: __________     Misc: _______________     Month: MAR
==============================================================================
Status: -- COVER SHEET --     Document ID: __________
Action: ___ Summary:
    Created: 03/15/12     ACGEM          Category:
    Format: _____     Template: ____________     Voucher Nbr:
    Separate Check: _     Voucher Date: _____     Check Distribution: _
    Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: ______
    Request Payment Date: _____ Req Pay Reason: _________________________
    Vendor ID:   UT EID: ________ Mail Code: ___ State VID:
Vendor Name:
    Address:

    SECTIONS: _ 1. Voucher Description & Payee Reference Comments
                _ 2. Line Items:
                _ 3. Define Codes (optional)
                    Payment Due Date:
Total of Invoice(s):     Total Payment Amt:

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 3/15/12 01:47 PM --
>> Select a document or a new action and press ENTER to continue <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: ____________ Month: MAR

==============================================================================
Status: -- COVER SHEET -- Document ID: __________
Action: ?__ Summary:
Created: 03/15/12 ACGEM Category:
Format: ____ Template: ____________ Voucher Nbr:
Separate Check: _ Voucher Date: _____ Check Distribution: _
Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: _____
Request Payment Date: _____ Req Pay Reason: ________________________
Vendor ID: UT EID: ________ Mail Code: ___ State VID:
Vendor Name:
Address:

SECTIONs:
_ 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)

Payment Due Date:

Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 01:47 PM --
WALKTHRU – VP2

>> Select a document or a new action and press ENTER to continue <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12

Command: VP2 Account: __________ Misc: ___________ Month: MAR

### Actions Available on this Electronic Document

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>C</td>
<td>Enter Action: ___</td>
</tr>
<tr>
<td>F</td>
<td>No Action is required to VIEW this document.</td>
</tr>
<tr>
<td>S</td>
<td>tion: _</td>
</tr>
<tr>
<td>G</td>
<td>NEW Create a NEW document.</td>
</tr>
<tr>
<td>R</td>
<td>SEA SEARCH for selected documents.</td>
</tr>
</tbody>
</table>

Total ents

7 PM
>> Enter U, C, F, P, or T in the Check Distribution field. <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: _______________ Month: MAR
==============================================================================
Status: -- COVER SHEET -- Document ID: __________
Action: NEW Summary:
Created: 03/15/12 ACGEM Category:
Form: 01___ Template: __________ Voucher Nbr:
Separate Check: _ Voucher Date: _____ Check Distribution: _
Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: _____
Request Payment Date: _____ Req Pay Reason: _____________________________
Vendor ID: UT EID: ________ Mail Code: ___ State VID:
Vendor Name:
Address:

SECTIONS: _ 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)

Payment Due Date:
Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 01:56 PM --
>> Enter U, C, F, P, or T in the Check Distribution field. <<

*DEQUAL               SERVICE PAYMENT REQUEST - VP2                Year: 11 12
Command: VP2     Account: __________     Misc: ______________     Month: MAR

==============================================================================
Status: -- COVER SHEET --     Document ID: _____________
Action: NEW Summary:
    Created: 03/15/12     ACGEM               Category:
    Format: 01___     Template: ___________     Voucher Nbr:
    Separate Check: _     Voucher Date: _____     Check Distribution: U
Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: _______
    Request Payment Date: _____ Req Pay Reason: _______________________
Vendor ID:   UT EID: ________ Mail Code: ___ State VID:
Vendor Name:
    Address:

    SECTIONS: _ 1. Voucher Description & Payee Reference Comments
                   _ 2. Line Items:
                   _ 3. Define Codes (optional)
    Payment Due Date:
Total of Invoice(s): Total Payment Amt:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 01:56 PM --
>>CREATION OF DOCUMENT Y0VP2985890 SUCCESSFULLY COMPLETED; CONTINUE<<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: _______________ Month: MAR

==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890
Action: ___ Summary: DOCUMENT IN PROGRESS
Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: ____________ Voucher Nbr:
Separate Check: _ Voucher Date: 031512 Check Distribution: U
Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: ______
Request Payment Date: _____ Req Pay Reason: ______________________
Vendor ID: UT EID: ________ Mail Code: ___ State VID:
Vendor Name:
Address:

SECTIONS:
_ 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)

Payment Due Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 3/15/12 01:58 PM --
>>Update to document Y0VP2985890 successfully completed; continue<<

*DEQUAL

SERVICE PAYMENT REQUEST - VP2

Year: 11 12

Command: VP2 Account: __________ Misc: ________________ Month: MAR

==============================================================================

Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890

Action: ___ Summary: DOCUMENT IN PROGRESS

Created: 03/15/12 by ACGEM - MARTT, GARY E Category:

Format: 01___ Template: ______________ Voucher Nbr:

Separate Check: _ Voucher Date: 031512 Check Distribution: U

Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______

Request Payment Date: _____ Req Pay Reason: __________________________

Vendor ID: UT EID: ________ Mail Code: ___ State VID:

Vendor Name:

Address:

SECTIONS:

_ 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)

Payment Due Date:

Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:02 PM --
>>Update to document Y0VP2985890 successfully completed; continue<<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: ____________ Month: MAR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890
Action: ___ Summary: DOCUMENT IN PROGRESS
    Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
    Format: 01___ Template: __________ Voucher Nbr:
    Separate Check: _ Voucher Date: 031512 Check Distribution: U
    Goods/ServRecv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: _____
    Request Payment Date: _____ Req Pay Reason: ?______________________
Vendor ID: UT EID: ______ Mail Code: ___ State VID:
Vendor Name:
    Address:

    SECTIONS: __ 1. Voucher Description & Payee Reference Comments
               __ 2. Line Items:
               __ 3. Define Codes (optional)
    Payment Due Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 3/15/12 02:02 PM --
Update to document Y0VP2985890 s

*DEQUAL SERVICE PAY |
Command: VP2 Account: ______ | Requested Payment Date Reasons |
Status: CREATED -- C | 1 Early payment discount |
Action: ___ Summary: DOCUMENT IN P | 2 Contractual/legal obligation |
Created: 03/15/12 by ACGEM - M | 3 Normal vendor payment terms |
Format: 01___ Template | 4 Special arrangement with vendor |
Separate Check: _ Vouch | 5 Processing office override |
Goods/Serv Recv Beg: 012012 End: 0 | 6 Other |
Request Payment Date: ______ R | 7 Letter of Credit account |
Vendor ID: UT EID: ________ Ma |
Vendor Name: | _ Please enter a number here |
Address: |

SECTIONS:
_ 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)
  Payment Due Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:02 PM --
>> Select a document or a new action and press ENTER to continue <<
*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: _______________ Month: MAR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890
Action: ___ Summary: DOCUMENT IN PROGRESS
 Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
 Format: 01___ Template: ____________ Voucher Nbr:
 Separate Check: _ Voucher Date: 031512 Check Distribution: U
 Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
 Request Payment Date:_____ Req Pay Reason: ________________________
 Vendor ID: UT EID: ?_____ Mail Code: ___ State VID:
 Vendor Name:
 Address:

 SECTIONS: _ 1. Voucher Description & Payee Reference Comments
 _ 2. Line Items:
 _ 3. Define Codes (optional)
 Payment Due Date:
 Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:07 PM --
WALKTHRU – VP2

| No records meet your search criteria. | 2 |
| | R |
| Selection: __ | = |
| Search and List Entities by: | 0 |
| Name: ________________________________ | |
| EID or Vendor ID: ____________________ | |
| | |
| Expand Display to show 'A'dresses, 'N'ames | U |
| 'I'dentifiers, or 'P'ointers | |
| Name | ID Type: UN Vendor EID: | |
| | |
| | |
| | |
| | |
| Press CLEAR to exit | - |
| No records meet your search criteria. | 2 |
| | R |
| Selection: | = |
| Search and List Entities by: | 0 |
| Name: AARDVARK | |
| EID or Vendor ID: | |
| Expand Display to show 'A'ddresses, 'N'amess | U |
| 'I'dentifiers, or 'P'ointers | |
| Name | ID Type: UN Vendor EID: |
| Press CLEAR to exit | - |
Press ENTER to page forward.

Selection: __
Search and List Entities by:
Name: AARDVARK________________________
EID or Vendor ID: ____________________

Expand Display to show 'A'ddresses, 'N'ames
'I'dentifiers, or 'P'ointers

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Type: UN</th>
<th>Vendor EID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARDVARK CLAY &amp; SUPPLY</td>
<td>2xxxxxz</td>
<td></td>
</tr>
<tr>
<td>AARDVARK COLLINS INTERNAT</td>
<td>2xxxxx8</td>
<td></td>
</tr>
<tr>
<td>AARDVARK COLLINS INTERNAT</td>
<td>2xxxxx8</td>
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<tr>
<td>AARDVARK COMPUTING</td>
<td>axxxxx9</td>
<td></td>
</tr>
<tr>
<td>AARDVARK DRAINAGE COMPANY</td>
<td>2xxxxxu</td>
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</tr>
<tr>
<td>AARDVARK GRAPHIC SOLUTION</td>
<td>2yyyyynm</td>
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<td>AARDVARK IMAGING INC</td>
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<td>AARDVARK JANITORIAL INC</td>
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<td>AARDVARK KEITH MOVING</td>
<td>2zzzzzs</td>
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<tr>
<td>AARDVARK KEITH MOVING</td>
<td>2zzzzz3</td>
<td></td>
</tr>
</tbody>
</table>

Press CLEAR to exit
ACTIVE addresses for: AARDVARK DRAINAGE COMPANY

ID: 2xxxxxxu

Starting Mail code: ___

Inactive Addresses only: _

To select an address/mail code mark with an X

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
<th>Code</th>
<th>Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  _ PO BOX 100930</td>
<td>SAN ANTONIO</td>
<td>TX</td>
<td>78201893030</td>
<td>000</td>
<td>U</td>
</tr>
<tr>
<td>2  _ DBA ALL PRO PLUMBING PO BOX</td>
<td>SAN ANTONIO</td>
<td>TX</td>
<td>78201873030</td>
<td>001</td>
<td>U</td>
</tr>
<tr>
<td>3  _ DBA ALL PRO ROOTER &amp; PLUMBING</td>
<td>SAN ANTONIO</td>
<td>TX</td>
<td>78201893030</td>
<td>002</td>
<td>U</td>
</tr>
</tbody>
</table>

Press CLEAR to exit
<table>
<thead>
<tr>
<th></th>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
<th>Code</th>
<th>Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X PO BOX 100930</td>
<td>SAN ANTONIO</td>
<td>TX</td>
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<td>DBA ALL PRO PLUMBING PO BOX</td>
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</tbody>
</table>

Address should match the invoice address!
Update to document Y0VP2985890 successfully completed; continue<<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: ___________ Month: MAR

Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890
Action: ___ Summary: AARDVARK DRAINAGE COMPANY
    Created: 03/15/12 by ACGEM - MARTT, GARY E
    Format: 01___  Template: ____________
    Separate Check: _ Voucher Date: 031512 Check Distribution: U
    Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
    Request Payment Date: _____ Req Pay Reason: ______________
Vendor ID: 1 UT EID: 2xxxxxu Mail Code: 000 State VID: 1999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
    Address: PO BOX 100930

SAN ANTONIO , TX 78201893030

SECTIONS: X 1 Voucher Description & Payee Reference Comments
    _ 2. Line Items:
    _ 3. Define Codes (optional)

Payment Due Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:25 PM --
For Instructions on how to enter information press PF6

Comments to be printed on voucher description:

Invoice information and comments to be printed on check stub:

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<thead>
<tr>
<th>Comments</th>
<th>Invoice Number</th>
<th>Amount</th>
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</thead>
<tbody>
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</tbody>
</table>

Total: 0.00

Send USAS: _  Reimbursable: Y  Doc Type: 9  PCC Code: _

To page forward mark here  +  To page backward press PF4.
WALKTHRU – VP2

**** For Instructions on how to enter information press PF6 ****

Comments to be printed on voucher description: Page 1 of

Special Draining Services

Invoice information and comments to be printed on check stub:

<table>
<thead>
<tr>
<th>Comments</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Einstein's Laboratory</td>
<td>_________________________</td>
<td>_______________</td>
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</tbody>
</table>

Total: 0.00

Send USAS: _ Reimbursable: Y Doc Type: 9 PCC Code: _

To page forward mark here + To page backward press PF4.
>> YOUR UPDATE WAS SUCCESSFUL.<<

**** For Instructions on how to enter information press PF6 ****

Comments to be printed on voucher description:  Page 1 of

SPECIAL DRAINING SERVICES___________________________

___________________________________________________

Invoice information and comments to be printed on check stub:

<table>
<thead>
<tr>
<th>Comments</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR. EINSTEIN'S LABORATORY</td>
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<td>_______________</td>
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<tr>
<td></td>
<td>_________________________</td>
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</tbody>
</table>

Total: 0.00

Send USAS: _  Reimbursable: Y  Doc Type: 9  PCC Code: _

To page forward mark here +  To page backward press PF4.
WALKTHRU – VP2

>> Select a document or a new action and press ENTER to continue <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: __________ Month: MAR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890
Action: ___ Summary: AARDVARK DRAINAGE COMPANY
Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: __________ Voucher Nbr:
Separate Check: _ Voucher Date: 031512 Check Distribution: U
Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
Request Payment Date: _____ Req Pay Reason: ______________________
Vendor ID: 1 UT EID: 2xxxxxu Mail Code: 000 State VID: 1999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
Address: PO BOX 100930

SAN ANTONIO , TX 78201893030
SECTIONS: X X 1. Voucher Description & Payee Reference Comments
_ 2. Line Items:
_ 3. Define Codes (optional)
Payment Due Date:

Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:29 PM --
>> Select a document or a new action and press ENTER to continue <<

*DEQUAL                      SERVICE PAYMENT REQUEST - VP2                      Year: 11 12
Command: VP2                Account: __________      Misc: _______________  Month: MAR
==============================================================================
Status: CREATED              -- COVER SHEET --          Document ID: Y0VP2985890
Action: ___ Summary: AARDVARK DRAINAGE COMPANY
               Created: 03/15/12 by ACGEM - MARTT, GARY E           Category:
               Format: 01___        Template: __________     Voucher Nbr:
Separate Check: _            Voucher Date: 031512      Check Distribution: U
Goods/Serv Recv Beg: 012012  End: 012012 Invoice Receive: 022912 DTN: ______
Request Payment Date: _____  Req Pay Reason: _________________________
Vendor ID: 1 UT EID: 2xxxxxxu  Mail Code: 000  State VID: 19999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
Address: PO BOX 100930

SAN ANTONIO , TX 78201893030
SECTIONS:  X _ 1. Voucher Description & Payee Reference Comments
           X 2. Line Items:
            _ 3. Define Codes (optional)
Payment Due Date:
Total of Invoice(s):           Total Payment Amt:                  0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:29 PM --
Voucher: | Action: ___ Begin at Acct: __________ | Document ID: Y0VP2985890 |

| Voucher Date: 031512 |
| Voucher Nbr.: Entries: 0 |

| ACCOUNT | D/C TYPE OBJ | AMOUNT | PO NBR | DTN |
| RECEIVE | BEG END | INV RECEIVE | INVOICE | NBR | INTEREST | FLAG/REASON | DUE |

| 012012 | 012012 | 022912 | ____________________________ | _ | ___ |

| 012012 | 012012 | 022912 | ____________________________ | _ | ___ |

| 012012 | 012012 | 022912 | ____________________________ | _ | ___ |

| 012012 | 012012 | 022912 | ____________________________ | _ | ___ |

| 012012 | 012012 | 022912 | ____________________________ | _ | ___ |

<p>| 012012 | 012012 | 022912 | ____________________________ | _ | ___ |</p>
<table>
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<tr>
<th>ACCOUNT</th>
<th>D/C TYPE OBJ</th>
<th>AMOUNT</th>
<th>PO NBR</th>
<th>DTN</th>
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Voucher Date: 031512

Voucher Nbr.: Entries: 0
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<th>PO NBR</th>
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</table>

Voucher Date: 031512
Voucher Nbr.: Entries: 0

Please enter your voucher transactions <<
Action: ___ Begin at Acct: ________ Document ID: Y0VP2985890

Voucher Date: 031512
Voucher Nbr.: Entries: 0
<table>
<thead>
<tr>
<th>ACCOUNT  D/C TYPE OBJ AMOUNT</th>
<th>PO NBR   DTN</th>
<th>RECEIVE</th>
<th>BEG END</th>
<th>INV RECEIVE</th>
<th>INVOICE NBR</th>
<th>INTEREST FLAG/REASON</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1902200150 D 1443 200.00</td>
<td>__________</td>
<td>__________</td>
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<td>012012 012012 022912 ABC123</td>
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<td>ACCOUNT  D/C TYPE OBJ</td>
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<td>PO NBR</td>
<td>DTN</td>
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<td>INV RECEIVE</td>
<td>INVOICE NBR</td>
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</table>
>> Select a document or a new action and press ENTER to continue <<

*DEQUAL

SERVICE PAYMENT REQUEST - VP2

Year: 11 12

Command: VP2

Account: __________

Misc: _______________

Month: MAR

==============================================================================

Status: CREATED

-- COVER SHEET --

Document ID: Y0VP2985890

Action: ___ Summary: AARDVARK DRAINAGE COMPANY

Created: 03/15/12 by ACGEM - MARTT, GARY E

Category:

Format: 01___

Template: ___________

Voucher Nbr:

Separate Check: _

Voucher Date: 031512

Check Distribution: U

Goods/Serv Recv Beg: 012012

End: 012012

Invoice Receive: 022912

DTN: _______

Request Payment Date: _____

Req Pay Reason: _________________________

Vendor ID: 1 UT EID: 2xxxxxu

Mail Code: 000

State VID: 19999999991

Vendor Name: AARDVARK DRAINAGE COMPANY

Address: PO BOX 100930

SAN ANTONIO, TX 78201893030

SECTIONs: X _ 1. Voucher Description & Payee Reference Comments

X X 2. Line Items: 1

_ 3. Define Codes (optional)

Payment Due Date: 033012

Total of Invoice(s): 200.00

Total Payment Amt: 200.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:39 PM --
>> Select a document or a new action and press ENTER to continue <<

*DEQUAL  SERVICE PAYMENT REQUEST - VP2  Year: 11 12
Command: VP2  Account: __________  Misc: _______________  Month: MAR
==============================================================================
Status: CREATED  -- COVER SHEET --  Document ID: Y0VP2985890
Action: VER  Summary: AARDVARK DRAINAGE COMPANY
Created: 03/15/12 by ACGEM - MARTT, GARY E  Category: 
Format: 01__  Template: _______________  Voucher Nbr: 
Separate Check: _  Voucher Date: 031512  Check Distribution: U
Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
Request Payment Date: _____ Req Pay Reason: _____________________
Vendor ID: 1 UT EID: 2xxxxxxu  Mail Code: 000 State VID: 19999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
Address: PO BOX 100930

SAN ANTONIO , TX 78201893030
SECTIONS:  X  1. Voucher Description & Payee Reference Comments  
X  X  2. Line Items: 1
_  3. Define Codes (optional)
Payment Due Date: 033012
Total of Invoice(s):  200.00  Total Payment Amt:  200.00
--- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:39 PM ---
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: ____________ Month: MAR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP298589
Action: ___ Summary: AARDVARK DRAINAGE COMPANY
Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: ____________ Voucher Nbr:
Separate Check: _ Voucher Date: 031512 Check Distribution: U
Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
Request Payment Date: ____Req Pay Reason: ______________________
Vendor ID: 1 UT EID: 2xxxxxu Mail Code: 000 State VID: 19999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
Address: PO BOX 100930

SAN ANTONIO, TX 78201893030
SECTIONS: X _ 1. Voucher Description & Payee Reference Comments
X X 2. Line Items: 1
_ 3. Define Codes (optional)
Payment Due Date: 033012
Total of Invoice(s): 200.00 Total Payment Amt: 200.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:39 PM --
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: _______________ Month: MAR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP2985890
Action: APP Summary: AARDVARK DRAINAGE COMPANY
Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: _______________ Voucher Nbr:
Separate Check: _ Voucher Date: 031512 Check Distribution: U
Goods/ServRecv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
Request Payment Date: _____ Req Pay Reason: __________________________
Vendor ID: 1 UT EID: 2xxxxxu Mail Code: 000 State VID: 19999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
Address: PO BOX 100930

SAN ANTONIO, TX 78201893030
SECTIONS: X _ 1. Voucher Description & Payee Reference Comments
X X 2. Line Items: 1
_ 3. Define Codes (optional)
Payment Due Date: 033012
Total of Invoice(s): 200.00 Total Payment Amt: 200.00
--- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 3/15/12 02:39 PM ---
WALKTHRU – VP2

>> Document is now at desk MGR REVIEW in master view ACMAST <<

*DEQUAL SERVICE PAYMENT REQUEST - VP2 Year: 11 12
Command: VP2 Account: __________ Misc: _______________ Month: MAR
==============================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: Y0VP2985890
Action: ___ Summary: AARDVARK DRAINAGE COMPANY

Created: 03/15/12 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: ___________ Voucher Nbr:
Separate Check: _ Voucher Date: 031512 Check Distribution: U
Goods/Serv Recv Beg: 012012 End: 012012 Invoice Receive: 022912 DTN: ______
Request Payment Date: _____ Req Pay Reason: ________________
Vendor ID: 1 UT EID: 2xxxxxu Mail Code: 000 State VID: 19999999991
Vendor Name: AARDVARK DRAINAGE COMPANY
Address: PO BOX 100930

SAN ANTONIO , TX 78201893030
SECTIONS: X _ 1. Voucher Description & Payee Reference Comments
          X X 2. Line Items: 1
          _ 3. Define Codes (optional)
          Payment Due Date: 033012

Total of Invoice(s): 200.00 Total Payment Amt: 200.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 3/15/12 02:39 PM --
VP1

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL          PURCHASE ORDER PAYMENT REQUEST - VP1           Year: 11 12
Command: VP1    Account: __________    Misc: __________    Month: APR
=================================================================================================
Status:               -- COVER SHEET --               Document ID: __________
Action: ___          Summary:                        Created: 04/23/12    ACGEM
Format: _______    Voucher Date: _______    Voucher Nbr: _______
P.O.Nbr: _______    Type:    Partial/Complete: _    Dep Req: __________
Separate Check: _    State/Local: _    Check Distribution: _
Goods/Service Received Begin: _____    End: _____    Invoice Receive Date: _____
Requested Pmt Date: _____    Requested Pmt Reason: __________
Vendor ID: UT EID: _______    Mail Code: __    State VID:
Vendor Name:
Address:

SECTIONS:          _ 1. Voucher Description and Comments
          _ 2. Items Billed to be Paid
          _ 3. Transactions:        Payment Due Date:
          _ 4. Define Codes (optional)    Scheduled Date:
Total of Invoice(s): Total Payment Amt:
-- 0 UT Austin       ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:18 AM --
VP1

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL               PURCHASE ORDER PAYMENT REQUEST - VP1           Year: 11 12
Command: VP1           Account: __________     Misc: __________     Month: APR
==============================================================================
Status:                -- COVER SHEET --               Document ID: __________
Action: NEW            Summary:
Created: 04/23/12      ACGEM
Format: 01             Voucher Date: ______       Voucher Nbr:
P.O.Nbr: 2012A23691     Type: Partial/Complete: _ Dep Req: ________________
Separate Check: _       State/Local: _           Check Distribution: _
Goods/Service Received Begin: _____ End: _____ Invoice Receive Date: _____
Requested Pmt Date: _____ Requested Pmt Reason: ________________
Vendor ID:   UT EID: ________ Mail Code: __ State VID:
Vendor Name:
Address:

SECTIONS:             _ 1. Voucher Description and Comments
                        _ 2. Items Billed to be Paid
                        _ 3. Transactions:                 Payment Due Date:
                        _ 4. Define Codes (optional)         Scheduled Date:
Total of Invoice(s):   Total Payment Amt:

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 4/23/12 09:18 AM --
<table>
<thead>
<tr>
<th><strong>DELL MARKETING LP</strong></th>
<th>has requested all payments be made to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Direct Deposit</strong></td>
</tr>
</tbody>
</table>

You are attempting to pay:

**DBA DELL INC**

1 DELL WAY # 8142

ROUND ROCK, TX 7868270001

Change to this vendor's preferred address? **Y**  *If you choose 'N' o, you must explain why in NOTES*

---

**SECTIONS:**

1. Voucher Description and Comments  
2. Items Billed to be Paid  
3. Transactions:  
4. Define Codes (optional)

**Total of Invoice(s):**  
**Total Payment Amt:**

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:18 AM --
>> Creation of document Y0VP1980702 successfully completed; continue <<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: ______________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01 Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: _ Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: _____ End: _____ Invoice Receive Date: _____
Requested Pmt Date: _____ Requested Pmt Reason: _________________________
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date:
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:25 AM --
>> Creation of document Y0VP1980702 successfully completed; continue <<
*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: ___________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01 Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: _____ End: _____ Invoice Receive Date: _____
Requested Pmt Date: _____ Requested Pmt Reason: ___________________________________
Vendor ID: 1 UT EID: 2hkbvic Mail Code: 046 State VID: 1555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date:
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:25 AM --
Update to document Y0VP1980702 successfully completed; continue

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: _______________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145___________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: _____ Requested Pmt Reason: _________________________
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS:
_ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s):                Total Payment Amt:    0.00
-- 0 UT Austin _______ PF1=Options _______ PF8=Exit _______ 4/23/12 09:31 AM --
>>Update to document Y0VP1980702 successfully completed; continue<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1

Command: VP1  Account: __________  Misc: __________  Month: APR

==============================================================================
Status: CREATED  -- COVER SHEET --  Document ID: Y0VP1980702
Action: ___  Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01  Voucher Date: 042312  Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3  Partial/Complete: C Dep Req: 12UL145
Separate Check: _  State/Local: _  Check Distribution: U
Goods/Service Received Begin: 041712  End: 041712  Invoice Receive Date: 042012
Requested Pmt Date: _____  Requested Pmt Reason: ?
Vendor ID: 1 UT EID: 2hkbvic  Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS:  
_ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1  Payment Due Date: 052012
_ 4. Define Codes (optional)  Scheduled Date:
Total of Invoice(s):  Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:31 AM --
VP1

>>Update to document Y0VP1980702 s

*DEQUAL PURCHASE ORDER *

Command: VP1 Account: _______ Requested Payment Date Reasons

------------------------------------------

Status: CREATED -- C 1 Early payment discount
Action: ___ Summary: DELL MA 2 Contractual/legal obligation
Created: 04/23/12 by ACGEM M 3 Normal vendor payment terms
Format: 01 Voucher 4 Special arrangement with vendor
P.O.Nbr: 2012A23691 Type: 3 5 Processing office override
Separate Check: _ Sta
Goods/Service Received Begin: 041 6 Other
Requested Pmt Date: _____ Requ
Vendor ID: 1 UT EID: 2hkbvic Ma 7 Letter of Credit account
Vendor Name: DELL MARKETING LP _ Please enter a number here
Address: ** Direct Deposit **

SECTIONS: _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:31 AM --
>>Update to document Y0VP1980702 successfully completed; continue<<

*DEQUAL         PURCHASE ORDER PAYMENT REQUEST - VP1         Year: 11 12
Command: VP1         Account: __________         Misc: __________         Month: APR

Status: CREATED         -- COVER SHEET --         Document ID: Y0VP1980702
Action: ___         Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___         Voucher Date: 042312         Voucher Nbr: 000
P.O.Nbr: 2012A23691 Type: 3         Partial/Complete: C Dep Req: 12UL145________
Separate Check: _         State/Local: _         Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 041612         Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS:  _ 1. Voucher Description and Comments
            _ 2. Items Billed to be Paid
            _ 3. Transactions: 1         Payment Due Date: 052012
            _ 4. Define Codes (optional)         Scheduled Date:

Total of Invoice(s):         Total Payment Amt: 0.00

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 4/23/12 09:36 AM --
>>Update to document Y0VP1980702 successfully completed; continue<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: _______________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 ___ Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 041612 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: _ 1. Voucher Description and Comments
          _ 2. Items Billed to be Paid
          _ 3. Transactions: 1 Payment Due Date: 052012
          _ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:36 AM --
VP1

>>Req Pmt Date cannot be earlier than today's date.<< AQPTVP11

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: ____________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01_____ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: ___ State/Local: ___ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 041612 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 4/23/12 09:39 AM --
>> Requested Payment date cannot be on a weekend. <<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: __________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 042912 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:39 AM --
>>Update to document Y0VP1980702 successfully completed; continue<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1

Command: VP1  Account: __________  Misc: __________  Month: APR

Status: CREATED

--- COVER SHEET ---
Document ID: Y0VP1980702

Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E

Format: 01________ Voucher Date: 042312  Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3  Partial/Complete: C Dep Req: 12UL145____
Separate Check: _  State/Local: _  Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS:
_ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1  Payment Due Date: 052012
_ 4. Define Codes (optional)  Scheduled Date:

Total of Invoice(s):  Total Payment Amt: 0.00

-- 0 UT Austin  ------- PF1=Options ------- PF8=Exit ------- 4/23/12 09:43 AM --
Update to document Y0VP1980702 successfully completed; continue<<

*DEQUAL
PURCHASE ORDER PAYMENT REQUEST - VP1

Command: VP1  Account: __________  Misc: _______________  Month: APR

Status: CREATED

-- COVER SHEET --

Document Notes:  Page: 1

You may add notes <<

Document Notes:

______________________________
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-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 4/23/12 09:36 AM --
>>Update to document Y0VP1980702 successfully completed; continue<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1*

Year: 11 12
Command: VP1 Account: __________ Misc: __________

--- COVER SHEET ---
Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145____
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic__ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

--- SECTIONS: ---
X 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 4/23/12 09:43 AM --
**** For Instructions on how to enter information press PF6 ****

Comments to be printed on voucher description:  Page 1 of _______________

Invoice information and comments to be printed on check stub:

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<th>Comments</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</table>

Total: 0.00

Send USAS: _  Reimbursable: Y  Doc Type: 9  PCC Code: _  
To page forward mark here  +  To page backward press PF4.
Special Order for Dr. Einstein

Invoice information and comments to be printed on check stub:

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<thead>
<tr>
<th>Comments</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>Ultrasharp Monitor</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>U2412M 24&quot;, Widescreen</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>3 Yr Limited Warranty</td>
<td>_______________</td>
<td>_______________</td>
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</table>

Total: 0.00

Send USAS: _  Reimbursable: Y  Doc Type: 9  PCC Code: _
**SPECIAL ORDER FOR DR. EINSTEIN**

Comments to be printed on voucher description: Page 1 of

- ULTRASHARP MONITOR
- U2412M 24", WIDESCREEN
- 3 YR LIMITED WARRANTY

<table>
<thead>
<tr>
<th>Comments</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ULTRASHARP MONITOR</td>
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</tr>
<tr>
<td>U2412M 24&quot;, WIDESCREEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 YR LIMITED WARRANTY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Total: 0.00

Send USAS: _ Reimbursable: Y Doc Type: 9 PCC Code:_

To page forward mark here + To page backward press PF4.
>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST – VP1

Year: 11 12
Command: VP1 Account: __________ Misc: ______________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM – MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145_______
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X X X 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:53 AM --
VP1

>> Select a Document or a new ACTION and press ENTER to continue.<<
*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: ______________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01 Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT_
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 1555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X X 1. Voucher Description and Comments
X 2. Items Billed to be Paid
X 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): Total Payment Amt: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:53 AM --
>> Select a Document or a new ACTION and press ENTER to continue.<<

DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: __________ Month: APR
==============================================================================
Status: CREATED Action: ___ Summary: DELL MARKETING LP
-- COVER SHEET -- Document ID: Y0VP1980702
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01__ Voucher Date: 042312 Voucher Nbr: 00
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145_______
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic__ Mail Code: 046 State VID: 1555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X _ 1. Voucher Description and Comments
X _ 2. Items Billed to be Paid
_ 3. Transactions: 1 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date: 00
Total of Invoice(s): Total Payment Amt: 0.00
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 09:53 AM --
Enter the Item quantity to be billed for this Purchase Order.

Document ID: Y0VP1980702
Voucher Nbr:

Please select all of the items that will be paid for by this voucher by filling in the quantity billed for each item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Obj</th>
<th>Qty. Outstanding</th>
<th>Qty. Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DELL ULTRASHARP U2412M 24</td>
<td>1846</td>
<td>6.0000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3 YR LIMITED WARRANTHY MO</td>
<td>1846</td>
<td>6.0000</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

Press ENTER to continue
Enter the Item quantity to be billed for this Purchase Order.

Document ID: Y0VP1980702                Purchase Order Nbr: 2012A23691
Voucher Nbr:

Please select all of the items that will be paid for by this voucher by filling in the quantity billed for each item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Obj</th>
<th>Qty.Outstanding</th>
<th>Qty. Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DELL ULTRASHARP U2412M 24</td>
<td>1846</td>
<td>6.0000</td>
<td>6.0000</td>
</tr>
<tr>
<td>2</td>
<td>3 YR LIMITED WARRANTY MO</td>
<td>1846</td>
<td>6.0000</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

Press ENTER to continue
The Items billed have been updated. Press ENTER to continue.

Document ID: Y0VP1980702            Purchase Order Nbr: 2012A23691
Voucher Nbr:

Please select all of the items that will be paid for by this voucher by filling in the quantity billed for each item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Obj</th>
<th>Qty.Outstanding</th>
<th>Qty. Billed</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>DELL ULTRASHARP U2412M 24</td>
<td>1846</td>
<td>6.0000</td>
<td>6.0000</td>
</tr>
<tr>
<td>2</td>
<td>3 YR LIMITED WARRANTHY MO</td>
<td>1846</td>
<td>6.0000</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

Press ENTER to continue
VP1

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL                PURCHASE ORDER PAYMENT REQUEST - VP1          Year: 11 12
Command: VP1     Account: __________   Misc: __________ Month: APR
==============================================================================

Status: CREATED                                -- COVER SHEET --  Document ID: Y0VP1980702
Action: ___     Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___   Voucher Date: 042312     Voucher Nbr: P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145_______
Separate Check: _     State/Local: _     Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012  Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS:  X _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
X 3. Transactions: 2               Payment Due Date: 052012
_ 4. Define Codes (optional)         Scheduled Date:

Total of Invoice(s): Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:28 AM --
>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL
PURCHASE ORDER PAYMENT REQUEST - VP1

Command: VP1  Account: __________  Misc: ________________  Month: APR

==============================================================================
Status: CREATED  -- COVER SHEET --  Document ID: Y0VP1980702
Action: ___  Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01____  Voucher Date: 042312  Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3  Partial/Complete: C Dep Req: 12UL145____
Separate Check: _  State/Local: _  Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012  Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvici  Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONs:  X  _ 1. Voucher Description and Comments
          X  2. Items Billed to be Paid
          X  3. Transactions: 2
          _ 4. Define Codes (optional)

Total of Invoice(s):  Total Payment Amt: 1,904.04

-- 0 UT Austin  ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:28 AM --
--- Final page of voucher items ---

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**FREIGHT CHARGES could be added!**
>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1

Command: VP1 Account: __________ Misc: __________
Month: APR

==============================================================================

Status: CREATED ____________________________ Document ID: Y0VP1980702

Action: ___ Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145___
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT___
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 17426168054
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 2 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:

Total of Invoice(s): 1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 4/23/12 10:33 AM --
>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: _______________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 17426168054
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 2 Payment Due Date: 052012
X 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): 1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:33 AM --
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VP1

>> Select a Document or a new ACTION and press ENTER to continue.<<

*DEQUAL                PURCHASE ORDER PAYMENT REQUEST - VP1            Year: 11 12
Command: VP1     Account: __________ Misc: ________________ Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: VER     Summary: DELL MARKETING LP
    Created: 04/23/12 by ACGEM - MARTT, GARY E
    Format: 01 Voucher Date: 042312 Voucher Nbr: 
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__ 
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
    Address: ** Direct Deposit **

SECTIONS: X _ 1. Voucher Description and Comments
 _ 2. Items Billed to be Paid
 _ 3. Transactions: 2 Payment Due Date: 052012
 _ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): 1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:40 AM --
VP1

>> YOUR VOUCHER IS VERIFIED AS CORRECT <<

*DEQUAL* PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: __________
Year: 11 12 Month: APR

==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 042312 Voucher Nbr:
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145________
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT_
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 1555555555
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 2 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): 1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:41 AM --
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<

*DEQUAL

PURCHASE ORDER PAYMENT REQUEST - VP1

Command: VP1
Account: __________
Misc: _______________
Month: APR

==============================================================================

Status: CREATED -- COVER SHEET -- Document ID: Y0VP1980702

Action: APP
Summary: DELL MARKETING LP

Created: 04/23/12 by ACGEM - MARTT, GARY E

Format: 01___ Voucher Date: 042312 Voucher Nbr: 
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145______
Separate Check: _ State/Local: _ Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012 Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbv__ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X  _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 2 Payment Due Date: 052012
_ 4. Define Codes (optional) Scheduled Date:
Total of Invoice(s): 1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:41 AM --
>> Document is now at desk VP1-SIGNER in master view SIGNALL <<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1  Year: 11 12
Command: VP1  Account: __________  Misc: __________  Month: APR
==============================================================================
Status: PROPOSED
-- COVER SHEET --
Action: ___ Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01  Voucher Date: 042312  Voucher Nbr: 
P.O.Nbr: 2012A23691 Type: 3  Partial/Complete: C Dep Req: 12UL145_______
Separate Check: _  State/Local: _  Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712  Invoice Receive Date: 042012
Requested Pmt Date: 043012  Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT___
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X  _ 1. Voucher Description and Comments
_ 2. Items Billed to be Paid
_ 3. Transactions: 2  Payment Due Date: 052012
_ 4. Define Codes (optional)  Scheduled Date:
Total of Invoice(s): 1,904.04  Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------  4/23/12 10:43 AM --
## Document Information

**Command:** VP1  
**Account:** __________  
**Misc:** _______________  
**Month:** APR

---

### Status
- **Status:** PROPOSED
- **Action:** ROU

---

### Details
- **Summary:** DELL MARKETING LP
- **Created:** 04/23/12 by ACGEM - MARTT, GARY E
- **Format:** 01___  
- **Voucher Nbr:** 042312
- **P.O.Nbr:** 2012A23691  
- **Type:** 3  
- **Partial/Complete:** C  
- **Dep Req:** 12UL145
- **Separate Check:** _
- **State/Local:** _
- **Check Distribution:** U
- **Goods/Service Received Begin:** 041712  
- **End:** 041712  
- **Invoice Receive Date:** 042012
- **Requested Pmt Date:** 043012
- **Requested Pmt Reason:** SPECIAL VENDOR ARRNGMNT__
- **Vendor ID:** 1 UT EID: 2hkbvic_  
- **Mail Code:** 046
- **State VID:** 15555555554
- **Vendor Name:** DELL MARKETING LP
- **Address:** ** Direct Deposit **

---

### Sections
1. Voucher Description and Comments
2. Items Billed to be Paid
3. Transactions: 2
4. Define Codes (optional)

### Payment Details
- **Total of Invoice(s):** 1,904.04
- **Total Payment Amt:** 1,904.04

---

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:43 AM --
>> YOU ARE CURRENTLY AUTHORIZED TO VIEW THIS DOCUMENT <<
*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: _______________ Month: APR
---------------------------------------------------------------------
S | >> Routing history for document Y0VP1980702 << View: 1 of 4 |
A | The following people have seen this document: Mode: |
| Created 04/23/12 9:25 AM ACGEM - MARTT, GARY E 232-5646 |
| ACCOUNTING, OFC OF K5300 |
| Approved 04/23/12 10:43 AM ACGEM - MARTT, GARY E 232-5646 |
| This document is currently in SCIENCE |
| on desk VP1-SIGNER |
| Desk workers are ACJTK ACLMC ACSPK |
V | |
T | |
-- 0 UT Austin ------ PF1=Options ------- PF8=Exit ------- 4/23/12 10:47 AM --
>> YOU ARE CURRENTLY AUTHORIZED TO VIEW THIS DOCUMENT <<
*DEQUAL          PURCHASE ORDER PAYMENT REQUEST - VP1           Year: 11 12
Command: VP1     Account: __________  Misc: ____________     Month: APR
==============================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: Y0VP1980702
Action: PRT     Summary: DELL MARKETING LP
Created: 04/23/12 by ACGEM - MARTT, GARY E
Format: 01_____ Voucher Date: 042312     Voucher Nbr: 
P.O.Nbr: 2012A23691 Type: 3 Partial/Complete: C Dep Req: 12UL145_______
Separate Check: _    State/Local: _    Check Distribution: U
Goods/Service Received Begin: 041712 End: 041712 Invoice Receive Date: 042012
Requested Pmt Date: 043012  Requested Pmt Reason: SPECIAL VENDOR ARRNGMNT__
Vendor ID: 1 UT EID: 2hkbvic_ Mail Code: 046 State VID: 15555555554
Vendor Name: DELL MARKETING LP
Address: ** Direct Deposit **

SECTIONS: X _ 1. Voucher Description and Comments
         X _ 2. Items Billed to be Paid
             _ 3. Transactions: 2    Payment Due Date: 052012
             _ 4. Define Codes (optional)    Scheduled Date:
Total of Invoice(s):  1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/23/12 10:50 AM --
**VP1**

>> YOU ARE CURRENTLY AUTHORIZED TO VIEW THIS DOCUMENT <<

*DEQUAL PURCHASE ORDER PAYMENT REQUEST - VP1 Year: 11 12
Command: VP1 Account: __________ Misc: ________________ Month: APR
==============================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: Y0VP1980702
Action: P +-----------------------------------------------+
Creat | If you would like an immediate copy of the document
Forma | please enter the TID Number of the Printer where you
P.O.N | would like the copy to be sent: ____________________
Separ | DOCUMENT ID: Y0VP1980702
Goods/Se | tion: U
Requeste | If you would like a formal copy of the document
Vendor | printed over night enter the LOGON ID of the
Vendor Na | person to receive it: _________________________
Address |
| If you leave the TID and LOGON ID blank, the voucher will be sent
SECTION | to the screen you are working on.
+------------------------------------------------------------------------+
   4. Define Codes (optional) Scheduled Date: 4/23/12 10:50 AM

Total of Invoice(s): 1,904.04 Total Payment Amt: 1,904.04

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 4/23/12 10:50 AM --
**VP1**

---

**Send this page to accounting**

---

**DO NOT WRITE ABOVE THIS LINE**

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Transmittal Form for Document: Y0VP1980702

Attachments To Be Mailed with Check: NO

Check Distribution Code: U

After all departmental approvals are complete, this page MUST be sent with all supporting documentation to: QA DOCUMENT PROCESSING, MAI 132, K6000

Payment Total: $ 1904.04
Payment To: DELL MARKETING LP
Vendor ID: 1 u7k8vic...046
Address: **Direct Deposit**

Voucher Description: SPECIAL ORDER FOR DR. EINSTEIN

Record Date: 04/23/12 Created by: ACGEM MARTI, GARY E 232-5614

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**SECTION**

---

**PF1=Options**

---

**PF8=Exit**

---

**4/23/12 10:50 AM**
What **documentation** is required to support electronic VP1, VP2, or VPE **documents** when paying a vendor?

Accounts Payable requires the following **documentation**:

- Itemized invoice with a goods/services received stamp which includes the signature of person receiving the goods/service and an invoice received date stamp
- If not procured on a purchase order, also provide a copy of a signed fully executed contract
WHERE TO SEND IT?
OA DOCUMENT PROCESSING, MAI 132, K6000
## Processing Areas - Support

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<td>Contractor Services</td>
<td>471-7820</td>
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</tbody>
</table>
User Services

U.S. Mail
P.O. Box 7159
Austin, TX 78713-7159

Campus Mail
MAI 132
K5300

Numbers
Tel: 512-471-8802
Fax: 512-232-3360

E-mail
askUS@austin.utexas.edu

Office Hours
8 am - 5 p.m.

Helpline Hours
9 a.m. - noon
1 - 4 p.m.
Accounts Payable – Support

http://www.utexas.edu/business/accounting/ap