



# Accounts Payable

## Voucher Statuses, Styles & Origins

Field	Field Definition	Field Choices	Description of Field Choices
Entry Status	Indicates the overall phase of the voucher's processing	Complete	A voucher that is ready for budget checking
		Deleted	A voucher that was removed from the active list of vouchers but remains as an audit record
		Modified	A voucher that was edited
		Open	A voucher that was just entered in the system
		Postable	A voucher that passed all validations including budget check and approvals, or a voucher that previously had a Posted
		Recycle	A voucher with errors such as matching, chartfield and budget errors
		Scheduled for Payment	A voucher that is scheduled for payment
		Template Voucher	A voucher that is created from a template
Origin	Identifies how a voucher entered the system	ARC	Accounts Receivable Refunds
		ASV	Accounting Services
		CMP	Campus voucher entered by user
		DIS	Purchase Order Vouchers
		DSP	Dental School Refunds
		FWE	Foreign Wire
		HSL	Health Science Library third-party voucher system interface
		INN	Carolina Inn third-party voucher system interface
		LAW	Law Library third-party voucher system interface
		LB2	Library Special Handling third-party voucher system interface
		LIB	Wilson and Davis Library third-party voucher system interface
		ONL	Online Entry - Users manually enter voucher in the system.
		PNA	Physicians and Associates third-party voucher system interface
		PYR	Interface from ConnectCarolina's Human Resources module to pay Benefits vendors
		RIZ	Rizzo Center third-party voucher system interface
		RMB	Web Travel Reimbursement third-party voucher system interface
STR	Student Refund third-party voucher system interface		

Field	Field Definition	Field Choices	Description of Field Choices
<b>Origin (Continued)</b>	Identifies how a voucher entered the system	TVL	Web Travel Advances third-party voucher system interface
		XML	XML files from Vendor Catalog module in ConnectCarolina
<b>Voucher Styles</b>	Indicates the type of voucher	Adjustments	A voucher created to correct another voucher, or to enter a credit or debit memo. It is linked to the original voucher.
		Claim Voucher	This field is not used at UNC-Chapel Hill.
		Journal Voucher	A voucher created to correct accounting entries on a voucher that was already posted and paid. It reverses the amount from one account and adds it to the correct account without unposting the original voucher and payment. A journal voucher has a zero balance.
		Prepaid Voucher	A voucher created for prepayments including down payments, progress payments or deposits.
		Register Voucher	This field is not used at UNC-Chapel Hill.
		Regular Voucher	A voucher that matches to purchase orders and receipts, or a campus voucher
		Reversal Voucher	This field is not used at UNC-Chapel Hill.
		Single Payment Voucher	A voucher used to pay single-payment vendors so that you don't need to create a permanent vendor in the system. Used for refund payments to students.
		Template Voucher	A voucher that is created from a template.
	Third Party Voucher	This field is not used at UNC-Chapel Hill.	
<b>Post Status</b>	Indicates the stage of the voucher posting process. Payment posting usually occurs after voucher posting, but can happen simultaneously.	Posted	A voucher that went through voucher posting successfully. An automated voucher posting process runs nightly but Disbursement Services can post a voucher manually if needed.
		Unposted	The voucher has either not gone through voucher posting, or it was posted but had to be unposted to make a voucher correction.
<b>Approval Status</b>	Indicates the stage of approval the voucher is in	Approved	A voucher that passed all approval levels
		Denied	A voucher that was denied by an approver
		Pending	A voucher that is pending approval
		Unapproved	A voucher that is saved but hasn't gone through workflow yet

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Voucher Sources	Indicates where the voucher came from	Asset Lease Payments	This field is not used at UNC-Chapel Hill.
		Billing Vouchers	This field is not used at UNC-Chapel Hill.
		Carolina Inn Info	Carolina Inn system
		Consigned Inventory	This field is not used at UNC-Chapel Hill.
		Contracts	Vouchers created off procurement contracts.
		Debit Memo from Matching	Vouchers entered as a debit memo.
		Excel Upload Vouchers	Vouchers uploaded into the system using Excel.
		External Vendor Interface	This field is not used at UNC-Chapel Hill.
		Health Sciences Library Inttc	Health Sciences Library system
		Non PO Evaluated Receipt	This field is not used at UNC-Chapel Hill.
		Online	Regular voucher and campus voucher online entry by user.
		PO Evaluated Receipts	This field is not used at UNC-Chapel Hill.
		Payroll/Student Administration	Payroll module of ConnectCarolina
		Physicians & Associates Intfc	Physicians & Associates system
		Prepayment	Prepaid vouchers for items or services where the vendor requires upfront payment.
		Procurement Cards	This field is not used at UNC-Chapel Hill.
		Promotions Management	This field is not used at UNC-Chapel Hill.
		Real Estate Lease payments	This field is not used at UNC-Chapel Hill.
		Receivables Customer Refunds	This field is not used at UNC-Chapel Hill.
		Recurring PO Voucher	Recurring Purchase Order vouchers from procurement contracts.
		Retail Interface Vouchers	This field is not used at UNC-Chapel Hill.
		Return to Vendor	This field is not used at UNC-Chapel Hill.
		Rizzo Center Intfc	Rizzo Center system
		Services Procurement	This field is not used at UNC-Chapel Hill.
		Student Administration	This field is not used at UNC-Chapel Hill.
		Student Educ Assist Intfc	North Carolina State Education Assistance Authority (NCSEAA) system
		Vendor Rebates	Rebates from vendors
		Web Travel Advances	Web Travel Advances system
Web Travel Reimbursements	Web Travel Reimbursements system		
Wilson and Davis Library Intfc	Wilson and Davis system		
XML Invoices	Vendor Catalog orders		

Field	Field Definition	Field Choices	Description of Field Choices
<b>Match Status</b>	Indicates the status of regular vouchers that are matched to: <ul style="list-style-type: none"> <li>• a PO,</li> <li>• a PO and receipt, or</li> <li>• a PO, receipt and inspection.</li> </ul>	Manually Overridden	A voucher that did not pass the matching process but was cleared manually by Disbursement Services. For example, the invoice and purchase order may vary by only a few cents.
		Match Dispute	A voucher that is on hold from further matching processing because of a dispute between the buyer and vendor. It won't be paid unless you correct it.
		Match Exceptions Exist	A voucher that didn't match the PO, receipt, inspection or combination of those. For example, the dollar amounts on the PO and voucher don't match, or the receipt is missing.
		Matched	A voucher that passed matching validation. The voucher is eligible for payment.
		Not Applicable	Indicates a voucher that doesn't go through matching including campus vouchers.
		Overridden - Credit Note	A voucher that has been matched manually with a credit memo adjustment voucher.
		To Be Matched	A voucher that needs to go through the matching process.
<b>Payment Status</b>	Indicates the payment status of the voucher	Unselected	A voucher that is available for payment
		Selected	A voucher that is selected for payment
		Paid	A voucher that was paid
		Void	A voucher with a voided payment