The University of Texas at San Antonio

VP2
Payment Voucher

FOR ASSISTANCE, YOU MAY CONTACT THE FOLLOWING:

Disbursements & Travel Services Office

- **Email: disbursements.travel@utsa.edu**
- **Call: 210-458-4213**

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Purpose

The Payment Request voucher (VP2) is used to generate payments to vendors, individuals, and other institutions for goods or services. The result of an approved voucher is a check or state warrant payable to the person or business specified.

When To Use

The VP2 document can be used for the following types of expenses:

- Membership Dues *
- Subscriptions
- Registration Fee
- Publications
- Reimbursements, including Travel
- Entertainer Contracts
- Service Agreements

* Applies to yearly memberships only. Please refer to the Entertainment and Hospitality Guidelines link listed on the "references" page.

Things to Know

- All payments must be supported by an original invoice or receipt showing the date the goods or services were received, a description of the purchase and the cost. Reimbursements related to entertainment/hospitality require additional documentation. Please refer to the Entertainment/Hospitality Guidelines link listed on the "references" page. The Dept. should keep a copy of all documents used to support the VP2.
- Sales tax will not be reimbursed for any purchases of tangible goods, but can be reimbursed when dining in a restaurant or for catering (pick up and delivery). To avoid paying sales tax, a Tax Exempt form must be presented to the vendor at point of sale for tangible items. This form is found on the Financial Affairs Website under Forms and Worksheets (http://www.utsa.edu/financialaffairs/Forms/#T listed as Texas Sales and Use Tax Exempt Certificate.
- A Business Expense Form is required for all meal and entertainment reimbursements. Please refer to the Entertainment/Hospitality Guidelines, including the new BEF, effective January 1, 2009.
- When paying or reimbursing membership dues or subscriptions, a statement explaining the benefit to the University is required on the payment voucher.
- Proper internal control procedures require that an individual does not approve disbursements of funds to himself/herself. Therefore, a Dean, Director, or Department Chair should forward their Payment document to the person to whom he/she reports for approval or have their supervisor's handwritten approval on the supporting paperwork.
- If paying registrations, the VP2 must include the travel request number (RTA).
- Tips are normally reimbursable up to 15% of total purchase, however actual will be reimbursed, if reasonable, and supported by appropriate documentation (applies to local accounts only).
- Service agreements are required for certain types of services such as consultants not being paid on a purchase order. Please visit the Contracts Administration Office of Business Affairs at http://www.utsa.edu/avpa/forms.html .
- After your VP2 has received departmental approvals, please forward it to Disbursements & Travel Services. Make sure the DEFINE VP2 screen print is on top with other supporting documents stapled to it. It is not necessary to submit screen prints of each page of your VP2 as only the cover page is needed.

Before You Start

You will need:

Original Invoice: Make sure that the invoice is stamped with the date the invoice was received because the Invoice Received Date will be subject to audit review.

Goods/Service Received Date: This will be the date the goods or services were received.

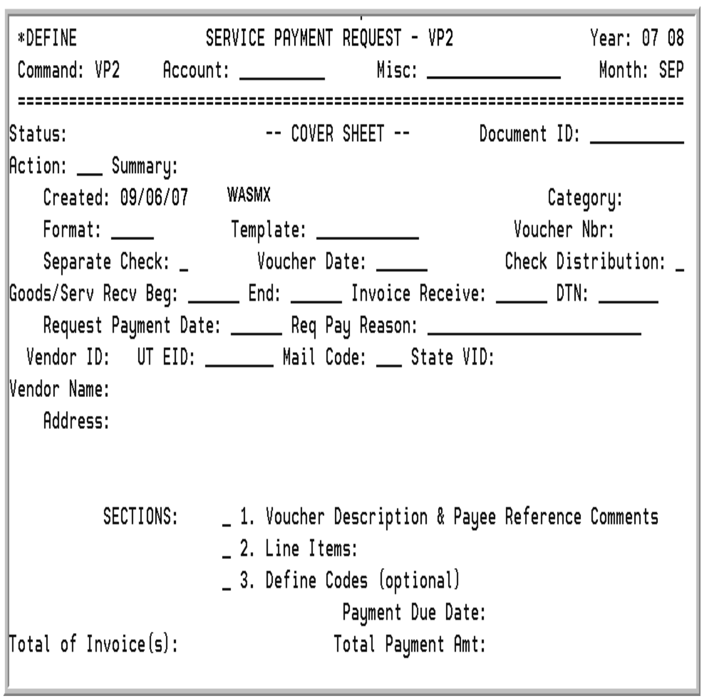
It is helpful if you know...:

- The correct Electronic ID (EID) for the vendor. The EID address must match the invoice Remit to address. To search for an EID, refer to command GG3 (name order) or GG4 (number order) for vendor information.
- The Object Class Code. This is a 4-digit code used to categorize transactions. To search for an object code, refer to command GG8 (code order) or GG9 (keyword order).

Change the VP2 Screen Profile

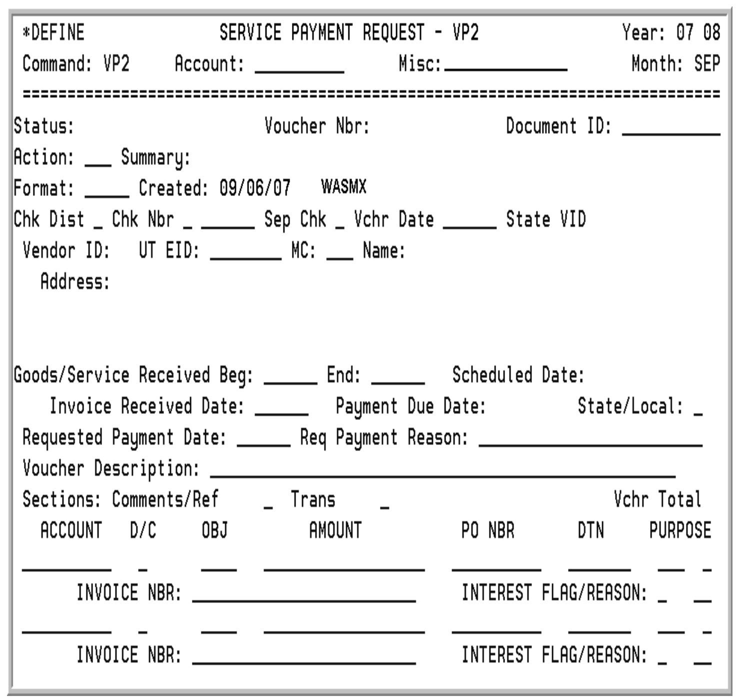
- There are two different views for the VP2 document. New users screen will default to Screen Type 1. This format is used by UT Austin. **Currently, UTSA is using Screen Type 2.**
- To change your screen profile, **press the F5 key** on the keyboard; a new window will appear; type **"2"** in the **Value** column and press **Enter twice**. When you return to the cover sheet your screen will look like Screen Type 2. This process is only required once.

SCREEN TYPE 1



```
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 07 08
Command: VP2    Account: ________   Misc: _____________   Month: SEP
==========================================================================
Status:                     -- COVER SHEET --       Document ID: _________
Action: __ Summary:
   Created: 09/06/07    WASMX                            Category:
   Format: ____      Template: __________            Voucher Nbr:
   Separate Check: _     Voucher Date: _____         Check Distribution: _
Goods/Serv Recv Beg: _____ End: _____ Invoice Receive: _____ DTN: ______
   Request Payment Date: _____ Req Pay Reason: _____________________
  Vendor ID:  UT EID: _______ Mail Code: __ State VID:
Vendor Name:
   Address:

        SECTIONS:     _ 1. Voucher Description & Payee Reference Comments
                      _ 2. Line Items:
                      _ 3. Define Codes (optional)
                                 Payment Due Date:
Total of Invoice(s):            Total Payment Amt:
```

SCREEN TYPE 2



```
*DEFINE             SERVICE PAYMENT REQUEST - VP2               Year: 07 08
Command: VP2     Account: ________      Misc:____________       Month: SEP
===============================================================================
Status:                    Voucher Nbr:               Document ID: _________
Action: __ Summary:
Format: ____ Created: 09/06/07   WASMX
Chk Dist _ Chk Nbr _ _____ Sep Chk _ Vchr Date _____ State VID
 Vendor ID:   UT EID: _______ MC: __ Name:
   Address:

Goods/Service Received Beg: _____ End: _____   Scheduled Date:
    Invoice Received Date: _____   Payment Due Date:          State/Local: _
 Requested Payment Date: _____ Req Payment Reason: _____________________
 Voucher Description: ____________________________________________
 Sections: Comments/Ref     _ Trans   _                          Vchr Total
   ACCOUNT   D/C    OBJ       AMOUNT          PO NBR     DTN    PURPOSE
 ________   _     ___   _______________   ________   ______   ___ _
      INVOICE NBR: ____________________     INTEREST FLAG/REASON: _  __
 ________   _     ___   _______________   ________   ______   ___ _
      INVOICE NBR: ____________________     INTEREST FLAG/REASON: _  __
```

Cover Sheet

1. To create a **VP2** document, type **New** in the **Action** field
2. Type **01** in the **Format** field
3. Type the appropriate code in the **Check Distribution** field and **press Enter**.

The Check Distribution Code determines how the check will be sent to the vendor. The following are recognized check distribution codes for our campus:

Code	Description
U	US Mail/Direct Deposit. (Direct deposits must have a UTSA Non-Payroll Direct Deposit form on file.) See the Financial Affairs Forms and Worksheets website at http://www.utsa.edu/financialaffairs/Forms/#D listed as Direct Deposit – Non-Payroll.
C	Campus Mail (Preferred method of distribution)
F	Foreign Mail
P	Pick Up **NOTE:** A Request for Check Pick-Up Form must be completed in order for an individual to pick up a check from Fiscal Services located in the John Peace Library Bldg. The form is located in Public Folders/Disbursements.
T	Attachments to be mailed with the check **NOTE:** If an attachment must be sent with the check, use Check Distribution Code "T". Make a copy of what should be sent with the check and write the Document ID in the top, right-hand corner of the attachment. Staple this to your VP2 document. If original paperwork must be sent with the check, then indicate that on the original and make a copy which will remain with the VP2 as it must retain proper support documents. Staple both copy and original to the VP2.

4. After pressing enter, the document status will become Created and a Document ID number is assigned. Write the Document ID number in the top right-hand corner of the invoice(s) or receipt(s).

```
 *DEFINE              SERVICE PAYMENT REQUEST - VP2               Year: 07 08
 Command: VP2     Account: _________      Misc: _______________     Month: SEP
 ==============================================================================
Status: CREATED               Voucher Nbr:                 Document ID: T1VP2986052
Action: ___  Summary: DOCUMENT IN PROGRESS
Format: ALL__  Created: 09/04/07 by WASMX - SAM MAVERICK
Chk Dist U Chk Nbr _ ______ Sep Chk _ Vchr Date 090407 State VID
 Vendor ID:   UT EID: ________  MC: ___  Name:
   Address:


Goods/Service Received Beg: ______  End: ______   Scheduled Date:
    Invoice Received Date: ______   Payment Due Date:        State/Local: _
 Requested Payment Date: ______  Req Payment Reason: _________________________
 Voucher Description: _______________________________________________________
 Sections: Comments/Ref      _  Trans      _                   0.00  Vchr Total
   ACCOUNT   D/C     OBJ        AMOUNT          PO NBR      DTN      PURPOSE

 __________   _     ____   __________________  __________  _______   ___  _
       INVOICE NBR: _________________________     INTEREST FLAG/REASON: _   __
 __________   _     ____   __________________  __________  _______   ___  _
       INVOICE NBR: _________________________     INTEREST FLAG/REASON: _   __

 -- 1 UT Arling  ------ PF1=Options ------ PF8=Exit ------  9/04/07 09:27 AM --
```

5. The **Separate Check** field is currently not used by departments. Leave this field blank.
6. The **Voucher Date** field will default to the current date. Tab to the **Invoice Received Date** field, type the date in **MMDDYY** (ex: 090107) format and **press Enter.** The Invoice Received Date is the date the invoice was received on campus.
7. Tab to the **UT EID** field, type the vendor's **UT EID**; tab to the **MC** (Mail Code) field and type the vendor's 3-digit mail code; and press **Enter.** The Vendor ID (VID), Name and address will auto-fill.

8. If you do not have the **UT EID** or **Mail Code** for the vendor, you may access the VID help screen by typing a **"?"** in the **UT EID** field. *See the Vendor Identification Lookup subsection for detailed instructions.*

```
 *DEFINE               SERVICE PAYMENT REQUEST - VP2                 Year: 07 08
 Command: VP2     Account: __________      Misc: _______________      Month: SEP
 ==============================================================================
Status: CREATED             Voucher Nbr:              Document ID: T1VP2986052
Action: ___ Summary: DOCUMENT IN PROGRESS
Format: ALL__ Created: 09/04/07 by  WASMX - SAM MAVERICK
Chk Dist U Chk Nbr _ ______ Sep Chk _ Vchr Date 090407 State VID
 Vendor ID:  UT EID: ?_______ MC: ___ Name:
   Address:


Goods/Service Received Beg: ______ End: ______   Scheduled Date:
   Invoice Received Date: 090307      Payment Due Date:         State/Local: _
 Requested Payment Date: ______ Req Payment Reason: _________________________
 Voucher Description: ______________________________________________________
 Sections: Comments/Ref      _  Trans     _                  0.00  Vchr Total
   ACCOUNT    D/C     OBJ         AMOUNT          PO NBR       DTN      PURPOSE
 __________    _      ____   __________________  __________  _______   ___  _
       INVOICE NBR: _________________________    INTEREST FLAG/REASON: _   __
 __________    _      ____   __________________  __________  _______   ___  _
       INVOICE NBR: _________________________    INTEREST FLAG/REASON: _   __
  **> FINAL INBOX SELECTION <**
 -- 1 UT Arling  ------ PF1=Options ------ PF8=Exit ------  9/04/07 10:33 AM --
```

9. Tab to the **Goods/Service Received** field, and type the beginning and ending date for when the goods/service were received in MMDDYY format (ex: 092207). **Press Enter**.

   NOTE: The service dates **cannot span fiscal years**. UTSA's accounting cycle runs from Sept 1st through Aug 31st. If this occurs, you must enter the starting date of the Goods/Service in both the Beg and the End date field. Record the actual dates of the Goods/Service in the **Voucher Description field** or in "notes" on the VP2.
10. The **Scheduled Date** field will default to the date the check is scheduled to print. (This date will be displayed after final approval in the DTS Office).
11. The **Payment Due Date** field will default to 30 days after the LATER of (1) Goods/Service Received End Date OR (2) Invoice Received Date.
12. **State/Local** field will be left blank; it will be completed by the Disbursements and Travel Services Office.
13. (Optional field) Tab to the **Requested Payment Date** field and type a payment date. This field allows you to schedule payments earlier than the Scheduled Date.
14. If a **Requested Payment Date** is entered, the document will require a reason for early payment. Enter a reason in the **Req Payment Reason** field or type a **"?"** in this field to see a listing of reason codes.

   NOTE: Checks are printed each day at 7:00 a.m. and at 12:00 p.m. (noon).

```
 *DEFINE               SERVICE PAYMENT REQUEST - VP2                 Year: 07 08
 Command: VP2     Account: _________      Misc: _______________      Month: SEP
 ==============================================================================
Status: CREATED              Voucher Nbr:              Document ID: T1VP2986052
Action: ___ Summary: GLADSTONE, GANDER
Format: ALL__ Created: 09/04/07 by WASMX - SAM MAVERICK
Chk Dist U Chk Nbr _ ______ Sep Chk _ Vchr Date 090407 State VID 24443322224
 Vendor ID: 2 UT EID: ggr72      MC: 001 Name: GLADSTONE, GANDER
   Address: ** Direct Deposit **
 UT Arling
 EMPLOYEE
Goods/Service Received Beg: 090107 End: 090107   Scheduled Date: 092707
    Invoice Received Date: 090307    Payment Due Date:          State/Local: _
 Requested Payment Date: 091307_  Req Payment Reason: Employee Reimbursement
 Voucher Description: _____________________________________________________
 Sections: Comments/Ref      _  Trans     _                  0.00  Vchr Total
   ACCOUNT    D/C     OBJ         AMOUNT          PO NBR       DTN      PURPOSE
 __________    _      ____   __________________  __________  _______   ___  _
       INVOICE NBR: _________________________    INTEREST FLAG/REASON: _   __
 __________    _      ____   __________________  __________  _______   ___  _
       INVOICE NBR: _________________________    INTEREST FLAG/REASON: _   __
  **> FINAL INBOX SELECTION <**
```

What is a Vendor ID?

Vendor ID (VID) numbers are required on all payment vouchers. This number identifies the payee. The VID is necessary because the state requires the university to report expenditures by VID and not by name.

The University of Texas Electronic Identifier (UT EIDs) is assigned to vendors, students, employees, and prospective employees as well as others with business relationships with the university. The Vendor Identification numbers (VIDs) are UT EID's assigned to each vendor. To locate a UT EID number, refer to command GG3 or GG4. The UT EID is assigned for each vendor paid by UTSA and based on mailing addresses for each location by vendor.

What is a Vendor MC (Mail Code)?

The Mail Code (e.g., 000, 001) indicates where the payment is being mailed or deposited. Mail Codes are assigned by the Disbursements and Travel Services Office.

Vendor Identification Lookup

If you do not have the **UT EID** or **Mail Code** for the vendor, you may access the VID help screen to locate the vendor's active addresses.

1. From the **UT EID** field, enter a **"?"**.
2. Tab to the **Name** field, type the vendor's name and **press Enter**. When searching for an individual or sole owner, type the Last Name, First Name (e.g., Gladstone, Gander); make sure to include a space between the comma and the First name.
3. Once you have located the payee, tab to the field to left of the vendor's name and type an **"A"** (Addresses) and **press Enter**. A window will open displaying the vendor's active addresses.

   NOTE: If the UT EID does not exist or if the address is incorrect, use **command GGV to request/setup a new or change an existing Vendor ID**. Please contact the Disbursements and Travel Services (DTS) Office if you have any questions at disbursements.travel@utsa.edu or 458-4213.

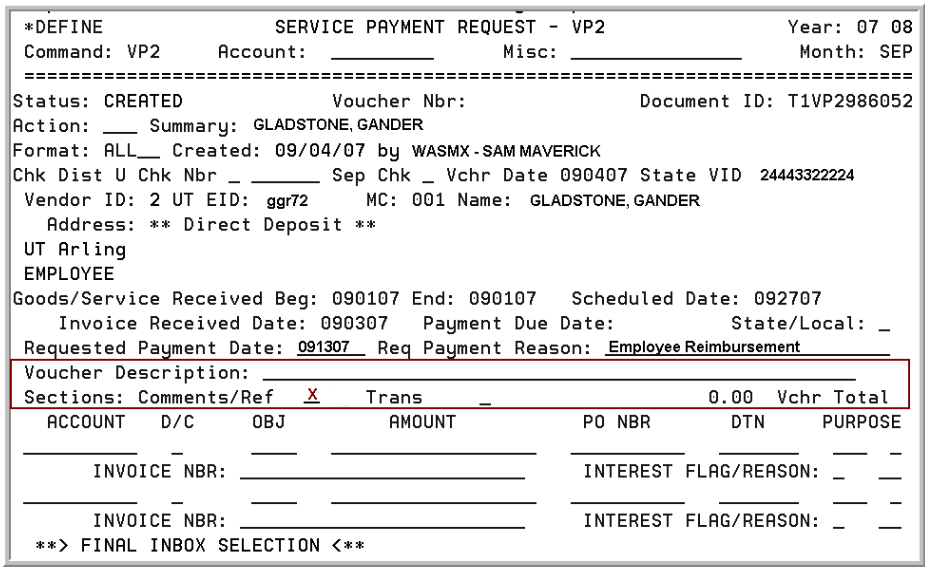
```
Press ENTER to page forward.

Selection:            __
Search and List Entities by:
Name:                 GLADSTONE, GANDER_______________
EID or Vendor ID:     ____________________

Expand Display to show 'A'ddresses, 'N'ames
'I'dentifiers, or 'P'ointers
             Name                   ID Type: UN    Vendor EID:
 1  A  GLADSTONE, GANDER            21112233331    ggr72
 2  _  GLADSTONE, GREG M            22223344441    gm473
 3  _  GLADSTONE, GREGORY           23334455551    gg47
 4  _  GLADSTONE, JACK              24445566661    jg2944
 5  _  GLADSTONE, KAR               25556677771    kg86
 6  _  GLADSTONE, ANDREW            26667788881    kag77
```

4. Tab to the appropriate address, type an **"A"** in the field to the left of the correct address and **press Enter.** When you return to the VP2 Cover Sheet, the Vendor ID, the UT EID, name and address will auto-fill.

```
>> End of list;  ENTER to scroll forward, CLEAR to exit listing <<
   ACTIVE addresses for:  GLADSTONE, GANDER
                     ID:  ggr72
      Starting Mail code: ___
 Inactive Addresses only: _

To select an address/mail code mark with an X                        Mail
    Address                        City            St   Zip          Code
    ------------------------------ --------------- -- ----------- ----
 1  _  4030 Albany Dr              GRAND PRAIRIE   TX 75052836846 000
 2  X ** Direct Deposit **                                         001
 3  _  GLADSTONE@UTA.EDU                                           002
```

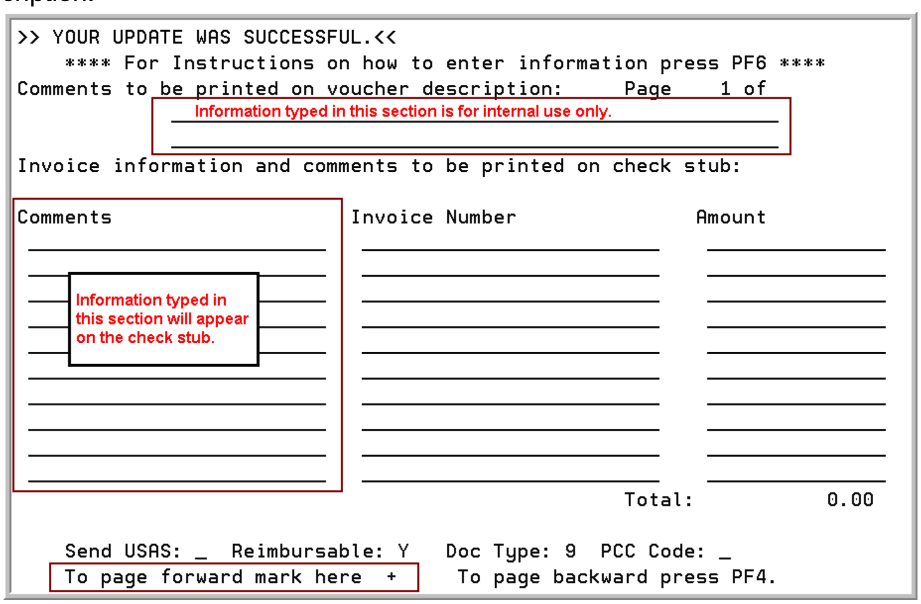
Voucher Description

The **Voucher Description** field requires a brief explanation of the items being paid. <u>Information typed in this field is for internal use only.</u>



```
*DEFINE              SERVICE PAYMENT REQUEST - VP2              Year: 07 08
Command: VP2      Account: _________       Misc: _______________    Month: SEP
=============================================================================
Status: CREATED             Voucher Nbr:              Document ID: T1VP2986052
Action: ___ Summary: GLADSTONE, GANDER
Format: ALL__ Created: 09/04/07 by WASMX - SAM MAVERICK
Chk Dist U Chk Nbr _ ______ Sep Chk _ Vchr Date 090407 State VID 24443322224
 Vendor ID: 2 UT EID: ggr72      MC: 001 Name: GLADSTONE, GANDER
   Address: ** Direct Deposit **
 UT Arling
 EMPLOYEE
Goods/Service Received Beg: 090107 End: 090107   Scheduled Date: 092707
    Invoice Received Date: 090307    Payment Due Date:          State/Local: _
 Requested Payment Date: 091307   Req Payment Reason: Employee Reimbursement
 Voucher Description: ____________________________________________________
 Sections: Comments/Ref  X     Trans     _                  0.00  Vchr Total
   ACCOUNT    D/C     OBJ         AMOUNT          PO NBR       DTN      PURPOSE
 __________    _     ____   __________________   __________  _________  ___  _
       INVOICE NBR: _________________________       INTEREST FLAG/REASON: _  __
 __________    _     ____   __________________   __________  _________  ___  _
       INVOICE NBR: _________________________       INTEREST FLAG/REASON: _  __
  **> FINAL INBOX SELECTION <**
```

1. If an additional line is needed for the Voucher Description, tab to the **Comments/Ref** field and type an **"X"** to the right of this field and **press Enter**. A new window will appear giving you one more line for the Voucher Description.



```
>> YOUR UPDATE WAS SUCCESSFUL.<<
    **** For Instructions on how to enter information press PF6 ****
Comments to be printed on voucher description:     Page    1 of
              Information typed in this section is for internal use only.
              ___________________________________________________
              ___________________________________________________
Invoice information and comments to be printed on check stub:

Comments                    Invoice Number                 Amount
 __________________________  __________________________    _______________
 __________________________  __________________________    _______________
 Information typed in this section will appear on the check stub.
 __________________________  __________________________    _______________
 __________________________  __________________________    _______________
 __________________________  __________________________    _______________
 __________________________  __________________________    _______________
 __________________________  __________________________    _______________
 __________________________  __________________________    _______________
                                                Total:              0.00

    Send USAS: _   Reimbursable: Y    Doc Type: 9   PCC Code: _
    To page forward mark here   +      To page backward press PF4.
```

2. The **Comments** section is required. Information typed in this section will appear on the check stub and will provide additional information about the payment to the vendor. If you have an attachment to the check or if the check should be picked-up (Check Distribution code **T or P**), you should enter the appropriate information in the check stub area for the Disbursements Office. **Press Enter** to update.
3. If you need more lines for the Comments section (check stub), first you must press Enter to update the information in this section and then tab to the field titled **"To page forward mark here +"** and type an **"X"** over the **+** (plus sign) and **press Enter** to get additional lines.
4. The following fields are used by the Disbursement's Office only:

   Send USAS: __ **Reimbursable:** __ **Doc Type:** ___ **PCC Code:** ___

Transaction Section

Type the following information in the **Transaction** section:

1. **Account:** Type in the 10-digit Account Number to be charged in this field.
2. **D/C:** Type "D" (Debit entry) or "C" (Credit entry)
3. **Amount:** Type the dollar amount of the transaction in this field.
4. **Invoice Nbr:** Enter the Invoice number that is provided on the vendor invoice or if an invoice number is not available, type a meaningful description in this field. This field can either be alpha or numeric
5. **Press Enter** to update.

```
 ACCOUNT    D/C      OBJ          AMOUNT             PO NBR        DTN      PURPOSE
1902340150   D       ?___                   25.00   __________   _______   ___   +
      INVOICE NBR: 09/01 OFC SUPPLIES REIMB_        INTEREST FLAG/REASON: _   __
__________   _       ____   __________________     __________   _______   ___   _
      INVOICE NBR: _________________________        INTEREST FLAG/REASON: _   __
 **> FINAL INBOX SELECTION <**
```

6. Tab to the **Object Code** field to search for a valid object code. To search for an object code, type a **"?"** at the beginning of the field and **press Enter**. The Object Code Listing screen appears. *See What is an Object Code for more instructions.*
7. **P.O. Nbr:** Purchase Order numbers are not entered in this field. If a payment for a purchase order is necessary, this payment must be processed in command VP1 by the Disbursement's Office. If payment is part of a Travel Request, then **enter the RTA or TV07030945 number** in the P.O number field.
8. **DTN:** Departmental Transaction Number. This is not a required field but can be used to track specific payments.
9. **Interest Flag/Reason:** At final approval, the system will determine if the payment due date is 31 days late. If so, interest will be automatically calculated and a transaction is added to the document. This area is a Disbursements function.

What is an Object Code?

An object code is a 4-digit code used to categorize transactions.

NOTE: The account number, the D/C (debit or credit), the amount and the invoice number must be entered and updated before the object code help section will be displayed.

To locate a valid object code:

1. Type a keyword in the **Keyword** field (e.g., Camera) and **press Enter**. Valid object codes for the account you are using will be shown with an asterisk *****.
2. Once you have located the object code, **type the corresponding number** next to the object code in the **Selection** field and **press Enter**. When you press enter, the object code will carry into your VP2 document.

   NOTE: When choosing an object code for meals and entertainment expenses (ex: 1323, 1324, 1327, etc.), the Business Expense form must be completed and submitted with receipts.

```
                                      OBJECT CODE Listing
 Selection: 4_       List codes starting from NUMBER: _____
                                  KEYWORD: ofc supplies__________
--> Starred object codes may be used on this transaction.
          OBJECT      ABBR          SHORT TITLE/KEYWORD
 1         1801    CONSTR-BLDG     OFFICE BLDG-CONSTR
 2     *   1732    RENT-OFC BLD    OFFICE BLDG-LEASE
 3     *   1732    RENT-OFC BLD    OFFICE BLDG-RENTAL
 4     *   1401    CONS OFF SUP    OFFICE CONS SUPPLIES
 5     *   1475    MAINT/REPAIR    OFFICE EQUIP-M & R
 6     *   1732    RENT-OFC BLD    OFFICE SPACE-LEASE
 7     *   1732    RENT-OFC BLD    OFFICE SPACE-RENTAL
 8     *   1323    OFFIC OCCAS     OFFICE SUPP-COFFEE
 9     *   1563    DIR LIAB INS    OFFICERS LIAB INSUR
 10        9152    BUD-OFF OCCA    OFFICIAL
 11    *   1323    OFFIC OCCAS     OFFICIAL OCCASIONS
 12        3754    PUB/BULLETIN    OFFICIAL PUBLICATION
            Press ENTER to Continue or CLEAR to cancel.
```

Additional Transaction Line(s)

There are two transaction lines available on the cover sheet. If additional transaction lines are needed, type an **"X"** in the field to the right of the **Trans** field and **press Enter**. You will be directed to a new window where additional transaction lines will be provided.

```
Goods/Service Received Beg: 090107 End: 090107   Scheduled Date: 092707
    Invoice Received Date: 090307   Payment Due Date: 100307   State/Local: _
 Requested Payment Date: 091307 Req Payment Reason: EMPLOYEE REIMBURSEMENT___
 Voucher Description: REIMBURSE OFFICE SUPPLIES (PAPER, PENS, AND PENCILS)
 Sections: Comments/Ref  X  _  Trans     X                25.00  Vchr Total
   ACCOUNT   D/C     OBJ         AMOUNT           PO NBR       DTN      PURPOSE
 1902340150   D  EX  1401                25.00  __________   _______   ___  +
       INVOICE NBR: 09/01 OFC SUPPLIES REIMB_     INTEREST FLAG/REASON: _   __
 __________   _      ____   __________________  __________   _______   ___  _
       INVOICE NBR: _________________________     INTEREST FLAG/REASON: _   __
  **> FINAL INBOX SELECTION <**
```

Once you have completed your entries, **press Enter** to update the information and **Enter again** to return to the cover sheet.

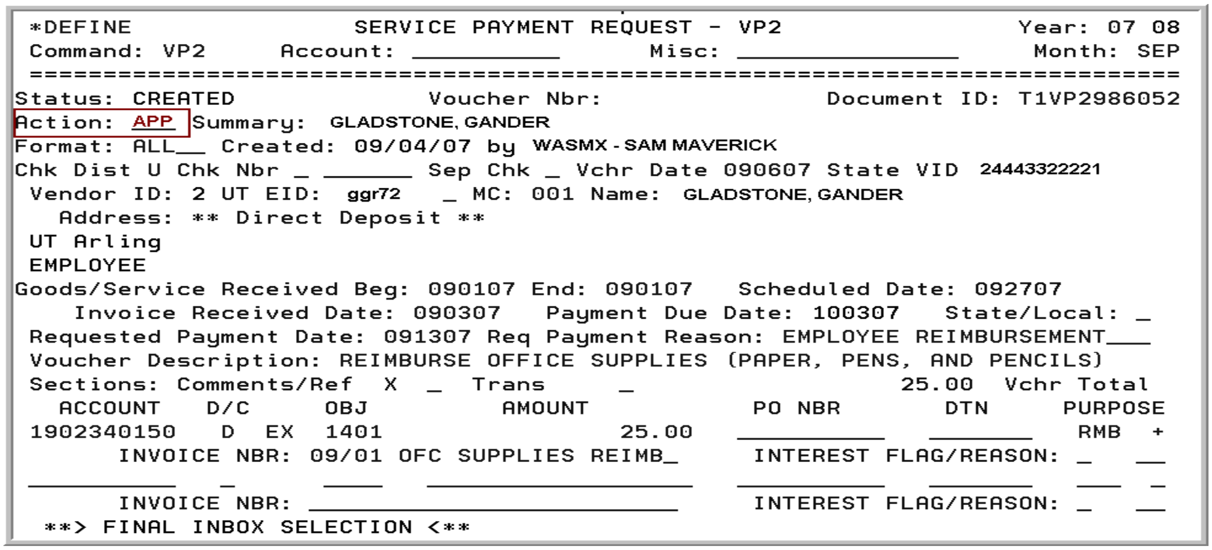
NOTE: If you need more transaction lines while in this section, **press the F2 key**.

```
>> Final page of voucher items <<
Action: ___ Begin at Acct: __________          Document ID: T1VP2986052
              Voucher Date: 090607
              Voucher Nbr.:                  Entries:    1

     ACCOUNT  D/C TYPE OBJ       AMOUNT          PO NBR       DTN   PURPOSE
     RECEIVE  BEG END   INV RECEIVE  INVOICE NBR  INTEREST FLAG/REASON  DUE

 => 1902340150  D   EX  1401            25.00 __________  _______  ___  +
        090107  090107  090307   09/01 OFC SUPPLIES REIMB_  _  __   100307

    __________  _       ____ __________________ __________  _______  ___  +
        090107  090107  090307   _________________________  _  __

    __________  _       ____ __________________ __________  _______  ___  +
        090107  090107  090307   _________________________  _  __

    __________  _       ____ __________________ __________  _______  ___  +
        090107  090107  090307   _________________________  _  __

    __________  _       ____ __________________ __________  _______  ___  +
        090107  090107  090307   _________________________  _  __
```

Approval

After you have completed all the required fields:

1. Type **VER** in the **Action** field, to check for any errors, then **APP** and **press Enter.**
2. The document is checked for valid entries and, if correct, it will be sent to the next desk on the routing path. Your status line will now read Pending or Proposed. The message at the top of the screen will indicate where the document went.
3. If there are errors detected in your document, the document will not be forwarded. The error message will tell you what to correct. (Reference Command HH3- Troubleshooting Error Messages)



```
 *DEFINE               SERVICE PAYMENT REQUEST - VP2                 Year: 07 08
 Command: VP2     Account: __________      Misc: _______________      Month: SEP
 ===============================================================================
Status: CREATED              Voucher Nbr:                   Document ID: T1VP2986052
Action: APP  Summary: GLADSTONE, GANDER
Format: ALL__ Created: 09/04/07 by WASMX - SAM MAVERICK
Chk Dist U Chk Nbr _ ______ Sep Chk _ Vchr Date 090607 State VID 24443322221
 Vendor ID: 2 UT EID:  ggr72    _ MC: 001 Name: GLADSTONE, GANDER
   Address: ** Direct Deposit **
 UT Arling
 EMPLOYEE
Goods/Service Received Beg: 090107 End: 090107   Scheduled Date: 092707
    Invoice Received Date: 090307   Payment Due Date: 100307   State/Local: _
 Requested Payment Date: 091307 Req Payment Reason: EMPLOYEE REIMBURSEMENT___
 Voucher Description: REIMBURSE OFFICE SUPPLIES (PAPER, PENS, AND PENCILS)
 Sections: Comments/Ref  X  _  Trans     _               25.00  Vchr Total
   ACCOUNT   D/C    OBJ          AMOUNT            PO NBR       DTN      PURPOSE
 1902340150   D  EX  1401                25.00   __________   _______    RMB  +
       INVOICE NBR: 09/01 OFC SUPPLIES REIMB_     INTEREST FLAG/REASON: _   __
 __________   _    ____   __________________   __________   _______   ___  _
       INVOICE NBR: _________________________     INTEREST FLAG/REASON: _   __
  **> FINAL INBOX SELECTION <**
```

*****Important*****

The VP2 screen print should be stapled to all supporting documents.

Write the Document ID on the top right-hand corner of your voucher backup (invoice/receipt).

Tape small receipts to 8 ½ X 11 paper.

Send the **voucher backup** (invoice/receipt) to the **Disbursements and Travel Services Office** located in JPL 4.04.26.

Ensure that departments follow up on the submitted VP2 documents after 10 business days to ensure the status of the document.

Reminder:

- **Check Distribution Code "P"** – Pick-up: An approved Request for Check Pick Up form must be included with the document paperwork or faxed ahead to Disbursements if a "Rush". Be sure to write the VP2 document number on the form. In the check stub area, type the name and telephone number of the person to call when the check is ready. Denote this information with asterisks (e.g., ***Call Sam Maverick at ext 4444 when check is ready***). Checks are picked up at Fiscal Services located in the John Peace Library Bldg.

- **Check Distribution Code "T"** – Attachment: If an attachment must be sent with the check, use Check Distribution Code "T". Provide a copy of the attached document to include with the document ID written in the top, right-hand corner of the attachment. In the Comments Section (check stub area) of the VP2 document, you can list what attachment is being sent (subscription form, tax exemption form, etc.)

- **Deadline:** 2 daily check runs (7:00 am and 12:00 pm) are processed and payment vouchers must be received and final approved prior to those timelines. All Voucher Backup material consists of the invoice and/or receipt(s) and other signed documents.

Commonly Asked VP2 Questions

1. Why can't I **update a recalled or returned** VP2 document and why are there **more transactions after Recalling or Returning** a document?

   If a VP2 document is recalled by the Creator or returned to the Creator, after the Department Head has approved the document, the system reverses the original transaction and generates a new transaction. The account information cannot be changed/corrected on the Cover sheet of the VP2 document. You **must** go to the **Trans** (transactions) section to make changes to your document. **Type an "X" next to the Trans __ field** and **press Enter**.

```
Voucher Description:  TRAINING & DEVELOPMENT ON-LINE MONTHLY TRAINING SER
Sections: Comments/Ref  X  _  Trans      X                    0.00  Vchr Total
  ACCOUNT   D/C     OBJ        AMOUNT          PO NBR       DTN      PURPOSE
1902340150   D      1319   1500.00__________  __________  ________  ___  _
      INVOICE NBR: ON-LINE TRAINING SERIES      INTEREST FLAG/REASON: R   __
__________   _     ____   __________________  __________  ________  ___  _
      INVOICE NBR: _________________________    INTEREST FLAG/REASON: _   __
```

   In Transaction Section, you will see the original transaction, a reversal (credit) transaction, and a copy of the original transaction. **The copy of the original is marked with an arrow =>** which means you can update that entry.

   The original transaction and reversal cannot be changed, in fact your cursor will not tab to these fields. The entries total to zero. **Only the new transaction (indicated with =>) may be updated**.

```
>> Final page of voucher items <<
Action: █__ Begin at Acct: __________         Document ID: T1VP2993079
               Voucher Date: 050307
               Voucher Nbr.:                Entries:     3

    ACCOUNT  D/C TYPE OBJ      AMOUNT         PO NBR      DTN
    RECEIVE BEG END   INV RECEIVE  INVOICE NBR  INTEREST FLAG/REASON  DUE

   1903200150  D  EX  1343            561.50  __________  _______       +
       041007  041307  042307  411205 411206___________   _  __   052307

=> 1903200150  D  EX  1343            561.50  __________  _______       +
       041007  041307  042307  411205 411206___________   _  __   052307

   1903200150  C  EX  1343            561.50  __________  _______       +
       041007  041307  042307  411205 411206___________   _  __   052307

   __________  _  ____ __________________  __________  _______          +
       041007  041307  042307  __________________________   _  __

   __________  _  ____ __________________  __________  _______          +
       041007  041307  042307  __________________________   _  __
```

2. **What should I do if the system will not approve a VP2 document that is over 30 days?**

   If you have typed a Requested Payment Date and Requested Payment Reason, remove/delete the date and reason. Since the payment is over 30 days, the system will automatically pay the voucher on the next available check run.

3. **Why can't I access the object code help section?**

   The account number, the D/C (debit or credit), the amount and the invoice number must be entered and updated *before the object code help section will be displayed*.

   Type the Account Number, D or C, Amount, Invoice Number and press Enter to update the document. Then tab to the OBJ field, type a "?" and press Enter.

4. **How do I make a payment that spans fiscal years?**

The service dates on the cover sheet cannot *span fiscal years* (Sep 1st – Aug 31st). You must enter the starting date of the membership in both the (Goods/Service received) Beg and End field**.** Record the actual dates of the membership in the Voucher Description field or attach a note in the document with this information.

```
Status: CREATED          Voucher Nbr:              Document ID: T1VP2997280
Action: █__ Summary: TRAINING & LEADERSHIP CONSULTING
Format: ALL__ Created: 02/19/07 by WASMX - SAM MAVERICK
Chk Dist U Chk Nbr _ ______ Sep Chk _ Vchr Date 022007 State VID 24643712284
 Vendor ID: 2 UT EID: tc7227__ MC: 002 Name: TRAINING & LEADERSHIP CONSULTI
   Address: 3114 S MACGREGOR WAY

            HOUSTON , TX 77021110314
Goods/Service Received Beg: 01/01/07   End: 01/01/07   Scheduled Date: 031507
    Invoice Received Date: 021407   Payment Due Date:         State/Local: _
 Requested Payment Date: ______ Req Payment Reason: _________________________
 Voucher Description: TRAINING MAGAZINE SUBSCRIPTION 01/01/2007 - 12/31/2007 _____
 Sections: Comments/Ref  X  X  Trans     _                    0.00  Vchr Total
```

5. **How do I check on my document's status?**

In DEFINE, at the **Command** field, type **VP2**, then tab to the **Misc** field and type your **document number.** Press **Enter.** The **Status** will show **Approved** if the document has been final approved for payment. Also, to the right of that field you will see a **Voucher Nbr** beginning with an " L". This is another indication that the document has been final approved for payment. If your document has not been approved, you can check the routing to see where the document is electronically in the approval process. At the **Action** field, type **ROU** and **Enter**. DEFINE will indicate on what desk the document is currently awaiting approval. If is says **VOUCHAUDIT**, then it needs Disbursements Office final approval. You can contact the appropriate Accounting Technician to inquire about payment status if payment deadline is fast approaching.

6. **How will I know when the document has been paid?**

In DEFINE, at the **Command** field, type **GT1**, then tab to **Account** and enter the account number used on the VP2. Tab to **Misc** and type in the month the document was created (120108 for example) and **Enter**. DEFINE will display all documents against that account number beginning with that month. There are various column categories listed including Document - ID, P.O. number, and Chk. Nbr. (Check Number). When you locate your document, look under the Chk. Nbr. Column. If a Kxxxxxx or Fxxxxxx number appears, then the document has been paid. The K indicates check, the F direct deposit.

You can also check document status by going to the **Command** field in DEFINE and typing **GT6**, then tabbing to **Misc** and typing the document number. Then **Enter.** All line item entries for your document will display**.** The same column categories listed above will appear on this screen also. Look under the column labeled **Chk. Nbr**. to see if there is a number listed. If so, the document has paid. If in doubt, please contact the appropriate Accounting Technician for assistance.

7. **DEFINE won't let me approve my document. Help!**

Check your document's **VCHR Date** (voucher date). The month in which your document was created has probably been closed to further entries by the Accounting Office. Change that date to the current date and **VER** (verify), **APP** (approve).

"Action" Options for Electronic Documents

Option	Description
Del- Delete:	To delete a document, type Del **in the Action field** and press Enter. Only the creator of the document can use this action. If the creator has already approved the document, it must be recalled first before deleting.
Dis – Discard	To discard an information copy, type Dis **in the Action field** and press Enter. **Dis** is a document action used to discard an information copy from the inbox (YB2). Only people who receive an information or notification copy of a document may discard it. The copy is not tied to a desk/view. Use this action when you have finished viewing the document and want to remove

	it from your inbox.
Fya – For Your Approval	To forward a document for approval, **type** Fya **in the Action field** and press Enter. A pop-up window will appear requesting you to enter the logon ID (WAXXX) of the approver. **Fya** allows you to route the document to a person or desk not ordinarily in the document routing path. It is especially useful for approvals needed on an exceptional basis. After a person approves a **Fya** document that has been forwarded to them, the document is routed to the next desk set up in the original routing sequence.
Fyi – For Your Information	**To Send an information copy** of a document, **type** Fyi **in the Action field** and press Enter. A pop-up window will appear requesting you to enter the logon ID (WAXXX) of the person(s) you want to receive the information copy. The people you send the information copy to, do not have to be authorized to view the contents of the document. They're not allowed to change document data. Anyone who can access a document may send an information copy at any time. The document can be in any status, from created to approved. **To Remove an information copy** of a document from your electronic inbox (YB2), **access the document**, **type** Dis **(for discard) in the Action field** and press Enter. The document will be discarded from your inbox. Fyi allows you to send an information copy of a document to 3 logon ID's or to a desk.
Not – Notes	To attach a note to the document, **type** Not **in the Action field** and press Enter. **Not** will allow you to type or read informal instructions or special comments. These notes are not generally considered an official part of the document. The date and name of the person who enters the notes are automatically saved with the remarks. Once notes are entered, they cannot be erased.
Rec – Recall	To recall a document, **type** Rec **in the Action field** and press Enter. **Rec** recalls a document from its current desk, returning it to the recaller's inbox. Creators may recall a document and sometimes must give a reason for their action. The document must be on the screen before it can be recalled. Rec changes the status field on the cover sheet and allows the recaller to make changes or delete the document. When a document has received final approval and the status is **approved**, it may not be recalled.
Rou – Routing	To check the Routing for a document, **type** Rou **in the Action field** and press Enter. **Rou** will allow you to view the routing history of a document. **Rou** shows who created and when the document, and who has approved it, the document's current location and if anyone has received information copies. Anyone who can access a document may use action **Rou** at any time.
Ver - Verify	To verify if your document is correct, **type** Ver **in the Action** field and press Enter. **Ver** allows you to verify the accuracy of the data contained in a document. If the document has bad or incomplete data, you will get a screen listing corrections necessary to approve the document. You may verify document data at any time.

References

- Business-related Hospitality and Entertainment Expense Guidelines
  www.utsa.edu/financialaffairs/opguidelines/2.6.4.html

- Business Expense Form & Direct Deposit Form (non-payroll)
  /www.utsa.edu/financialaffairs/forms/

- Policy on exempt purchases/list of exempt procurements
  http://www.utsa.edu/Purchasing/procedures/290%20Exempt%20Purchases%20Policy.doc

- Office of the Assistant Vice Pres. Financial Affairs & Controller – Lenora Chapman
  www.utsa.edu/financialaffairs/controller/

- Contracts Templates and Routing Forms
  http://www.utsa.edu/avpa/forms.html