Processing Non-Purchase Order Vouchers

Disbursements and Travel Services

June, 2014
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Purpose, Objective & Introduction
Purpose

The *purpose* of this course is to provide guidance and instructions to UTSA departments on how to create and process Non-Purchase Order Vouchers in UTShare/PeopleSoft.
Course Objective

- Become familiar with Accounts Payable terminology, concepts and navigation in UTShare/PeopleSoft
- Understand the Roles and Responsibilities within the Non-PO Voucher process
- Learn how to process a Non-PO Voucher
Introduction to UTShare/PeopleSoft

- **UTShare** is synonymous with **PeopleSoft**:  
  - *PeopleSoft* is the software  
  - *UTShare* is the shared services implementation project replacing DEFINE

- **Go-Live** is the effective date that UTShare/PeopleSoft will be available for UTSA users.
Introduction to UTShare/PeopleSoft

Workflow

• Succession of approval requests to communicate transactions information through electronic routing/notification

• Workflow will be turned off from May 2014 thru September 2014 and Interim Processes will be implemented
Recommended Training Prerequisites

• Introduction to UTShare/PeopleSoft
  o Basic Navigation Tools and Terminology
  o Budget Overview
• Introduction to The Chart of Accounts
  • Review Basic Structure and Concepts
  • Use of Shortcuts
  • Crosswalks (Account)
  • Chartfield String/SpeedCharts
  • Identify Resources and Forms
Introduction to UTShare/PeopleSoft

- **Interim Process** — changes to UTShare/PeopleSoft normal procedures due to the unavailability of workflow between May 2014 and September 2014
- **Front Office** — same as “Department”
- **Back Office** — another term for a central processing unit (i.e., Disbursements & Travel Services (DTS), Purchasing & Distribution Services, and Accounting)
- **SharePoint** — a Microsoft Office Web application platform with a variety of functionality to include workflow automation capabilities
Introduction to UTShare/PeopleSoft

- **Electronic Routing Approval Form** – a form generated in SharePoint with workflow capabilities, via email notification, to acquire the necessary budgetary authority approvals for vouchers

- **Supplier Information Form (SIF)** – a collaborative form designed as a result of a UTShare process improvement initiative that was consolidated, thus replacing the W9 and Non-Payroll Direct Deposit Forms for UT System usage
Introduction to UTShare/PeopleSoft

- **Prepaid Transactions** – payment made for goods/services that overlap Fiscal Years
- **Accounting Date** – indicates when a transaction is recognized and determines the period in the general ledger to which the transaction is to be posted
- **Asterisks(*)** – identifies mandatory fields to be completed in UTShare/PeopleSoft
- **Push Back** – returns/requeues the previous step to its approver. Only available at budgetary authority levels greater than one
- **Deny** – stops the workflow
- **Approve** – continues the workflow path
Introduction to UTShare/PeopleSoft

User Productivity Kit (UPK) – an on-demand interactive training tool that provides step-by-step instructions of a subject area

- [https://zupk.shared.utsystem.edu/](https://zupk.shared.utsystem.edu/)
- PeopleSoft Topics Specific to an Institution’s Business Process – Go-Live – University Specific
- Additional Training Topics/Financial Management Solutions (FMS)/Accounts Payable – generic (Oracle)
Business Process Impact (BPI)

An icon to highlight a significant change to a current business process

Interim Processes (IP)

An icon to indicate an interim process during Go-Live

Look for these icons on slides throughout the course
General Info Crosswalks & Roles and Responsibilities
What is a Non-PO Voucher?

• A new term that replaces the Payment Request Voucher (VP2)

• Used to generate payments to Vendors and/or individuals for **Goods** or **Services** received
Types of Non-PO Expenses

- Memberships/Subscriptions
- Registrations
- Publications
- Entertainer, Artist or Promoter Contracts
- Service Agreements
- Non-employee reimbursements
- Participant and Team/Group Travel Advances
Travel Advances

- Participant & Team/Group Travel Advances will be processed as a Non-PO Voucher

- Prior to Go-Live Process
  - Departments Complete Travel Advance Request (TAR)
  - DTS Processes VP2 & Payment
    (Travel Advance Card {Preferred} & Direct Deposit)

- Go-Live Process
  - Departments Complete TAR
  - Departments create Non-PO Voucher

A complete TAR must be submitted 10 business days prior to departure date
Required Documents to Support Payments

- Non-Employee Reimbursements and Vendor Payments - Original Invoice and/or Receipt displaying:
  1. the description of the Goods/Services received; and
  2. its associated cost
- Original Service Agreement (signed)
- Business Expense Form (BEF) for entertainment and hospitality related expenses (see reference materials)
- For Travel Advances (Group/Team Travel)
  - An Approved Request for Travel Authorization (RTA)
  - A TAR with Budgetary Authority(s) Signature/Approval

**Note:** Participant Advances require the Participant Advance Form
## Terminology Crosswalk

<table>
<thead>
<tr>
<th>Business Unit (UTSA1)</th>
<th>(Component 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>Document # and L-Doc</td>
</tr>
<tr>
<td>Voucher Style</td>
<td>Field Did Not Exist</td>
</tr>
<tr>
<td>Short Vendor Name</td>
<td>Field Did Not Exist</td>
</tr>
<tr>
<td>Vendor ID (new format)</td>
<td>Vendor ID (State VID)</td>
</tr>
<tr>
<td>Address Sequence Number</td>
<td>Mail Code</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Invoice Nbr</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Field Did Not Exist</td>
</tr>
<tr>
<td>Gross Invoice Amount</td>
<td>Vchr Total</td>
</tr>
</tbody>
</table>
# Terminology Crosswalk

<table>
<thead>
<tr>
<th>UTxSHARE</th>
<th>DEFINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Date</td>
<td>Requested Payment Date</td>
</tr>
<tr>
<td>Cost Centr</td>
<td>Budget Group</td>
</tr>
<tr>
<td>Account</td>
<td>Object Code</td>
</tr>
<tr>
<td>Comments</td>
<td>Notes</td>
</tr>
<tr>
<td>Calc Basis Date</td>
<td>Calculated behind the scenes</td>
</tr>
<tr>
<td><strong>SpeedChart</strong> (Fund/Dept/Cost Ctr/Function)</td>
<td>Capability Did Not Exist</td>
</tr>
<tr>
<td>Attachment</td>
<td>Capability Did Not Exist</td>
</tr>
<tr>
<td>Budget Check</td>
<td>Conducted during electronic approval</td>
</tr>
</tbody>
</table>
Knowledge Check

What is another term that can be used to identify Departments?

_________________________

True or False: Interim Workflow Solutions is another name that is synonymous with PeopleSoft?

________

What is the term used to describe the succession of approval requests to communicate transactions information through electronic notification?

_________________________
Roles and Responsibilities

• Departments Responsibilities
  – If applicable, ensure vendors complete SIF
  – Submit SIF to DTS to build vendor file
    • The equivalent of processing a GGV in Define
  – Create Non-PO Voucher in UTShare/PeopleSoft
    • The system will automatically verify availability of funds
  – Attach/retain copies of supporting documentation
  – Submit original documentation to DTS
Roles and Responsibilities

DTS Responsibilities

- **Create** and Approve Vendor Setup

- Review, Approve and Pay Non-PO Vouchers to include creating and processing vouchers for Advances and to exclude Participant and Team/Group travel

- Maintain Official Payment Documents
Business Process Flow
Business Process Flow

Start

Verify Funds Enter Voucher

Update Voucher

Budgetary Authority – Level 1

Approved

Denied

Budgetary Authority – Level 2

Approved

Denied

Review, Final Approved and Pay Voucher

Denied

End

Department

Budgetary Authority

DTS

Note: Department verifies Vendor information; complete SIF, if applicable.
The Supplier Information Form

– Part I – General Supplier Information
– Part II – Addresses and Certification
– Direct Deposit Authorization Form
Supplier Information Form

PART I. GENERAL SUPPLIER INFORMATION

Individual/Organization Name: ____________________________
Social Security Number (SSN) or Individual Taxpayer ID Number (ITIN): ____________________________
Business Name (if different from above Name): ____________________________
Employer Identification Number (EIN): ____________________________

Individual
Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is required when providing Employee ID Number

Social Security Number is required when providing Employee ID Number

Texas Identification Number (include the type of number(s) being provided below)
SSN/TIN #: ____________________________
Employer ID Number: ____________________________
Comptroller’s Assigned Number: ____________________________

Partnership, Corporation or other Entity (Select EIN type being provided below)
Partner’s Name: ____________________________
Partner’s EIN: ____________________________
Other Entity’s EIN: ____________________________

Ownership Codes: please check the appropriate ownership code
A - Professional Association
T - Texas Corporation
C - Professional Corporation
G - Governmental Entity
F - Financial Institution
R - Foreign Business (outside of US)
L - Texas Limited Partnership
O - Out of State
N - Other (provide brief description)

The University of Texas usually pays in accordance with the Texas Government Code, Chapter 2231, Texas Prompt Payment Act (PPA), which states that goods or services must be paid within 30 days of the receipt of the goods or services or the receipt of the invoice, whichever is later. Warning: Failure to provide the correct name and number combination may result in payment being subject to 11% backup withholding. (See Instructions for Exception Payee/FATCA Reporting Codes)

Enter Exempt Payee Code (if any): ____________________________
Enter Exemption from FATCA Reporting Code, (if any): ____________________________

PART II. ADDRESSES and CERTIFICATION

Order Address
Individual or Business Legal Name: ____________________________
Address Line 1: ____________________________
Address Line 2: ____________________________
City/Town/County: ____________________________
State/Territory/Province: ____________________________
Country: ____________________________
Zip Code: ____________________________
Phone: ____________________________
Fax: ____________________________
E-Mail: ____________________________

Remittance Address
Individual or Business Legal Name: ____________________________
Address Line 1: ____________________________
Address Line 2: ____________________________
City/Town/County: ____________________________
State/Territory/Province: ____________________________
Country: ____________________________
Zip Code: ____________________________
Phone: ____________________________
Fax: ____________________________
E-Mail: ____________________________

Under penalties of perjury, I certify that the information provided, to the best of my knowledge, true, correct and complete.

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or other U.S. person (defined above) and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions: You must cross out item (b) above if you have been notified by the IRS that you are currently subject to backup withholding. (See Instructions for details)

Authorized Signature: ____________________________
Date: ____________________________

For Institutional Use Only
Vendor ID: ____________________________
Creator: ____________________________
Date: ____________________________
University of Texas at San Antonio

Direct Deposit Authorization Form

*Notification*: Request must allow for sufficient time for processing and may not be effective for the next check run. Late requests may result in a check being issued or Direct Deposit to an established account. We strongly suggest leaving your old account open until the deposit into your new account has occurred.

<table>
<thead>
<tr>
<th>A. Action Type (Select only one Action Type)</th>
<th>B. Financial Institution Information (Completion by financial institution is recommended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Direct Deposit Setup</td>
<td>Account Type:  Checking  Savings</td>
</tr>
<tr>
<td>☐ Change Current Direct Deposit: Change Account or Financial Institution</td>
<td>Financial Institution Name:</td>
</tr>
<tr>
<td>☐ Cancel Direct Deposit</td>
<td>Routing Number (9-Digit):</td>
</tr>
<tr>
<td></td>
<td>Account Number (max 17 characters):</td>
</tr>
</tbody>
</table>

C. Financial Representative (Optional)

<table>
<thead>
<tr>
<th>Financial Representative Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone Number: ___________________________ Ext. ________ E-Mail: ___________________________

Financial Representative Signature: ___________________________ Date: ______________

D. International Payment Verification (Required)

*The National Automated Clearing House Association (NACHA)* adopted specific rules regarding **International ACH Transactions (IAT)**. NACHA requires entities originating ACH (Direct Deposit) payments to comply with IAT rules and federal law. To comply, payees are required to identify the intended final destination of payments issued through the ACH network.

Will payment(s) be forwarded to a financial institution outside the United States? ☐ YES ☐ NO

If Yes, please specify the name of the country where payment(s) will be forwarded:

E. Direct Deposit Authorization Agreement (Required)

*Authorization Agreement*: I hereby authorize the University of Texas to deposit my payments directly to the account listed above (Section B) by way of Direct Deposit (Automated Clearing House (ACH) credit). This authority will remain in force until I have given advanced written notice, or deposit service has been discontinued by the discretion of the University of Texas. I understand that I must provide advance notice to allow reasonable time for my instructions to be executed. I understand that it is my sole responsibility to verify with my financial institution the receipt of my direct deposit funds. I agree to notify the University of Texas within three (3) business days if the deposit has not been made and/or receipt of an incorrect deposit amount. Furthermore, if an incorrect deposit should be made into my account, I authorize my financial institution and the University of Texas to make appropriate adjustment(s) from my account.

Authorized Signature: ___________________________ Date: ______________

Printed Name: ___________________________ Date: ______________

Optional: A copy of a voided check or Printed Bank Account Information Page for Checking or Account Card Copy for Savings Direct Deposit may be attached below.
Knowledge Check

What is the form that UT System approved to consolidate the W9 and Direct Deposit Form?

________________  ______________________  _______________

True or False: The first Budgetary Authority uses the “Pushback” option to return a voucher to the creator.

__________

Which office enters vendor information in UTShare/PeopleSoft to create a vendor?

A. Departments
B. DTS

_______
How to access UTShare/PeopleSoft

You can access the UTShare/PeopleSoft link through myUTSA dropdown menu.

You can also access the link adjacent to the Faculty/Staff Resources.

WebMail
UTShare/PeopleSoft
Interim Workflow Solutions
UT Direct
Account Passphrase Reset
Faculty Career Portfolio (Digital Measures)
RowdySpace
1. Type in UTSA

2. Click the Continue button
1. Enter your MyUTSA ID
2. Enter your passphrase
3. Click the Log In button
Navigation to Vouchers

METHOD #1
Accounts Payable Center

1. Go to Main Menu
2. Go to Accounts Payable
3. Select Accounts Payable Center
Navigation to Vouchers

4. Select **Add/Update**
5. Select **Regular Entry**
Navigation to Vouchers

Method #2

1. Go to Main Menu
2. Go to Accounts Payable
3. Go to Voucher
4. Go to Add/Update
5. Select Regular Entry
Knowledge Check

Which homepage will be displayed after logging in to UTShare/PeopleSoft?

_________ ______________

Describe two navigation methods to create a new voucher or retrieve an existing voucher?

1) _____________________________

2) _____________________________

Which is the primary Voucher Style for creating a Non-PO voucher for payment?

A) Regular Voucher
B) Prepaid Voucher
C) Journal Voucher

___________ _____________
Creating A Non-PO Voucher
Non-PO Vouchers

Two Options

A) Create a **New Voucher** or
B) Find/Maintain an Existing Voucher

Default Entries
Note: Business Unit, Voucher ID, & Voucher Style will display default values

1. Enter Vendor Name, Vendor ID or perform a Lookup; Vendor Location defaults to “SHARED”
2. Perform Lookup and select Address Sequence Number according to Invoice
3. Enter Invoice Number, Invoice Date & Gross Invoice Amount according to the Invoice
4. Enter Estimated No. of Invoice Lines
5. Select Add
Invoice Information Tab

Full View of Page Broken down in three sections

Section 1

Section 2

Section 3
6. Verify the accuracy of the following

- **Business Unit**: equals to “UTSA1”
- **Voucher ID**: defaults to “NEXT” and a sequentially assigned number will be assigned once the voucher is saved
- **Voucher Style**: equals to “Regular Voucher”
- **Invoice Date**: matches the Invoice Date on the invoice
- **Accounting Date**: defaults to the date the voucher was created
7. Verify the accuracy of the following

- **Vendor ID** & **ShortName**: match the intended vendor being paid
- **Location**: equals “SHARED”
- **Address**: remittance address on the invoice
- **Invoice Lines**: will initially display “0.00” and will eventually reflect the sum of each **Line Amount** for each Invoice Line
- **Total**: equals the Invoice total amount
- **Difference**: compares **Invoice Lines** and **Total**; amount should equal “0.00”
8. Verify vendor’s contact info
9. Attach documents, as applicable
10. Input comments, as applicable
11. Pay Schedule equals “Manual”
12. Pay Terms defaults to NET30
13. Select to decide Calc Basis Date
13a. Enter **Invoice Receipt Date** and **Goods/Service Receipt Date**
13b. Select **Calculate** to derive at the **Pymnt Basis Date**
13c. Enter **Services Start Date/Service End Date** and select **Update ALL Voucher Lines** (to reflect these dates on all voucher lines)
13d. Select **Back to Invoice** to return to the Invoice Information Tab

**Note:** The **Invoice Date** will be carried over from the Invoice Information Tab. The **Acceptance Date** isn’t required to calculate the Pymnt Basis Date.
14. Navigate to applicable **Line** item or add (+) or delete (-) line(s) by using the navigation section.

15. **Distribute by** - select either “Amount” or “Quantity”, as applicable.

16. Select/enter applicable **Ship To** location from **Lookup**.

17. Select/enter applicable **SpeedChart**.
18. Enter **Line Amount** for each line
19. Enter **Description** of Goods/Services
20. **Verify Service Start Date & Service End Dates**
21. Add (+) or Delete (-) Invoice Lines, as necessary, to pay from different funding sources
Invoice Information Tab (cont’d)

Section 2 & 3

View of Multiple Lines

Each Line has a dedicated Distribution Line
22. Enter **Account** code (Object Code equivalent)
23. Scroll to Right and complete needed fields
24. Select **Calculate** to compute **Line Amounts** to **Distribution Lines**
Error Notice: appears as a result of clicking the “Calculate” button; there is a difference between the Line Amount and the Merchandise Amt.
25. Click the **Calculate** button located approximately 1/3 from top of the page; review and/or correct any discrepancies, as needed.

26. Ensure the **Difference** equal “0.00”

27. Select **Payments** Tab
28. Review payment information and select **Save**.
### Payment Tab

#### Payment Options

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>CHASE</td>
</tr>
<tr>
<td>Account</td>
<td>3AP1</td>
</tr>
<tr>
<td>Method</td>
<td>ACH</td>
</tr>
<tr>
<td>Pay Group</td>
<td>*Handling:</td>
</tr>
<tr>
<td>Hold Reason</td>
<td></td>
</tr>
</tbody>
</table>

#### Search Results

<table>
<thead>
<tr>
<th>SetID</th>
<th>Payment Handling</th>
<th>Description</th>
<th>Short Description</th>
<th>Sequence Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTSHR AL</td>
<td></td>
<td>Athletics</td>
<td>Athletics</td>
<td>60</td>
</tr>
<tr>
<td>UTSHR AT</td>
<td></td>
<td>Attachments</td>
<td>Attachment</td>
<td>85</td>
</tr>
<tr>
<td>UTSHR BU</td>
<td></td>
<td>Bursar/Fiscal Services</td>
<td>Bursar</td>
<td>55</td>
</tr>
<tr>
<td>UTSHR CA</td>
<td></td>
<td>Campus Mail</td>
<td>Campus</td>
<td>50</td>
</tr>
<tr>
<td>UTSHR DC</td>
<td></td>
<td>Downtown - Fiscal Services</td>
<td>DwnFisSvc</td>
<td>70</td>
</tr>
<tr>
<td>UTSHR FM</td>
<td></td>
<td>Foreign Mail</td>
<td>Foreign</td>
<td>95</td>
</tr>
<tr>
<td>UTSHR GR</td>
<td></td>
<td>Grants and Contracts</td>
<td>Grants</td>
<td>30</td>
</tr>
<tr>
<td>UTSHR IT</td>
<td></td>
<td>Downtown - ITC</td>
<td>DwnITC</td>
<td>75</td>
</tr>
<tr>
<td>UTSHR OD</td>
<td></td>
<td>On Demand</td>
<td>On Demand</td>
<td>5</td>
</tr>
<tr>
<td>UTSHR PK</td>
<td></td>
<td>Perkins</td>
<td>Perkins</td>
<td>35</td>
</tr>
<tr>
<td>UTSHR PS</td>
<td></td>
<td>Participant Support</td>
<td>Partic.Sup</td>
<td>45</td>
</tr>
<tr>
<td>UTSHR PU</td>
<td></td>
<td>Pickup</td>
<td>Pickup</td>
<td>15</td>
</tr>
<tr>
<td>UTSHR PY</td>
<td></td>
<td>Payroll</td>
<td>Payroll</td>
<td>20</td>
</tr>
<tr>
<td>UTSHR SF</td>
<td></td>
<td>Student Refunds</td>
<td>Refunds</td>
<td>25</td>
</tr>
<tr>
<td>UTSHR TV</td>
<td></td>
<td>Travel Reimbursement</td>
<td>Travel</td>
<td>80</td>
</tr>
<tr>
<td>UTSHR US</td>
<td></td>
<td>US Mail</td>
<td>US Mail</td>
<td>90</td>
</tr>
<tr>
<td>UTSHR ZG</td>
<td></td>
<td>Guaranteed Student Loan</td>
<td>GrntyLoan</td>
<td>40</td>
</tr>
</tbody>
</table>
29. Three additional Tabs are displayed
30. A **Voucher ID** is assigned
31. Go to **Action**; select **Budget Checking**
32. Select **Run**
33. Select **Yes** from the pop-up message
34. Select **Submit** button at bottom of screen to forward to DTS
Budget Checking

• Verify **Budget Status**, other statuses, and Invoice information
• Select **Related Documents** tab to review payment status
Related Documents Tab

Select this Tab to review the payment status

After saving the voucher, the Payment Status will reflect “Not Selected for Payment”

After Payment is made, the Payment Reference will display the Check # or ACH Ref #
Voucher Attributes Tab

Note: The Check Run will be ran ONCE at NOON
This **Tab** will display any errors that exist in the voucher; if successfully Created, Saved and Assigned a Voucher ID, there will not be an error.
1. Calculate prepaid costs for each Fiscal Year and create a **Regular Voucher** as previously instructed.

Enter the full amount of the voucher in **Gross Invoice Amount**.
How to Process a Prepaid Voucher

2. Fill-in invoice information for **Line 1**
3. Enter **Line Amount** for current Fiscal Year, per calculations
4. Enter applicable **Expense Account** code
How to Process a Prepaid Voucher

5. Fill-in invoice information for **Line 2**
6. Enter **Line Amount** for future respective Fiscal Year, per calculations
7. Enter applicable Prepaid Asset **Account** code (15020)
Front Office
End-of-Year Accrual Business Process

Criteria:

• Goods and Services received prior to August 31
• Must be Over $1,000 threshold
• Payment processed after August 31

Departments must:

• Create Non-PO Voucher in UTShare/PeopleSoft in New FY
• Record Prior Year Service Dates
• Submit complete documentation to DTS by EOY

Deadlines
Take 5!

Break Time!!
Interim
Process
Roles and Responsibilities

• Departments Responsibilities – Interim Process
  – Ensure Vendors complete SIF and submit form to DTS for vendor setup
  – Verify availability of funds through the Commitment Control module in UTShare/PeopleSoft
  – Complete Interim Process Routing Form in SharePoint and forward to Budgetary Authority for approval
  – Complete Non-PO Voucher
  – Submit complete documentation to DTS

Note: Departments would still need to verify funds, and DTS will conduct Budget Check in UTShare/PeopleSoft
Verify Funds and Complete Interim Process Routing Form

Budgetary Authority – Level 1
Approved

Budgetary Authority - Level 2
Approved

Update Voucher in UTShare/PeopleSoft

Review, Final Approve, and Pay Voucher

End

Note: The creator of the voucher will be required to complete the Interim Process Routing Form in SharePoint for Budgetary Authority Approval.
Interim Process Routing Approval Form

- Filled in automatically
- Fill in Invoice information
  - Invoice Amount is linked to Authorized Amount
- Capability of inputting multiple funding sources
- Quantity = 1 or more
- Authorized Amount = sum of Amount(s)/line. Compared to Invoice Amount; if unbalanced, the Authorized Amount box will be outlined in RED

NOTE: Must be completed Prior to creating the voucher in UTShare/PeopleSoft
Knowledge Check

True or False: The Interim Process Routing Form is accessed through UTShare/PeopleSoft?
Reference Materials

Disbursements and Travel Services (DTS)
website http://utsa.edu/financialaffairs/dts/

Related Courses offered by DTS
Business-Related Hospitality & Entertainment
Travel Authorization and Advance Process
Travel Authorization and Reimbursement Process
Expense and Travel Payment Process

Additional Resources
http://www.utsa.edu/utshare/Training/References/
http://hrsupport.utsa.edu/support
Rules and Regulations

• Financial Management Operational Guidelines (FMOG):
  http://utsa.edu/financialaffairs/opguidelines/

• Travel Reimbursement Guideline:
  http://www.utsa.edu/financialaffairs/opguidelines/0109.html

• Travel Advance Guideline:
  http://utsa.edu/financialaffairs/opguidelines/2.9.2.html

• Hospitality and Entertainment Guideline:
  http://utsa.edu/financialaffairs/opguidelines/2.6.4.html

• Memberships Paid by University Funds:
  http://utsa.edu/financialaffairs/opguidelines/0101.html

• Texas Prompt Payment Law:
  http://utsa.edu/financialaffairs/opguidelines/2.6.1.html
Your Single Point of Contact (SPOC)  

The PSSC is ready for your PeopleSoft questions! 2 ways to contact us:

1) Telephone: 210-458-SPOC (458-7762)
2) Go to UTShare Website: www.utsa.edu/utshare, link to the SPOC icon for the PeopleSoft ticketing system

Questions raised now through post-go live helps PSSC establish a comprehensive knowledge base and appropriate Service Levels.

For policy or business process related questions, please contact DTS.
Summary & Questions
Summary

- Purpose/Objective
- General Info/Crosswalks/Roles & Responsibilities
- Business Process Flow Charts
- UTShare/PeopleSoft Navigation
- Creating a Non-PO Voucher (Prepaids)
- Interim Process
Questions

Disbursements and Travel Services
Phone: (210)458-4213
Email: disbursement.travel@utsa.edu
Website: http://utsa.edu/financialaffairs/dts/
Thank You!