

Accessing LIHEAP Vouchers/Remittance Advice (RAs) in PROMISE™

LIHEAP Vouchers (RAs) are posted in PROMISE™ on Mondays, **9 days before the Treasury Pay Date**. Vouchers are stored here for the current season, so it is important to move your vouchers to a computer or a USB drive.

STEP 1: After logon, click “Vouchers (RA)” on Blue Menu Bar at the top of Main Menu Screen

Main Account **Vouchers (RA)** Worklist Help Log Off

Monday 16 March 2020 3:23 pm

Need Help? [Accessing Vouchers in PROMISE](#)
[Adding an Alternate PROMISE User](#)
[Worklist Desk Guide](#)
[Vendor Crisis 101: Instructions for Submitting a Claim](#)

Submit all Claims & Attachments within 30 days of Authorization!

LIHEAP Main Menu

Vendor ID: 3003242680001

Worklist

Vendors will immediately see their 3 most recent Vouchers as hyperlinks above the search feature

Main Account **Vouchers (RA)** Worklist Help Log Off

Monday 16 March 2020 3:26 pm

Voucher (RA) Search

[LIHEAP Vouchers and Treasury Pay Date Chart](#)

Vendor ID: 3003242680001

Three (3) Most Recent Vouchers

Voucher Number	Treasury Pay Date
98001026	3/11/2020
98001024	2/26/2020
98001021	2/5/2020

Select Search Type to Search for Older Vouchers

Voucher Number Treasury Pay Date

Select a search type above and enter criteria

STEP 2: Search for older Vouchers (RA) using Voucher Number or Treasury Pay Date using Option 1 or 2. See link to **LIHEAP Voucher and Treasury Pay Date Chart** for easy reference.

Main Account **Vouchers (RA)** Worklist Help Log Off

Monday 16 March 2020 3:28 pm

Voucher (RA) Search

[LIHEAP Vouchers and Treasury Pay Date Chart](#)

Vendor ID: 3003242680001

Select Search Type to Search for Older Vouchers

Voucher Number Treasury Pay Date

Voucher Number: x

Search Reset

OPTION 1: Enter the Voucher Number: Click the button next to “Voucher number,” then type the voucher number in the box that appears. A search by Voucher Number will provide one specific voucher or will display nothing if you will not receive a LIHEAP payment that specific week.

OPTION 2: Enter a Treasury Pay Date: The Treasury Pay Date is also located at the top of the LIHEAP payment Voucher. Click the button next to “Treasury Pay Date,” then type dates in the boxes that appear. Enter a ‘From Date’ and a ‘Thru Date’ to request more than one voucher. The ‘From Date’ field must be completed using the format MM/DD/YYYY. If the ‘Thru Date’ field is left blank, the query will use the same date as the ‘From Date’ you entered and make a ‘one-day search’ The search result may display several vouchers depending on the date range entered.

NOTE: A large date range search will impact response time (the larger the range, the longer it will take for results.)

Main Account **Vouchers (RA)** Worklist Help Log Off
Monday 16 March 2020 3:31 pm

Voucher (RA) Search
[LIHEAP Vouchers and Treasury Pay Date Chart](#)

Vendor ID: 3003242680001

Select Search Type to Search for Older Vouchers
 Voucher Number Treasury Pay Date

From Date: 01/15/2020 Thru Date: 03/16/2020

Search Reset

After data entry for Option 1 or Option 2, click ‘Search’. If a Treasury Payment is being generated for the timeframe indicated, the results will list the voucher number, report generated date, and Treasury Pay Date. Vouchers will display as hyperlinks. Click a voucher link, and a pop-up message will offer “Open” or “Save”.

Main Account **Vouchers (RA)** Worklist Help Log Off
Monday 16 March 2020 3:37 pm

Voucher (RA) Search
[LIHEAP Vouchers and Treasury Pay Date Chart](#)

Vendor ID: 3003242680001

Select Search Type to Search for Older Vouchers
 Voucher Number Treasury Pay Date

From Date: 01/15/2020 Thru Date: 03/16/2020

Search Reset

Voucher Number	Report Generated Date	Treasury Pay Date
08001018	1/4/2020 12:00:00 AM	1/15/2020 12:00:00 AM
08001024	1/25/2020 12:00:00 AM	2/5/2020 12:00:00 AM
08001024	2/15/2020 12:00:00 AM	2/26/2020 12:00:00 AM
08001026	2/29/2020 12:00:00 AM	3/11/2020 12:00:00 AM

Do you want to open or save 4519.pdf (212 KB) from theagms.dps.state.pa.us? Open Save Cancel

STEP 3: Clicking ‘SAVE’ will save the PDF Voucher file to the computer’s hard drive. Click ‘Save As’ to select a different location on your computer to store the payment voucher (such as ‘my documents’ or flash drive).

Main Account **Vouchers (RA)** Worklist Help Log Off
Monday 16 March 2020 3:43 pm

Voucher (RA) Search
[LIHEAP Vouchers and Treasury Pay Date Chart](#)

Vendor ID: 3003242680001

Select Search Type to Search for Older Vouchers
 Voucher Number Treasury Pay Date

From Date: 01/15/2020 Thru Date: 03/16/2020

Search Reset

Voucher Number	Report Generated Date	Treasury Pay Date
08001018	1/4/2020 12:00:00 AM	1/15/2020 12:00:00 AM
08001024	1/25/2020 12:00:00 AM	2/5/2020 12:00:00 AM
08001024	2/15/2020 12:00:00 AM	2/26/2020 12:00:00 AM
08001026	2/29/2020 12:00:00 AM	3/11/2020 12:00:00 AM

Do you want to open or save 4519.pdf (212 KB) from theagms.dps.state.pa.us? Open Save Save As Save and open

STEP 4: Click ‘Open’, and Adobe Reader will open the file. You can then view or print the voucher.