Processing Non-Purchase Order Vouchers

Disbursements and Travel Services

Update 6/23/2015
Overview

1. Purpose/Objective/Intro to UTShare/PeopleSoft
2. General Info/Crosswalks/ Roles & Responsibilities
3. Business Process Flow
4. UTShare/PeopleSoft Navigation
5. Creating a Non-PO Voucher
6. Interim Process
7. Summary and Questions
Purpose, Objectives & Introduction
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 involving seven (7) University of Texas Institutions (Arlington, Tyler, El Paso, San Antonio, Brownsville, Permian Basin, UT Systems)
Introduction to UTShare/PeopleSoft

Workflow

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

• Workflow will temporarily not be enabled and UTSA is currently utilizing Interim Processes
Introduction to UTShare/PeopleSoft

Recommended Training Prerequisite

- Introduction to The Chart of Accounts
- Review Basic Structure and Concepts
- Use of Shortcuts
- 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
- **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)
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?

• 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

• New Business Process
  – Departments Complete Travel Advance Request
  – 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

<table>
<thead>
<tr>
<th>Business Unit (UTSA1)</th>
<th>Scheduled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>Cost Centr</td>
</tr>
<tr>
<td>Voucher Style</td>
<td>Account</td>
</tr>
<tr>
<td>Short Vendor Name</td>
<td>Comments (254 Character limit)</td>
</tr>
<tr>
<td>Vendor ID (new format)</td>
<td>Calc Basis Date</td>
</tr>
<tr>
<td>Address Sequence Number</td>
<td>SpeedChart</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>(Project Id or Cost Center)</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Attachment</td>
</tr>
<tr>
<td>Gross Invoice Amount</td>
<td>Budget Check</td>
</tr>
</tbody>
</table>
What is another term that can be used to identify Departments?

Front Office

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

False (UTShare)

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

Workflow
Roles and Responsibilities

- **Departments Responsibilities**
  - If applicable, ensure vendors complete SIF
  - Submit SIF to DTS to build vendor file
    - Submit SIF forms via campus mail or Fax to 458-4829
    - Do not email due to transmission of Category I sensitive data [http://one.utsa.edu/sites/oit/OITConnect/security/Pages/sec_data_classification_std.aspx](http://one.utsa.edu/sites/oit/OITConnect/security/Pages/sec_data_classification_std.aspx)
  - 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
  - Two (2) business day turnaround

– 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

Department

Update Voucher

Budgetary Authority – Level 1

Budgetary Authority

Budgetary Authority - Level 2

Review, Final Approved and Pay Voucher

Denied

End

Denied

Denied

Denied

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 (Page 1)

University of Texas at San Antonio
SUPPLIER INFORMATION FORM (Including W-9)

Department Contact: __________________________ Phone Number: __________________________

Purpose of this form (Check One) Add a New Vendor Update existing entry ID or Share Add an employee to Vendor file (Evaluate with Payroll/Office)

Individual/Owner Name: __________________________ Social Security Number (SSN) or Individual Taxpayer ID Number (ITIN):

Business Name (if different from above Name): ____________________________________________________________________________

Employee Identification Number (EIN): __________________________

Check if HUB Vendor ______ HUB VID:

PART I. GENERAL SUPPLIER INFORMATION

The University of Texas at San Antonio reserves the right to request photo identification to confirm identity(ies).

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

Texas Identification Number (include the type of number(s) being provided below):

SSN/TIN #: __________ Employer ID Number: __________

Citizenship Information

1. A citizen or national of the United States of America
2. A lawful Permanent US Resident Alien/Green Card
3. A Non U.S. Resident/Non Resident Alien (if checked, attach complete form W-8 BEN)

Ownership Code: please check the appropriate ownership code

PART II. ADDRESSES and CERTIFICATION

Order Address:
Individual Tax or Business Legal Name: __________________________
Address Line 1: ____________________________________________________________________________
Address Line 2: ____________________________________________________________________________
City/Town/Location: __________________________________________ State/Territory/Province: __________
Country: __________ Zip Code: __________
Phone: __________ Fax: __________ Email: __________

Residence Address:
Individual Tax or Business Legal Name: __________________________
Address Line 1: ____________________________________________________________________________
Address Line 2: ____________________________________________________________________________
City/Town/Location: __________________________________________ State/Territory/Province: __________
Country: __________ Zip Code: __________
Phone: __________ Fax: __________ Email: __________

Under penalties of perjury, I certify that the information provided in 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 not 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 3 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: __________

(26) Version Date 3/2015 - Page 1 of 2
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</th>
<th>B. Financial Institution Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Select only one Action Type)</td>
<td>(Completion by financial institution is recommended)</td>
</tr>
<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-Digits):</td>
</tr>
<tr>
<td></td>
<td>Account Number (max 17 characters):</td>
</tr>
</tbody>
</table>

C. Financial Representative (Optional)

Financial Representative Name:  
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 (LAT). NACHA requires entities originating ACH (Direct Deposit) payments to comply with LAT 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:  

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 consolidates the W9 and Direct Deposit Form?

Supplier Information Form (SIF)

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

False. This option isn’t available at this level only; he/she has the Approve or Denied options

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

A. Departments
B. DTS

(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.
1. Type in UTSA
2. Click the Continue button
1. Enter your MyUTSA ID
2. Enter your passphrase
3. Click the Log In button
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?

ESS Homepage (Employee Self-Service)

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

1) Through Accounts Payable Center
2) Drop-downs from the Main Menu

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

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

(A) Regular 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

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>UTSA1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>NEXT</td>
</tr>
<tr>
<td>Voucher Style:</td>
<td>Regular Voucher</td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td></td>
</tr>
<tr>
<td>Vendor ID:</td>
<td></td>
</tr>
<tr>
<td>Vendor Location:</td>
<td></td>
</tr>
<tr>
<td>Address Sequence Number:</td>
<td>0</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date:</td>
<td></td>
</tr>
<tr>
<td>Gross Invoice Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Freight Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Misc Charge Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Estimated No. of Invoice Lines:</td>
<td>1</td>
</tr>
</tbody>
</table>

Search Criteria

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>UTSA1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td>begins with</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>=</td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Name 1:</td>
<td>begins with</td>
</tr>
<tr>
<td>Voucher Style:</td>
<td>=</td>
</tr>
<tr>
<td>Related Voucher:</td>
<td>begins with</td>
</tr>
<tr>
<td>Entry Status:</td>
<td>=</td>
</tr>
<tr>
<td>Voucher Source:</td>
<td>=</td>
</tr>
</tbody>
</table>

Case Sensitive

| Search | Clear | Basic Search | Save Search Criteria |
Creating a Non-PO Voucher

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

1. Enter Vendor Name, Vendor ID or perform a Lookup
   a. Select the Lookup
b. Enter the Search Criteria under **Short Vendor Name**

c. Select the **Lookup** button

d. Select the appropriate vendor name
Creating a Non-PO Voucher (cont’d)

NOTE: Make sure the Vendor Location shows the default “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**

“Non-Applicable” PO Use Only
Details of Step 13

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
**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
- **Bank:** CHASE
- **Account:** 3AP1
- **Method:** ACH
- **Handling:**
- **Pay Group:** US
- **Nesting:** Not Applicable

### Search Results

<table>
<thead>
<tr>
<th>SetID</th>
<th>Handling</th>
<th>Description</th>
<th>Short Description</th>
<th>Sequence Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTSHR AL</td>
<td>Athletics</td>
<td>Athletics</td>
<td>Athletics</td>
<td>60</td>
</tr>
<tr>
<td>UTSHR AT</td>
<td>Attachments</td>
<td>Attachment</td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>UTSHR BU</td>
<td>Bursar</td>
<td>Bursar</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>UTSHR CA</td>
<td>Campus Mail</td>
<td>Campus</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>UTSHR DC</td>
<td>Downtown</td>
<td>DowntFisSvc</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>UTSHR FM</td>
<td>Foreign Mail</td>
<td>Foreign</td>
<td></td>
<td>95</td>
</tr>
<tr>
<td>UTSHR GR</td>
<td>Grants</td>
<td>Grants</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>UTSHR IT</td>
<td>Downtown</td>
<td>DwnTC</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>UTSHR OD</td>
<td>On Demand</td>
<td>On Demand</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>UTSHR PK</td>
<td>Perkins</td>
<td>Perkins</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>UTSHR PS</td>
<td>Participant</td>
<td>ParticSup</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>UTSHR PU</td>
<td>Pickup</td>
<td>Pickup</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>UTSHR PY</td>
<td>Payroll</td>
<td>Payroll</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>UTSHR SF</td>
<td>Student</td>
<td>Refunds</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>UTSHR TV</td>
<td>Travel</td>
<td>Travel</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>UTSHR US</td>
<td>US Mail</td>
<td>US Mail</td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>UTSHR ZG</td>
<td>Guaranteed</td>
<td>GrntyLoan</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>
Save Non-PO Voucher/Create Voucher ID

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

**Budget Status**
- Valid
- Not Chk’d
- Error

**Vendor Name:** SOUTHWEST RESEARCH INSTITUTE
6220 CULEBRA RD
DALLAS, TX 75284-1871

**Invoice Date:** 10/08/2013
**Invoice No.:** FY-009890
**Invoice Total:** $3,847.28 USD

**Vendor Source:** Online
**Pay Terms:** Net 30 Day

**Origin:** ONL
**Created:** 01/10/2014
**Created By:** ZCG708-UTSA
**Modified:** 01/10/2014
**Modified By:** 6001018830
**ERCS Type:** Not Applicable
**Close Status:** Open
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 is processed daily 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.
How to Process a Prepaid Voucher

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 (Expenses=6xxxx)
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
   a. Create a new distribution line to reflect the new FY Entries
7. Enter the appropriate **Account** code
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
Vendor Locations for Citibank
- Shared
- UTSA 1 (Procard)
- UTSA2 (CLIBA)
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*
Business Process Flow
(Interim Process in SharePoint)

- Verify Funds and Complete Interim Process Routing Form
- Update Voucher in UTShare/PeopleSoft
- Review, Final Approve, and Pay Voucher

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

False. It’s accessed through Interim Workflow Solutions.
Reference Materials

Disbursements and Travel Services (DTS)
website [http://utsa.edu/financialaffairs/dts/](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://www.utsa.edu/utshare/Training/References/)
[http://hrsupport.utsa.edu/support](http://hrsupport.utsa.edu/support)
Rules and Regulations

- Travel Reimbursement Guideline: [http://www.utsa.edu/financialaffairs/opguidelines/0109.html](http://www.utsa.edu/financialaffairs/opguidelines/0109.html)
- Travel Advance Guideline: [http://utsa.edu/financialaffairs/opguidelines/2.9.2.html](http://utsa.edu/financialaffairs/opguidelines/2.9.2.html)
- Hospitality and Entertainment Guideline: [http://utsa.edu/financialaffairs/opguidelines/2.6.4.html](http://utsa.edu/financialaffairs/opguidelines/2.6.4.html)
- Memberships Paid by University Funds: [http://utsa.edu/financialaffairs/opguidelines/0101.html](http://utsa.edu/financialaffairs/opguidelines/0101.html)
- Texas Prompt Payment Law: [http://utsa.edu/financialaffairs/opguidelines/2.6.1.html](http://utsa.edu/financialaffairs/opguidelines/2.6.1.html)
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
Disbursements and Travel Services
Phone: (210)458-4213
Email: disbursement.travel@utsa.edu
Website: http://utsa.edu/financialaffairs/dts/
Thank You!