<table>
<thead>
<tr>
<th>Process Definition:</th>
<th>Create a Non-PO Voucher Interim Form</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Process Description:</th>
<th>Create a Non-PO Voucher Using SharePoint</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Trigger:</th>
<th>Payment for Good/Services rendered that merits a Non-PO Voucher</th>
</tr>
</thead>
</table>

| Assumptions: | 1. A UTSA interim solution process during the UTShare/PeopleSoft deployment phase (May 1, 2014 – September 1, 2014)  
2. Employees have access to SharePoint and PeopleSoft applications |
|--------------|----------------------------------------------------------------|

| Role/Owner | Departmental Staff (DS)  
Budgetary Authority (BA) |
|------------|----------------------------------------------------------------|

Last Modified on: 2/12/2015 10:38:00 AM
**Business Process Steps:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action/Description</th>
<th>Role/Owner</th>
<th>Dependencies/Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A system generated routing form must be created in SharePoint by Front Office Administrative Staff to acquire Budgetary Authority(s) approval for Non-PO Vouchers during the Interim Period of 5/1/2014 through 9/1/2014, due to the unavailability of automated workflow in UTShare/PeopleSoft.</td>
<td>DS</td>
<td>Requires Security Access</td>
</tr>
<tr>
<td>2.</td>
<td>Select the <strong>UTShare/PeopleSoft Resources</strong> button and then select the <strong>SharePoint</strong> Link in the <strong>PeopleSoft</strong> section.</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Action/Description</td>
<td>Role/Owner</td>
<td>Dependencies/Pre-requisite</td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
<td>------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>3.</td>
<td>Search and Select the “Non-PO Voucher” Interim Form</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Select “Add document”</td>
<td>DS</td>
<td></td>
</tr>
</tbody>
</table>
5. The **Submitter**, **Phone Number**, **User ID** and **Creation Date** will self-populate based on the individual creating the document.

6. Enter **Vendor Name**

   **DS**

7. Select whether or not funds are presently available to pay for the transaction.

   **DS**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action\Description</th>
<th>Role\Owner</th>
<th>Dependencies\Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Enter Invoice No</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Enter Invoice Date</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Enter Service Start Date</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Enter Service End Date</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Enter Invoice Amount</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Enter Item Description</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Enter QTY; defaults to (1), to include a single unit of work or service performed</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Enter Amount</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Enter Cost Ctr or Project ID for Grant funded initiatives; it will automatically populate the Department and Routes To fields.</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Select “Add Row” if applicable. Selecting “Delete Row” will delete the row where the cursor is placed.</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>The Authorized Amount field will auto-sum line amounts and compare it with the Invoice Amount in the Invoice Information section. If there’s a mismatch, the field will be highlighted with a Red Dotted-Line Box</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Select Submit</td>
<td>DS</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>If message was sent successfully, the following message will appear; select “OK” to continue</td>
<td>DS</td>
<td></td>
</tr>
</tbody>
</table>
21. The Creator will receive the above email

22. The Creator will receive the above notice in SharePoint

23. • The 1\textsuperscript{st} Line Approver (Cost Center) will receive the above email
• Follow the instructions in the email
• Click the “here” link to review the voucher
24. The **Budget Authority – Line 1** section will become a part of the form (at the bottom); the approver has the option to either **Approve** or **Deny** the transaction, the current **Date** will populate automatically, and enter **Comments**, as applicable.

   Note: “Approve” routes the form to the next approval level; while “Deny” will stop the routing and display “Denied” in SharePoint. A new form would have to be generated to acquire approval.

25. Select **Submit**
26. If the approval/denial was completed and sent successfully, the following message will appear:

```
Thu 3/12/2013 2:00PM
Financial Management System (FMS) (TEST) <TestSharePoint2010@utsa.edu>
A Non-PO Voucher is awaiting your approval.
Action Items

(Cost Center Approval) -> would route to James.Dough@utsa.edu

Janis Doe submitted an Non-PO Voucher form for Vendor “SOUTHWEST RESEARCH INSTITUTE” in the amount of $847.28 for your approval.

1. Click [here](#) to review Non-PO Voucher.
2. Approve or Non-PO Voucher.
3. Submit Form.
```

27. The 2nd Line Approver (Cost Center) will receive the above email:

- Follow the instructions in the email
- Click the “[here](#)” link to review the voucher
28. The **Budget Authority – Line 2** section will become a part of the form (at the bottom); the approver has the option to either **Approve** or **Deny** the transaction, the current **Date** will populate automatically, and enter **Comments**, as applicable.

29. Select “Submit”
30. The Creator would've received the following notice in SharePoint

Thu 10/17/2013 2:00 PM

Financial Management System (FMS) (TEST), TestSharePoint2010@utsa.edu>

The Non-PO Voucher was approved!

To: James Dough

{Submitter}

The Non-PO Voucher for Southwest Research Institute in the amount of $847.28 was approved.

Complete the following to enter the Non-PO Voucher into PeopleSoft:

1. Click [here] to open Non-PO Voucher form.
2. Use information in Non-PO Voucher form to enter Voucher into PeopleSoft.
3. Enter Voucher ID into Non-PO Voucher form.
4. Submit form

31. In addition, the Creator will be required to follow the instructions in the email above. Select the “Click here” to open the Interim Form.
### Non-PO Voucher

**Submitter:** John.Doe@utsa.edu  
**User ID:** jd1234  
**Phone Number:** 2101237654  
**Creation Date:** 10/17/2013

#### Invoice Information
- **Vendor Name:** SOUTHWEST RESEARCH INSTITUTION
- **Invoice No.:** FY14-09890
- **Service Start Date:** 9/1/2013
- **Service End Date:** 9/27/2013
- **Invoice Amount:** $3,847.28
- **Are funds available?** Yes
- **Input Voucher ID from PeopleSoft:** 000005980
- **Date Voucher entered in PeopleSoft:** 10/17/2013

#### Voucher Information
<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>QTY</th>
<th>Amount</th>
<th>Cost Ctrl/Project ID</th>
<th>Cost Ctrl/Project ID Description</th>
<th>Routes To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LABOR</td>
<td>1</td>
<td>$3,000.00</td>
<td>DBX003</td>
<td>EDUCATION AND RESEARCH</td>
<td><a href="mailto:JANIS.DOE@UTSA.EDU">JANIS.DOE@UTSA.EDU</a></td>
</tr>
<tr>
<td>2</td>
<td>LABOR</td>
<td>1</td>
<td>$847.28</td>
<td>DBX045</td>
<td>ACCOUNT EDUCATION AND RESEARCH</td>
<td>JAMES.DOUGH@UT</td>
</tr>
</tbody>
</table>

**Authorized Amount:** $3,847.28

#### Budget Authority - Line 1
- **Approved/Denied By:** Janis Doe
- **User ID:** JD0987
- **Approval Action:** Approve
- **Comments:** PLEASE INFORM ME WHEN INVOICE IS PAID
- **Date:** 10/17/2013

#### Budget Authority - Line 2
- **Approved/Denied By:** James Dough
- **User ID:** JD1199
- **Approval Action:** Approve
- **Comments:** Please enter the Service Start Date
- **Date:** 10/17/2013
32. a) Review the approval/denial status and make any necessary and/or allowable adjustment(s). For this example, the Service Start Date needed to be corrected.

b) To complete the Non-PO Voucher in UTShare/PeopleSoft, select the PeopleSoft link on the Interim Form or refer to the email and select the PeopleSoft link embedded there. If you’re logged into UTShare/PeopleSoft, the link will go to the Regular Voucher entry screen, otherwise, it’ll take you to the UTShare/PeopleSoft Login screen.

c) Enter the Voucher ID (created in UTShare/PeopleSoft) and the Date Voucher entered in PeopleSoft on the Interim Form.

d) Submit the Interim Form with the voucher.

33. The Creator would’ve received the above notice in SharePoint.
34. General Information: To attach the Interim Form and supporting documents to the voucher in PeopleSoft, select the **Attachment** link in the voucher.

35. Upon entering Voucher ID and selecting **Submit** in SharePoint, the Creator will receive the above email.
36. The Creator would’ve received the above notice in SharePoint. **Approved** means that the Interim Form has been completed.

- To review the status of the form at any time, Click on the related link located in the **Status** column in SharePoint; the above screen will be displayed.

**STOP**

This Completes the Process