



# Working with Travel Vouchers

VERSION: 6/12/2023



---

## Table of Contents

---

<b>1 Working with Travel Vouchers .....</b>	<b>3</b>
Understanding Travel Vouchers .....	4
Processing Travel Advance Vouchers .....	7
Reviewing Travel Reimbursement Vouchers .....	13
<b>2 Running Inquiries on Payments .....</b>	<b>19</b>
Running a Payment Inquiry .....	20



# 1 Working with Travel Vouchers

In this chapter, you will learn how to:

- Understand travel vouchers
- Process travel advance vouchers for payment
- Review travel reimbursement vouchers

## Understanding Travel Vouchers

### Overview

Travel vouchers in ConnectCarolina originate in the WebTravel system where travelers request travel advances and process travel reimbursements. The advances and reimbursements are fed into ConnectCarolina through an interface program. ConnectCarolina creates vouchers from the travel records.

The system-generated vouchers have different attributes depending on whether they originated from a travel advance or a travel voucher.

These attributes are as follows:

For this travel record:	The voucher has these attributes:
Travel Advance	<ul style="list-style-type: none"><li>• Voucher Style – Prepaid</li><li>• Origin – TVL</li><li>• Source – Web Travel Advances</li></ul>
Travel Reimbursement	<ul style="list-style-type: none"><li>• Voucher Style – Regular</li><li>• Origin – RMB</li><li>• Source – Web Travel Reimbursements</li></ul>

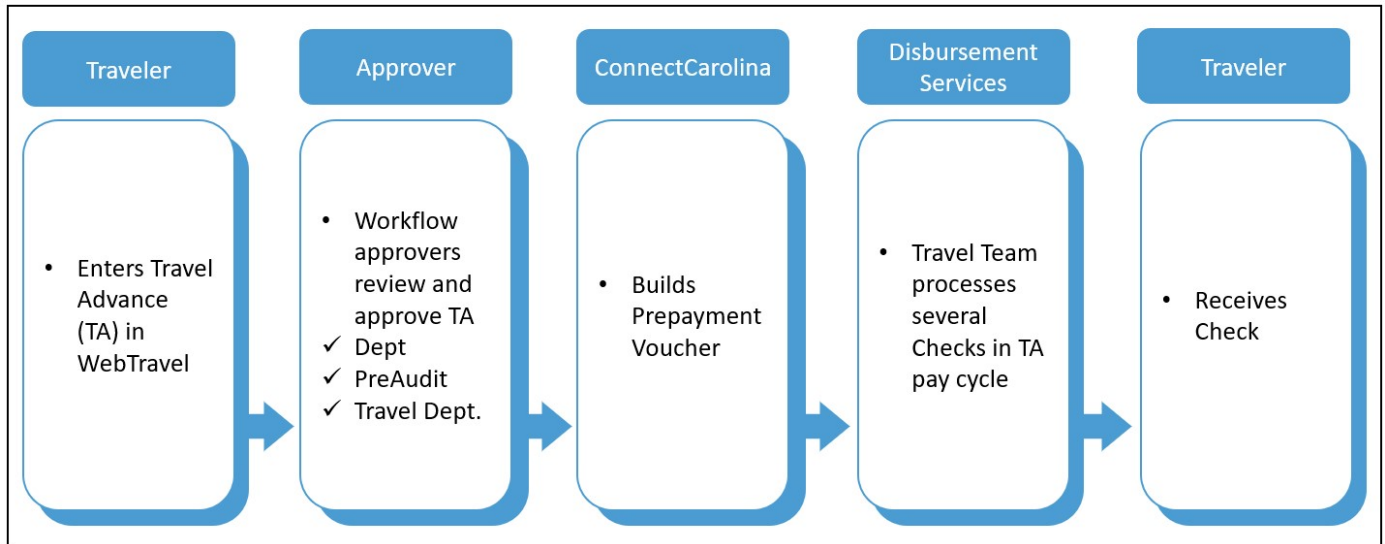
### Travel Advance Process

Travelers often obtain payment in advance to cover the cost of some of their travel. Travel advances are paid by check.

The Disbursement Services' Travel Team processes travel advance checks in one of two ways:

- as an express check for a single travel advance
- as a group of checks in a Travel Advance pay cycle

## Travel Advance Process Flow



## Travel Reimbursement Process

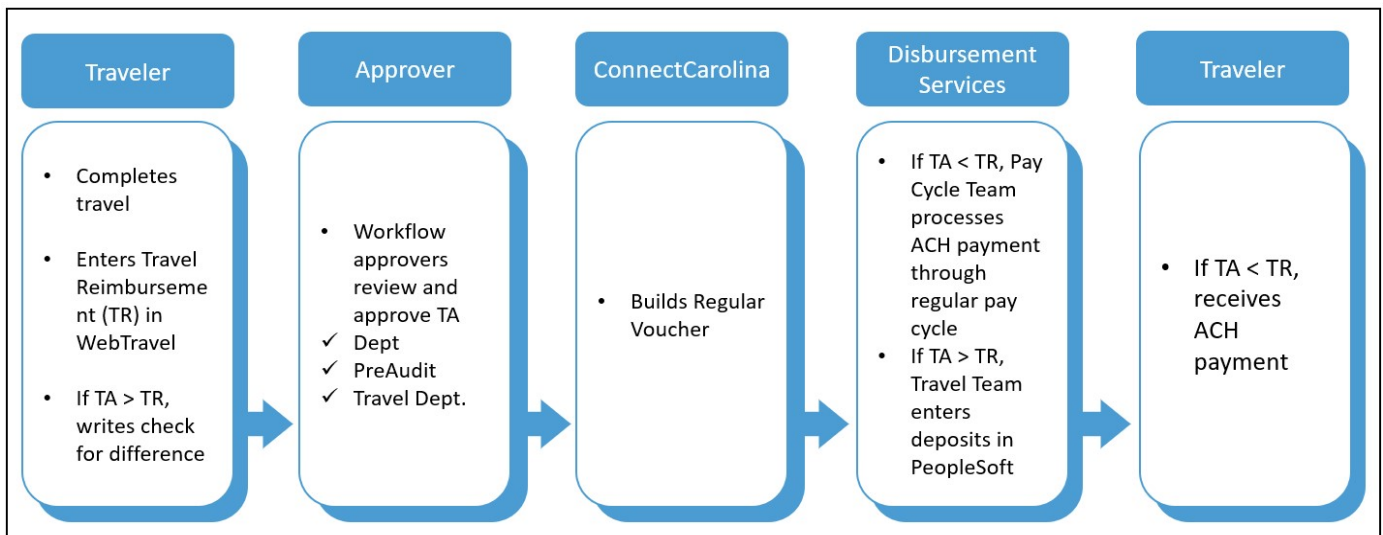
After a trip is completed, a traveler files a travel reimbursement (TR) in WebTravel. Travelers are reimbursed by ACH payment.

If there was an advance for the trip that exceeded its cost, the traveler also writes a check to the University for the difference.

After the TR data is fed into ConnectCarolina, and a voucher is created, the Disbursement Services' Pay Cycle team processes a check for the reimbursement as part of the regular pay cycle, if money is owed to the traveler.

If the traveler wrote a check to the University, the Travel team enters a deposit in ConnectCarolina and sends the checks to the Cashier's office.

## Travel Reimbursement Process Flow







# Processing Travel Advance Vouchers

## Overview

Travel advance (TA) vouchers are created with Payment Terms of *Due Now* so that they can be paid immediately. They're also set up to be paid by check.

Before creating check payments, the Accounts Payable travel team reviews and edits the vouchers to add a comment to print on the check.

Once the vouchers are edited, the travel team pays them in one of the following ways:

- in a group of checks run in the Travel Advance pay cycle - The pay cycle for travel advances is *CHTVL*.

## Related Documents

- For instructions on creating express checks, see [Creating an Express Payment](#).
- For instructions on processing payments in a pay cycle, see [Creating a Pay Cycle](#) and [Processing Payments](#).

## How to Process Travel Advance Vouchers

Follow these steps to process a travel advance voucher in ConnectCarolina:

1. Choose this menu option:

Main Menu > Finance Menus > Accounts Payable > Vouchers > Add/Update > Regular Entry

2. Click on the **Find an Existing Value** tab.

### Find an Existing Value Tab

3. Complete the Business Unit and as many fields as necessary to refine your search results.

**Note:** If you want to see a list of all travel advances, the best search fields to use are the Business Unit and Voucher Source.

In this field:	Do the following:
Business Unit	Look up, or enter, the business unit ID for the voucher.  <b>Note:</b> Based on your user profile, the business unit ID value may be populated by default. Change the value if necessary.
Voucher ID	Enter the voucher ID.
Invoice Number	Enter the T number from WebTravel if you know it. <b>Note:</b> The invoice numbers for travel vouchers always begin with the T number followed by an underscore, the letters TA, and another underscore: Example: T528404_TA_0000018721
Invoice Date	Enter the date the request for payment was made.
Short Vendor Name	Look up, or enter, the vendor's short name if you want to look up vouchers for a specific traveler. The short vendor name is a derivation of the vendor name, and is maintained in the vendor record. <b>Note:</b> If you entered the Vendor ID, the system fills in the Short Vendor Name value for you.
Vendor ID	Look up, or enter, the vendor's ID number.
Voucher Style	Choose <b>Prepaid Voucher</b> in the drop-down list. <b>Note:</b> This filter narrows the search to all prepaid vouchers which are typically only travel advances in ConnectCarolina.
Voucher Source	Choose <b>Web Travel Advances</b> in the drop-down list.

- Click on the **Search** button.

**Voucher**

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit: = ▼ UNCCH

Voucher ID: begins with ▼

Invoice Number: begins with ▼ T528404

Invoice Date: = ▼ 31

Short Vendor Name: begins with ▼

Vendor ID: begins with ▼

Name 1: begins with ▼

Voucher Style: = ▼

Related Voucher: begins with ▼

Entry Status: = ▼

Voucher Source: = ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Result:** The system displays the search results list, or goes directly to the Summary tab. If a search results list is displayed, click on the voucher you want to edit. Then, the system displays the Summary tab.

## Summary Tab

1. Review the information on the screen.

**Note:** If the Budget Status is invalid, contact the traveler to request that his or her department resolve the budget issue. The voucher cannot be paid until the budget status is valid.

2. If needed, click the **Related Documents** tab to see the scheduled due date:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	UNCCH	Invoice Date:	12/02/2014		
Voucher ID:	50070808	Invoice No:	T528404_TA_0000018721		
Voucher Style:	Prepaid	Invoice Total:	350.00	USD	
Contract ID:		Pay Terms:	Due Now		
Vendor Name:	CRAIG A BUCH	Voucher Source:	Web Travel Advances		
	CHAPEL HILL, NC 27516	Origin:	TVL		
Entry Status:	Postable	Created:	12/02/2014		
Match Status:	No Match	Created By:	ethelvr		
Approval Status:	Approved	Modified:	12/03/2014		
Post Status:	Posted	Modified By:	ethelvr		
		ERS Type:	Not Applicable		
		Close Status:	Open		
Budget Status:	Valid				
Budget Misc Status:	Valid				
*View Related	Payment Inquiry	Go			

### Related Documents Tab

- Review the Payment Status column to see if the payment is already selected for a pay cycle, and the Scheduled to Pay column for the scheduled pay date.
- If needed, click on the **Invoice Information** tab to see the line items and chartfields:

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:UNCCHInvoice No:T528404\_TA\_0000018721

Voucher ID:50070808Invoice Date:12/02/2014

Voucher Style:Prepaid Voucher

Vendor ID:0000018721

Payment Details

Personalize | Find | View All | 2

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount
Not Selected for Payment	12/02/2014		UNCCH	0000018721		1 CHK	350.00

### Invoice Information Tab

- Review the line items and chartfields.
- Click on the Payments tab to add a comment to the check:

Summary Related Documents **Invoice Information** **Payments** Voucher Attributes Error Summary

Business Unit: UNCCH Invoice No: T528404\_TA\_0000018721  
 Voucher ID: 50070806 Invoice Date: 12/02/2014  
 Voucher Style: Prepaid Voucher Accounting Date: 12/02/2014

Vendor ID: 0000018721 CRAIG A BUCH  
 ShortName: CRAIG A BU-001  
 Location: 1 CHAPEL HILL, NC 27516  
 \*Address: 1

Advanced Vendor Search

Invoice Lines: 350.00 \*Pay Terms: 00 Due Now  
 \*Currency: USD Basis Date Type: Inv Date  
 Total: 350.00

Difference: 0.00  
 Calculate

**Invoice Lines** Find View All

Line: 1 Item: UOM: EA  
 \*Distribute by: Amount Unit Price: Quantity:  
 Ship To: 607\_2700 Line Amount: 350.00  
 Description: T528404-2015-01-21 09:00:00.0

Calculate

▼ Distribution Lines Personalize Find View All

GL Chart Exchange Rate Statistics Assets

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID
1	350.00		1.0000 UNCCH	29100	01024	119100	213630		

## Payments Tab

7. Type a comment that needs to display on check in the Message field.
8. Click on the **Save** button:

Payment Options			
*Bank:	BK804	Pay Group:	Travel Advances
*Account:	1816	*Handling:	T
*Method:	CHK	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:	Purpose: Subsistence Travel 1/10/15-1/27/15		
Message will appear on remittance advice.			
Schedule Payment			
*Action:	Schedule Payment	Payment Date:	
Pay:		Reference:	
<div> Save  Return to Search  Previous in List  Next in List  Notify  Refresh</div>			

**Result:** The system saves the message. The voucher is ready to be paid by either express check or in the travel advance pay cycle.

# Reviewing Travel Reimbursement Vouchers

## Overview

Travel reimbursement (TR) vouchers are created in ConnnectCarolina with Payment Terms of *Due Now* so that they can be paid immediately. They're set up to be paid by ACH payment.

If a traveler received a travel advance for a trip, the system automatically subtracts the advance from the amount due to the employee on the travel reimbursement. If the advance exceeds the cost of the trip, the system creates a second line on the voucher with a negative amount for the amount due from the employee. The traveler needs to write a check for that amount and submit it to the Disbursement Services' travel team, who will enter the deposit in ConnecCarolina and give the check to the University Cashier's office.

The Accounts Payable pay cycle team processes TR payments as part of their normal biweekly pay cycle runs for ACH payments, typically on Mondays and Wednesdays.

From time to time, Disbursement Services may need to look up TR vouchers in ConnectCarolina to check the payment status or determine if there is an error on the voucher preventing payment.

## Related Documents

- For instructions on processing payments in a pay cycle, see [Creating a Pay Cycle](#) and [Processing Payments](#).

## How to Review Travel Reimbursement Vouchers

Follow these steps to process a travel advance voucher in ConnectCarolina:

1. Choose this menu option:

Main Menu > Finance Menus > Accounts Payable > Vouchers > Add/Update > Regular Entry

2. Click on the **Find an Existing Value** tab.

## Find an Existing Value Tab

- Complete the Business Unit and as many fields as necessary to refine your search results.

**Note:** If you want to see a list of all travel advances, the best search fields to use are the Business Unit and Voucher Source.

In this field:	Do the following:
Business Unit	Look up, or enter, the business unit ID for the voucher.  <b>Note:</b> Based on your user profile, the business unit ID value may be populated by default. Change the value if necessary.
Voucher ID	Enter the voucher ID.
Invoice Number	Enter the T number from WebTravel if you know it. <b>Note:</b> The invoice numbers for travel vouchers always begin with the T number followed by an underscore, the letters ER employee reimbursement or VR for vendor reimbursement, and another underscore: Example: T528404_ER_0000018721
Invoice Date	Enter the date the request for payment was made.
Short Vendor Name	Look up, or enter, the vendor's short name if you want to look up vouchers for a specific traveler. The short vendor name is a derivation of the vendor name, and is maintained in the vendor record. <b>Note:</b> If you entered the Vendor ID, the system fills in the Short Vendor Name value for you.
Vendor ID	Look up, or enter, the vendor's ID number. <b>Note:</b> If you entered the Short Name Vendor, the system fills in the Vendor ID value for you.
Voucher Style	Choose <b>Regular Voucher</b> in the drop-down list. <b>Note:</b> Travel reimbursement vouchers have the Regular Voucher style. Travel advance vouchers have the Prepaid Voucher style.
Voucher Source	Choose <b>Web Travel Advances</b> in the drop-down list.

- Click on the **Search** button.



**Voucher**

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit: = ▼ UNCCCH 🔍

Voucher ID: begins with ▼

Invoice Number: begins with ▼ T528404

Invoice Date: = ▼ 31

Short Vendor Name: begins with ▼

Vendor ID: begins with ▼ 🔍

Name 1: begins with ▼

Voucher Style: = ▼ ▼

Related Voucher: begins with ▼

Entry Status: = ▼ ▼

Voucher Source: = ▼ ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Result:** The system displays the search results list, or goes directly to the Summary tab. If a search results list is displayed, click on the voucher you want to edit. Then, the system displays the Summary tab.

## Summary Tab

1. Review the information on the screen.

**Note:** If the Budget Status is invalid, contact the traveler to request that his or her department resolve the budget issue. The voucher cannot be paid until the budget status is valid.

2. If needed, click the **Related Documents** tab to see if the voucher was paid or when the scheduled payment date is:





Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	UNCCH	Invoice Date:	09/04/2014		
Voucher ID:	50003491	Invoice No:	T200165_ER_0000024495		
Voucher Style:	Regular	Invoice Total:	225.00 USD		
Contract ID:					
Vendor Name:	MELISSA H WOL	Pay Terms:	Due Now		
	DURHAM, NC 27707	Voucher Source:	Web Travel Reimbursements		
Entry Status:	Postable	Origin:	RMB		
Match Status:	No Match	Created:	09/04/2014		
Approval Status:	Approved	Created By:	UNC_CYBERMATION		
Post Status:	Posted	Modified:	09/24/2014		
		Modified By:	kulmer		
		ERS Type:	Not Applicable		
		Close Status:	Open		
Budget Status:	Valid				
Budget Misc Status:	Valid				
*View Related	Payment Inquiry	Go			

## Related Documents Tab

- Review the Payment Status column to see if the voucher is paid, or when the voucher is scheduled to pay.

**Note:** In the screen example below, the Payment Details section shows the amount due to the traveler on the first line, and the amount paid on the travel advance on the second line.

- If needed, click on the **Invoice Information** tab to see the line items and chartfields:

<a href="#">Summary</a>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>				
<b>Business Unit:</b>		UNCCH	<b>Invoice No:</b>		T200165_ER_0000024495				
<b>Voucher ID:</b>		50003491	<b>Invoice Date:</b>		09/04/2014				
<b>Voucher Style:</b>		Regular Voucher							
<b>Vendor ID:</b>		0000024495							
<b>Payment Details</b> <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View</a>									
	<b>Payment Status</b>	<b>Scheduled to Pay</b>	<b>Payment Reference</b>	<b>Remit SetID</b>	<b>Remit Vendor</b>	<b>Remitting Address</b>	<b>Payment Method</b>	<b>Gross Payment Amount</b>	
	Not Selected for Payment	09/04/2014		UNCCH	0000024495 		1 ACH	75.00	
	Paid			UNCCH	0000024495 		1 CHK	150.00	

## Invoice Information Tab

- Review the line items and chartfields:

**Invoice Lines** Find | View All First 1 of 1 Last

Line: 1 Item: UOM: EA  
 \*Distribute by: Amount Unit Price: 225.00000 Quantity: 1.0000  
 Ship To: 607\_2700 Line Amount: 225.00  
 SpeedChart: Description: ☐ One Asset

Calculate

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	OpenItem	PC Bus Unit	Pro
<input type="checkbox"/>	1	225.00	1.0000	UNCCH	20180	12001	526140	245300			

- Click on the **Payments** tab:

Summary Related Documents **Invoice Information** **Payments** Voucher Attributes Error Summary

Business Unit: UNCCH Invoice No: T200165\_ER\_0000024495  
 Voucher ID: 50003491 Invoice Date: 09/04/2014  
 Voucher Style: Regular Voucher Accounting Date: 09/04/2014

Vendor ID: 0000024495 MELISSA H WOLCOTT  
 ShortName: MELISSA H -001 5010 GARRETT RD APT 905  
 Location: 1 DURHAM, NC 27707  
 \*Address: 1  
 Advanced Vendor Search

Invoice Lines: 225.00 \*Pay Terms: 00  
 \*Currency: USD Basis Date Type: Inv Date  
 Miscellaneous: Non Merchandise Summary  
 Freight:  
 Total: 225.00

**Result:** The system displays the first of two lines.

## Payments Tab

- Review the first line.

**Note:** In this example, the first line shows the balance left to be paid to the traveler.

- Click the **Show next row** button to display the second line:

## 1 Working with Travel Vouchers

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UNCCH	Invoice No:	T200165_ER_0000024495			Action:		<div>▼</div>			
Voucher ID:	50003491	Invoice Date:	09/04/2014			Run					
Voucher Style:	Regular Voucher					Schedule Payments					
Total Amount:	225.00										
Vendor Name:	MELISSA H WOLCOTT	*Pay Terms:	00	Due Now							

Payment Information		Find   View All		First 1 of 2	
Payment:	1				
*Remit to:	0000024495	Gross Amount:	75.00	USD	Payment Inquiry
Location:	1	Discount:	0.00	USD	Express Payment
*Address:	1			Payment Comments(0)	

**Result:** The system displays the amount that was already paid:

Payment Information		Find	
Payment:	2		
*Remit to:	0000024495	Gross Amount:	150.00 USD
Location:	1	Discount:	0.00 USD
*Address:	1		
MELISSA H WOLCOTT		Scheduled Due:	
5010 GARRETT RD APT 905		Net Due:	
DURHAM, NC 27707		Discount Due:	
		Accounting Date:	09/01/2014

Payment Options	
*Bank:	BK804
*Account:	1816
*Method:	CHK Check
L/C ID:	
Message:	
Message will appear on remittance advice.	
Schedule Payment	
*Action:	Prepayment Applied
Pay:	

## 2 Running Inquiries on Payments

In this chapter, you will learn how to:

- Look up payments

## Running a Payment Inquiry

### Overview

Use the payment inquiry to:

- Search for, or create a list of payments that match criteria you specify.
- View the details of the payments that match your search criteria

### How to Run a Payment Inquiry

Follow these steps to run a payment inquiry:

1. Choose this menu option:

Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

### Payment Inquiry

2. Complete as many fields as possible to refine your search results:

**Note:** You must enter search criteria in at least one field.

In this field:	Do the following:
Search Name	Leave the default value ALL for this field.
Vendor Name	Search for and choose the vendor's name. <b>Note:</b> This is not a list of all vendors in the system. Instead, this is a list of all vendors that have any payments recorded in the system.
Amount Rule	If you want to search by payment amount, choose the amount rule from the list box. <b>Note:</b> If you search by payment amount, you must use both the Amount Rule and Amount fields.
Amount	If you want to search using payment amount, enter the amount. <b>Note:</b> If you search by payment amount, you must use both the Amount Rule and Amount fields.
Currency	Leave this field blank.

In this field:	Do the following:
Bank SetID	Enter the bank set ID. The bank set ID is a grouping of bank accounts.
Bank Account	Enter the bank account the payment is from.
Bank Code	Enter the code of the bank the payment is from.
Bank Account #	Enter the bank account number the payment is from.
Reference	Enter the payment reference ID or range of payment reference IDs.
Payment Date	Enter to search for a payment that was issued on a particular date or in a range of dates. <b>Note:</b> When you select the Show Chart option, Payment Date, or range of Payment Date is required.
Payment Method	Choose the payment method.
Pay Cycle	Search and choose, or enter, a pay cycle.
Seq Num	Enter the sequence number of a payment in a pay cycle. <b>Note:</b> Each payment within a pay cycle is numbered sequentially. This is the sequence number.
Payment Status	Choose the payment status.
Remit SetID	Choose the remittance set ID, which is a grouping of remittance vendors. <ul style="list-style-type: none"><li>• <b>UNCGA</b> for University of North Carolina General Administration</li><li>• <b>UNCCH</b> for all that are not UNCGA.</li></ul>
Remit Vendor	Enter the remittance vendor. <b>Note:</b> The remittance vendor the entity the payment is made to.
Settle By	Choose the settlement method: <ul style="list-style-type: none"><li>• <b>Pay cycle</b> for payments created via a pay cycle process.</li><li>• <b>Financial Gateway</b> for payments not created by a pay cycle process.</li></ul>
Settlement Status	Choose the settlement status for the payment.

3. Mark the **Single Payment Vouchers** check box if you want to limit returned results to only single-payment vouchers.

### Payment Inquiry

Search Criteria

Search Name

ALL

From

DAVINCI BRIDGE LLC

To

DAVINCI BRIDGE LLC

Vendor Name

DAVINCI BRIDGE LLC

\*Amount Rule

Any

Amount

Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

Reference

Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

UNCCH

Remit Vendor

Settle By

Settlement Status

☐ Single Payment Vouchers

- Enter the number of **Max Rows**, or maximum rows, for the list of returned results.
- Mark the **Show Chart** check box if you want the system to display your results in the chart style you indicate in the Chart Type field.
- If you marked the Show Chart check box, choose the **Chart Type** field you want the system to use when displaying your results.
- Enter the sort method to specify the way the system displays your results:

In this field:	Do the following:
Sort1	Choose the primary field you want to sort results by. Mark the corresponding Descending checkbox if you want the results to display from highest value to lowest value, such as from Z to A, or 9 to 1. The system displays your results in ascending order by default if the Descending checkbox is not marked.
Sort2	Choose the secondary field you want to sort results by. Mark the corresponding Descending checkbox if you want the results to display from highest value to lowest value, such as from Z to A or from 9 to 1. The system displays your results in ascending order by default if the Descending checkbox is not marked.



8. If you want to change the way results are sorted after the inquiry is run, change the sort criteria, then click the **Sort** button to show the same results, but sorted differently.
9. Click the **Search** button.

**Result:** The system displays a list of payments that match the criteria you entered.

10. View the list of payments and the payment detail. Useful functions for examining results include:
  - Click on the tab to see pre-set groupings of payment data that are displayed in the columns of the tab.
  - Click on the column header to sort the list by that field.
  - Click on the **Payment Reference ID** link to display the payment record.
  - Click the **View All** link to view all returned results in one list.
  - Click the **Personalize** link to customize the columns the system displays for you.

☐ Single Payment Vouchers  
 Max Rows:

☐ Show Chart      \*Chart Type:

**Sorting Criteria**  
 1st sort:  ☐ Descending   
 2nd sort:  ☐ Descending

**Payment Inquiry Result**  
 Payment Details | Additional Info | Vendor Details | Financial Gateway | [Personalize](#) | [View All](#) | First 2 of 2 Last

Source	Payment Reference ID	Vendor Name▲	Vendor ID	Address	City	State	Postal
VCHR	<a href="#">000021</a>	DAVINCI BRIDGE LLC	0000037624	1716 WOODLAND AVE	BURLINGTON	NC	27215

