

# Vouchers

An employer voucher provides a breakdown of a payment that an employer submits to the retirement system. The payment may cover employee and employer contributions, as well as contributions associated with service purchase payments or additional contributions. In addition, a payment can also cover other funds due, such as penalties associated with late reporting or late payments.

The voucher detail provides the total payment amount by listing detail amounts being paid by receivable type, plan, and contribution type. When a scheduled batch is submitted for posting, the voucher is pre-filled automatically with the contribution amounts in the batch.

## Find Scheduled Voucher for a Batch

To locate a voucher, access the Vouchers screen by selecting the **Vouchers** link under Employer Account on the left menu.

The screenshot shows the 'Vouchers' screen. On the left, the 'Employer Account' menu is visible, with 'Vouchers' selected. The main area displays a table of vouchers. A red arrow points from the 'Vouchers' link in the sidebar to the table.

	Fiscal Year	Voucher Number	Type	Status	Due Date	Amount Due	Payment Amount
<a href="#">View</a>	2023		Scheduled	Scheduled	7/25/2023		
<a href="#">View</a>	2023		Scheduled	Scheduled	6/26/2023		
<a href="#">View</a>	2023		Scheduled	Scheduled	5/25/2023		
<a href="#">View</a>	2021		Unscheduled	Unscheduled	8/21/2020		
<a href="#">View</a>	2012		Scheduled	Scheduled	2/15/2012		

The **Vouchers** screen displays available vouchers and can be filtered or sorted to help locate the voucher you are looking for. Once you've found the voucher, you can use the **View** link to view details of the voucher.

## Scheduled vs. Unscheduled Vouchers - What's the Difference?

There are two types of vouchers: Scheduled and Unscheduled.

Scheduled vouchers are created automatically and made available to employers. Scheduled vouchers are always associated to a particular employer reporting batch number. Initially, scheduled vouchers have an assigned voucher number, due date, and a \$0 amount due. Once a batch has posted, the Amount Due on the voucher is updated to reflect the amount due for the contributions reported in that batch.

Unscheduled vouchers are created manually by NHRS and are not associated to a particular employer reporting batch. These vouchers are maintained by NHRS and can be used for payments not related to a batch or reporting cycle.