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Job Aid for Creators of Non Purchase Order Vouchers

The job aid is to provide general instructions to UTSA department creators of the changes resulting from the implementation of the AP (Accounts Payable) workflow. (Please note that due to workflow, the SharePoint Interim approval form is no longer required.)

For specific details on how to create Non-PO vouchers or attach required support documentation, please enroll or refer to updated training materials:

- “Processing of Non-PO Vouchers Using UTShare/PeopleSoft” (PS 203.04) under Disbursements and Travel Services, Training Materials (http://www.utsa.edu/financialaffairs/training.html)

Approver online training refer to:


**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.

**Creator’s Roles and Responsibilities:**

In general, vouchers are created by the individuals assigned the “creator role” in UTShare/PeopleSoft by their department managers.

Creators are responsible for:

- If applicable, ensure vendors complete a SIF (Supplier Information Form) to build vendor file or update vendor information (e.g. address, banking information, etc.)
- Submit SIF to DTS (Disbursements and Travel Services) http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=153
  - Submit SIF forms via campus mail or fax to 458-4829
  - Do not email form due to transmission of Category I sensitive data https://utsacloud-public.sharepoint.com/category-i-extended-guidelines
- Create Non-PO voucher in UTShare/PeopleSoft
- Budget check for funding availability
- Scan and attach all required support documentation
- The submission of the vouchers into workflow

Once a voucher has been successfully “created” and “submitted,” the system will generate e-notifications that will route to all approvers within the workflow path. All approvers will receive e-notifications from the creator with a direct link to the voucher with a subject line referencing type of document ready for approval. Approvers will also be able to access vouchers using their general “worklist.”
Creators can:

- View the workflow history that includes the names of all approvers,
- Check document status, and view any comments made by approvers through the normal navigation to AP vouchers.
- Are responsible for following up on transactions to ensure routing of approvals has been completed and reached AP or DTS (Disbursements and Travel Services) for final processing of payment.

Note: Creators are unable to access or modify documents using the links available from their worklist; they can, however, use their normal navigation to create, view and modify documents.

Creators will either have to “modify” voucher to resolve any voucher discrepancies or attach any missing support documentation. Once the creator has made all necessary corrections, voucher will then need to be resubmitted for approval. The voucher will finally route to DTS for review and final approval of payment after all budgetary authority approvals have been completed. (See Appendices, Section A, Workflow Chart for Non-POs.)
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>
Create voucher in UTShare/PeopleSoft. (Follow detailed steps posted to [Disbursements and Travel Services Training Materials for Processing Non-PO Vouchers](https://www.utsa.edu/financialaffairs/accounting/tips.html) or enroll in the PS203.04 training.)  
Attached related supporting documentation. See Appendices, Section B, for Non-PO Required Supporting Documentation. If individual is hosting an event, manual signatures are not required if additional required approvers are part of the workflow path (e.g. Asst/Assoc Dean, Dean, Asst/Assoc VP/VP or President for additional approval on Business Expense Form). However, all service agreements or contracts must be signed before documents are attached.  
Approvers can add “adhoc additional approver(s)” into the workflow path who may not be part of the original routing setup.  
Ensure vendor name, amounts, quantities, funding source, dates, and other detail information are correct to avoid payment delays and documents from being “denied.” |

*Note that Combo Edit Errors may result when trying to manually key in chartfield strings or if the incorrect combination of funds, cost centers or expense accounts are used. We recommend that speed charts and speed types be used to minimize chartfield string errors. Vouchers will not move forward if combo edit errors are not resolved. To resolve combo edit errors, please see referenced cheat sheet below.*

- Combo Edits:  
  ([http://www.utsa.edu/financialaffairs/accounting/tips.html](http://www.utsa.edu/financialaffairs/accounting/tips.html))
### Creating voucher and attaching support documentation.

Create voucher, scan and attach support documentation following the scanning and file naming convention requirements cheat sheet *(see Appendices, Section C, for Scanned Document Attachment Requirements).* Voucher attachments containing illegible scans/images, out of sequence or not in upright position, will be “denied” by DTS and returned for corrections. Vouchers will then have to reroute for approval.

**Note:** *DTS will no longer accept hard copies. Scanned attachments will become the official University document used for audits and open records requests.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td><strong>Creating voucher and attaching support documentation.</strong></td>
</tr>
<tr>
<td></td>
<td>Create voucher, scan and attach support documentation following the scanning and file naming convention requirements cheat sheet <em>(see Appendices, Section C, for Scanned Document Attachment Requirements).</em> Voucher attachments containing illegible scans/images, out of sequence or not in upright position, will be “denied” by DTS and returned for corrections. Vouchers will then have to reroute for approval.</td>
</tr>
</tbody>
</table>

A.  Login to PeopleSoft

B.  Use your normal navigation to create a regular voucher

C.  Complete required fields (refer to training materials for *Non-PO Vouchers PS203.04*). Scan and save all support documentation to your computer before attaching documents to voucher.

D.  Go to **INVOICE INFORMATION TAB** to attach documents.

E.  Click on link for **ATTACHMENTS**.


<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.</td>
<td>Click on <strong>ADD ATTACHMENT</strong> button at bottom of page</td>
</tr>
<tr>
<td>G.</td>
<td>Click on “Choose file” and select file(s) previously saved to be uploaded from folder</td>
</tr>
<tr>
<td>H.</td>
<td>Click “Upload” button; file(s) will be uploaded (repeat steps 7 and 8 if more than one file is being uploaded)</td>
</tr>
<tr>
<td>I.</td>
<td>System will track name of individual uploading file</td>
</tr>
<tr>
<td>J.</td>
<td>System will track date and time file was uploaded (ensure all required supporting documentation has been attached before routing document for approval)</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>K.</td>
<td>Click on “minus” sign to delete file; file can be deleted at this stage if necessary.</td>
</tr>
</tbody>
</table>

3. **Budget Check voucher for availability of funds.**

   **A.** Select “Budget Check” option from ACTION drop down list
   
   **B.** Click on “RUN” and wait for system to check for funding
   
   **C.** Window will appear with message “Do you want to wait for the process to be completed? Click YES. Process will then run.

If any budget errors occur, you must resolve errors. The system will not allow you to “submit” the voucher into workflow with budget errors. One of the most common errors encountered is “Exceeds Budget Tolerance.” This error indicates there is not enough funding in your cost center or Project ID to pay expense. You will need to either add more funding to your cost center by transferring funds, or use a different funding source. To resolve budget errors see referenced cheat sheet below.

- **Budget Exceptions in Budget Office training materials:** [http://www.utsa.edu/financialaffairs/training.html](http://www.utsa.edu/financialaffairs/training.html)
D. If the voucher passed budget check, the voucher will show as having a status of “VALID” under the Summary Tab.

E. If voucher encountered a budget error, you will receive the pop up window below.

F. Go back to SUMMARY TAB and click on link for “EXCEPTIONS” under Budget Status to see detail info about budget error.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.</td>
<td>Notice Exception Type: Error</td>
</tr>
<tr>
<td>H.</td>
<td>Notice Type of Error: <strong>Exceeds Budget Tolerance</strong></td>
</tr>
<tr>
<td>I.</td>
<td>Click on magnifying glass to see specific details about error on distribution line</td>
</tr>
<tr>
<td>J.</td>
<td>The detail screenshot below will show the distribution line and chartfield string with error. In this case, you will need to fund cost center to resolve error or use an alternate funding source. Your voucher may have more than one type of error if using multiple cost centers or project IDs. Check for multiple errors. Click OK button at bottom of page to return to previous page.</td>
</tr>
<tr>
<td>K.</td>
<td>Once the error(s) is resolved you will need to “budget check” a second time. If errors continue to appear, then you must troubleshoot all errors until all have been successfully resolved and finally BUDGET CHECK one last time until the Summary Tab shows a budget status of <strong>valid</strong> (see action 4 screenshot above).</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td><strong>SAVE button</strong>&lt;br&gt;Save the voucher if you are going to submit voucher now or at a later time. You must first <strong>SAVE</strong> voucher before you are able to <strong>SUBMIT</strong>. Click on <strong>SAVE</strong> button at bottom of page.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Click “Submit” to move voucher into workflow.</strong>&lt;br&gt;The <strong>SUBMIT</strong> button can be found on different pages within the voucher. Go to <strong>Invoice Information Tab</strong> or <strong>Voucher Attributes tab</strong> to submit document. The voucher will then follow the approval workflow path. E-notifications will automatically system generate to assigned approvers in the workflow routing path. Approvers must review required support documentation, voucher amounts and funding source(s) used before approving document. An approver should “<strong>deny</strong>” voucher if missing support documentation, incorrect vendor was selected or if incorrect funding source(s) was used. <strong>Note:</strong> If voucher payments are delayed, these may result in the accrual of interest according to the <strong>Texas Prompt Payment Law</strong> (see Financial Management Operational Guideline – FMOG [<a href="http://www.utsa.edu/financialaffairs/opguidelines/2.6.1.html">http://www.utsa.edu/financialaffairs/opguidelines/2.6.1.html</a>]).</td>
</tr>
</tbody>
</table>
Finally, *creators* should follow up on the status of voucher to ensure all approvers have approved voucher for the processing of payment.

To view workflow status of document at a later time, follow the same navigation to voucher, and click on *Summary* tab and under *Match Status* click link “Approval History.”

*Note: If voucher is “denied” follow the same navigation to voucher, make corrections, save document, and resubmit voucher for approval. See Appendices, Section E and F, for examples of different stages of documents in “Denied and Pushed Back” status).*
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

Update Voucher

End

No

Yes
### 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**

<table>
<thead>
<tr>
<th>Approval</th>
<th>Line Information</th>
<th>Charge Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>UTSA1</td>
<td>Invoice Number: Test</td>
</tr>
<tr>
<td>Voucher:</td>
<td>00060995</td>
<td>Vendor: A.C. DOOR SPECIALIST</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>01/19/2016</td>
<td>ID: 0000012154</td>
</tr>
</tbody>
</table>

**Voucher Details**

- Transaction Currency: USD
- Total: 1.50
- Misc Amt: 0.00
- Freight: 0.00
- Sales Tax: 0.00
- Use Tax: 0.00
- Entered VAT: 0.00

**Terms:** Net Due 30 Days

**Approval Status:** Denied

**Added By:** Dennis Layman

**Remit SetID:** UTSA1
**Remit Vendor:** 0000012154
**Remitting Address:** Remitting Address
**Scheduled to Pay:** 02/18/2016
**Gross Payment Amount:** 1.50 USD
**Payment Currency:** A.C. DOOR SPECIALIST

**Cost Center Approval**

- **BUSINESS_UNIT=UTSA1, VOUCHER_ID=00060995**

**Comment History**

- **Cynthia Orth at 01/19/16 - 7:08 PM**
  
  This document is returned so that correct amount of payment and Cost Center Update can be made.

**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

Grants Approval

Cost Center Approval

AP Approval

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

Voucher ID "00060998" Business Unit "UTSA1" requires more detail.

To: Edwin.Barea@utsa.edu

Non PO Voucher was “Pushed Back” and requires previous approver's evaluation

The following Voucher approval requires more information.

- Business Unit: UTSA1
- Voucher ID: 00060998
- Invoice ID: 01-20-2016
- Invoice Date: 2016-01-20
- Gross Amount: 2
- Vendor: DBA: THE HISTORIC MENDER HOTEL
- Entered by: Dennis Layman
- Updated by: Dennis Layman

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

https://zap-qa.shared.utsystem.edu/psp/ZAPQA/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APP
Page=VCHR_APPRVL_AF4Action=U1BUSINESS_UNIT=UTSA1&VOUCHER_ID=00060998

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