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Job Aid for Approvers of Non Purchase Order Vouchers

The purpose of this job aid is to provide step-by-step instructions to UTSA department approvers on how to login and approve Non-PO (Purchase Order) vouchers in UTShare/PeopleSoft. Online training is also available at [http://www.training.utsa.edu/](http://www.training.utsa.edu/) - online course is under Online Training, select UTShare from menu; select PS0305 “Approval Workflow Process: Non-Purchase Order Vouchers and Requisitions.”

**Terminology (see Appendices, Section D, for Concepts and Workflow functionality):**

**Approver:** Also referred to as “Reviewer” and “Budgetary Authority.” Electronic approval by Department, Cost Center, Projects/Grants, PI (Principal Investigator) or Capital Projects approvers.

**Creator:** Also referred to as “Originator” or “Requester”. Individual who creates electronic voucher in UTShare/PeopleSoft.

**Please read to better understand the flow of this job aid.**

This job aid was created with two distinct columns.

- The first column will include the number of **STEPs** involved that **require** more than one **ACTION** to be completed.
- The second column includes a list of **ACTIONs** that refer directly back to the number box displayed on screenshots.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Approval of Vouchers through **FIRST ACCESS METHOD**: via E-notification.  
|     | A. Approver will receive e-notification from creator of voucher.  
|     | B. Click on link to access Voucher Approval page (Login to PeopleSoft required): |

```
Approval is requested for Voucher ID "00060997" Business Unit "UTSA1"

Dennis.Layman@utsa.edu

A voucher has been entered that requires your attention.

Business Unit: UTSA1
Voucher ID: 00060997
Invoice ID: Test 2016-01-19
Invoice Date: 2016-01-19
Gross Amount: 5
Vendor: WILLIAM S HEIN & CO INC
Entered by: Dennis Layman
Updated by: Dennis Layman

You can navigate to the Voucher Approval page by clicking the link below.

https://zap-ga.shared.utsystem.edu/psp/ZAPQA/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE1.GBL
```

Page 2
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | **Access UTShare/PeopleSoft:**  
For off-campus use, PeopleSoft access requires the Two-Factor Authentication log-in.  
For more information on set up: [http://utsacloud-public.sharepoint.com/Pages/TwoFactorAuthentication/GeneralInformation/TwoFactorAuthentication.aspx](http://utsacloud-public.sharepoint.com/Pages/TwoFactorAuthentication/GeneralInformation/TwoFactorAuthentication.aspx) |
3. C. After logging into UTShare/PeopleSoft, the landing page will be referred to as the
Voucher Approval Page (first tab). Notice three tabs at the top of page.

Approver **must** first review general vendor information and attached
documentation from Voucher Approval Page. Ensure all documentation has been
attached. Click on “Attachments” link to access and view documents individually.
This example shows two documents are attached to voucher. *(See Appendices,
Section B and C, to view supporting documentation requirements).*
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
</table>
| 4.   | D. Click on Charge Information tab to view general voucher information: vendor information, voucher number, invoice number, etc.  
E. Review funding source or chartfield string(s). Use slide bar to view complete chartfield string(s). This example only shows one cost center as funding source. |

**To View Multiple Funding Sources:**

If more than one funding source is used, then click on right arrow to view additional distribution lines reflected on multiple pages under Details or Accounting Charge Information section (the arrows are on right hand side of page under this section). See red arrows below to toggle between pages.
### Step 5

Toggle back to *Voucher Approval Page* (click on first tab) to continue approval of document. *See full page screenshot on next page.*

F. Approver must then **APPROVE** or **DENY** document.

1. If approved, include comments as needed; document will then route to the next budgetary authority.
2. If denied, then voucher will return to the creator for further corrections/modifications. **Comments will be required** (e.g. missing documentation, used wrong funding source, invoice amount discrepancies, selection of wrong vendor, etc.).

Only use the **PUSH BACK** button if you would like voucher to go back one level to prior approver for re-review of voucher. The “push back” button is only available at multiple budgetary authority levels (e.g. push back will return the document from RSC back to PI). The **HOLD** button will suspend the document from continuing the workflow path on to the next level of approval. *See Appendices, Sections E and F, to view documents in different stages with DENIED and PUSH BACK status, and Section G, to view documents with workflow showing multiple approvers.*

*See type of action buttons available on below screenshot. Notice that functionality for shaded buttons is not an option. The only available options in this example are the APPROVE, DENY, ADD COMMENTS and HOLD buttons.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | Toggle back to *Voucher Approval Page* (click on first tab) to continue approval of document. *See full page screenshot on next page.*
|      | F. Approver must then **APPROVE** or **DENY** document.  
|      | 1. If approved, include comments as needed; document will then route to the next budgetary authority.  
|      | 2. If denied, then voucher will return to the creator for further corrections/modifications. **Comments will be required** (e.g. missing documentation, used wrong funding source, invoice amount discrepancies, selection of wrong vendor, etc.).  
|      | Only use the **PUSH BACK** button if you would like voucher to go back one level to prior approver for re-review of voucher. The “push back” button is only available at multiple budgetary authority levels (e.g. push back will return the document from RSC back to PI). The **HOLD** button will suspend the document from continuing the workflow path on to the next level of approval. *See Appendices, Sections E and F, to view documents in different stages with DENIED and PUSH BACK status, and Section G, to view documents with workflow showing multiple approvers.*  
|      | *See type of action buttons available on below screenshot. Notice that functionality for shaded buttons is not an option. The only available options in this example are the APPROVE, DENY, ADD COMMENTS and HOLD buttons.* |
Disbursements and Travel Services

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>

Note: Notice the workflow history at bottom of page. This particular example has two workflow approval levels: Cost Center Approval and AP Approval. The status of document is shown in **GREEN** as approved. Also, the first approver added an “Adhoc Approver” to the workflow path. This second approval shows to be in “pending” status. Once the adhoc approver has approved/reviewed document, the workflow status will then change to **green**. Only approvers have the capability to add additional adhoc approvers to the workflow path. **BEFORE** approving document, any approver may add more than one adhoc approver simultaneously from search list. Keep in mind that if multiple adhoc approvers are added to the workflow path, **ALL** adhoc approvers **MUST** approve document before document can move to the next approval level.
6. Approval of Vouchers using **SECOND ACCESS METHOD**: via worklist.

   A. Log in to PeopleSoft. From home page, click on WORKLIST located in upper right hand corner of page.

   Vouchers that appear on your Worklist are at your budgetary level to approve. It is important to note that there may be more than one approver that may approve these vouchers according to your department setup. Coordinate with other departmental or cost center approvers to identify “primary or front line approvers,” and then those who will serve as “secondary or back up approvers.”
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>As a sorting tool, select filter for “Approval Routing” if voucher is not easily located.</td>
</tr>
<tr>
<td>C.</td>
<td>Click on hyperlink once voucher is located. You will be directed to <em>Voucher Approval Page</em>. All vouchers are listed by “creator” but can be sorted by clicking on column headings (from, date from, work item, etc.) or using the worklist filter.</td>
</tr>
</tbody>
</table>

![Image of Worklist with Empl ID highlighted and Approval Routing filter selected.](https://via.placeholder.com/150)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| **D.** Approver **must** first review general vendor information and attached documentation from *Voucher Approval Page*. Ensure all documentation has been attached. Click on “Attachments” link to access and view documents individually. This example shows two documents are attached to voucher. (*See Appendices, Section B and C, to view supporting documentation requirements*). | ![Image of Voucher Approval Page with attachments highlighted]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Next, follow STEP 4 on page 4 to review chartfield string(s) on <em>Charge Information Tab</em>.</td>
</tr>
<tr>
<td>8.</td>
<td>Next, follow STEP 5 on page 5 to approve or deny document.</td>
</tr>
<tr>
<td>9.</td>
<td>Once voucher has been approved by all budgetary authorities, DTS (Disbursements and Travel Services) will review, deny document or approve document for final payment <em>(see Appendices, Section A, to view Workflow Chart of Non PO Vouchers)</em>.</td>
</tr>
</tbody>
</table>
Appendices

A. Workflow Chart for Non-PO Vouchers

Start

DEPARTMENT
Creator - Enter Voucher, attach documentation and Budget Check

Budgetary Authority Level 1
Approved

Budgetary Authority Level 2
Approved

DTS
Review, Final Approve and Pay Voucher

End

Update Voucher

No

Yes

Denied

Denied

Denied

Pushback (1-level backwards)
## Required support documentation:

- Non-Employee Reimbursements and Vendor Payments
  - Invoice and/or Receipts
  - Service Agreement (signed)
  - Business Expense Form (BEF)
    - Include invoices/receipts
  - Travel Reimbursement Settlement Form (TRS)
    - Include required receipts
  - For Travel Advances (Group/Team Travel)
    - An Approved Request for Travel Authorization (RTA)
    - A TAR with Budgetary Authority(s) Signature/Approval
  - Participant Advance Forms and additional support docs

*Note: Do not attach SIF forms to voucher.*

## UTSA Scanned Document Attachment Requirements for PeopleSoft/UTShare

- **Scan Supporting Documentation**
  - Retain original copies at the department level for twelve (12) months
  - Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Requests

- **Specific Scanning Requirements**
  - Layout of all scanned documents must be in upright position/portrait (scan landscape, if applicable)
  - Scanned document images must be legible
  - Supporting documentation with multiple pages must be scanned in sequential or consecutive order
  - Supporting documentation must be individually scanned and attached by type of document (e.g. invoice, service agreement, Travel Reimbursement Settlement Form, Business Expense Form)
  - Limit individual scanned files to less than 40 pages
  - If support docs exceed the number of pages per file, use “part 1”, “part 2,” in naming convention. See naming conventions below for examples.
  - Receipts or other supporting documentation less than 8 ½ X 11 or letter size must be taped to an 8 ½ X 11 sheet
Types of Non-PO Voucher supporting scanned documentation/receipts to include:
- Citibank Bank Statements – Travel Advance Cards, CLIBA, One Card
- Business Expenses Form (BEF) plus receipts (required approvals can be done through electronic workflow)
- Service Agreements – with necessary receipts or invoices
- Travel Advance Card statement by traveler plus receipts
- CLIBA Card Citi Payment by traveler by Statement date plus support receipts
- Travel Settlement Form (TRS) plus receipts
- TRS to settle Group, Student or Guest Travel plus receipts
- Include official and important documentation to substantiate payment
- Exclude all non-essential or excess documents that do not support the payment (e.g. lengthy emails, duplicate copies, MapQuest, etc.).
- Retain non-essential or excess documents for your records and future reference

Naming Conventions:
- Rename scanned supporting documentation file with the following naming conventions applicable to Non PO and PO vouchers (DTS only for PO Vouchers)
  - UTSA_AP_ followed by type of document to identify all UTSA documents
    - Include a brief description and date to better identify documents
    - Naming conventions help the approver see what is in each attachment
  - Examples of Naming Conventions
    - Non PO Voucher Payments to Citibank:
      - UTSA_AP_Non-PO_CLIBA M. Morgan Oct.15 part 1
      - UTSA_AP_CLIBA for Minnie Morgan Stmt 10.03.15 part 2
      - UTSA_AP_TAC for Mary Garcia Stmt 09.03.15
    - Non-PO Voucher Payments for Vendors, Guest or Service Agreements:
      - UTSA_AP_Ricoh Inv 12345
      - UTSA_AP_Service Agreement for Ricky Rowdy 02.15.16
      - UTSA_AP_BEF for Catering Kate 12.05.15
      - UTSA_AP_TRS for J.Smith 01.15.16
D. **Concepts and workflow functionality:**

**Workflow:** electronic approval routing on vouchers

**Characteristics of Workflow:**
- Approval routing is based on those individuals authorized on cost centers or Project IDs
- Document routes in multi-funding paths simultaneously
- If using multi-funding sources, all funding sources must be approved before moving to the next routing stage
- If one funding portion is denied, the document is returned to creator for corrections

**Workflow functionality:**
- **APPROVE:** document approval button; document moves to the next workflow step (inserting comments is optional). Generates e-notifications to all approvers in routing path
- **DENY:** document is not approved and will be returned to requester for modifications. Voucher can be re-routed for approvals (comments required). E-notification is sent to creator.
- **HOLD:** button will suspend the document from continuing the workflow path to the next approver desk. Only this approver will be able to release voucher from hold status.
- **PUSH BACK:** returns voucher one level back to prior approval for re-review of document. Only available at multiple budgetary authority levels
- **INSERT ADDITIONAL/ADHOC APPROVER OR REVIEWER:** an approver can assign an additional approver/reviewer in the approver cycle (EMPL ID required: 6001xxxxxx)

**Types of Access to Vouchers for Approval:**
- **E-notification** – system will generate email to all approvers in the workflow routing path that includes the link with access to voucher
- **Worklist** – tool that enables users to view transactions which require attention (automated to-do list created by workflow). Vouchers are accessed through hyperlinks
E. **DENIED Documents:**

Stage 1

---

Note: Approver can DENY document. Voucher will return to originator for modifications/corrections. Document can be resubmitted for approval.
Denied Documents:
Stage 2

Note: Notice document status. Comments are required.
Denied documents:
Stage 3

Note: E-notification sent out to originator. Originator can then modify voucher and resubmit for approval. New e-notifications will generate to workflow approvers.
F. "Push Back" Document:
Stage 1

Note: Secondary approvers can push voucher approval back to prior approver for review.
“Push Back” Document:
Stage 2

Note: Document is now available for Previous Approver to Re-Review. Notice document status.
“Push Back” Document:
Stage 3

Note: Email notification sent to Previous Approver notifying them voucher is back on their desk for further action.
G. Workflow Showing Multiple Approvers

Click on Multiple Approvers to get display of all individuals authorized to approve document for Cost Center, Project ID's, or Capital Projects.