Creators of Non Purchase Order Vouchers

The job aid is to provide general instructions to UTSA department creators of the Non Purchase Order Voucher creation process. (Note that ALL PO VOUCHERS are created by DTS.)

For additional details on how to create a Non-PO voucher or attach the required support documentation, please enroll or refer to the additional training materials:

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

Approver online training refer to:


**Terminology (see Appendices, Section D, for Concepts and Workflow functionality):**

**Creator:** Also referred to as “Originator” or “Requester”. An individual who creates an electronic voucher in PeopleSoft.

**Approver:** Also referred to as “Reviewer” or “Budgetary Authority.” Electronic approval by Department, Cost Center, Projects/Grants, PI (Principal Investigator) or Capital Projects approvers.

**Creator’s Roles and Responsibilities:**

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

**Creators** are generally responsible for:

- Vendors completing a Supplier Information Form (SIF) to build the vendor file and add/update vendor information (e.g. address, banking information, etc.)
- Submit the SIF to Disbursements and Travel Services (DTS) http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=153
  - Submit the SIF via campus mail or by fax to (210) 458-4236
  - Do not email form due to transmission of Category I sensitive data https://utsacloud-public.sharepoint.com/category-i-extended-guidelines
- Create Non-PO vouchers in PeopleSoft
- Verify budgets for funding availability
- Scan and attach all required support documentation
- The submission of the vouchers into workflow

Once a voucher is successfully “created” and “submitted,” PeopleSoft will generate an e-notification that will route to all **approvers** within the workflow path. **Approvers** will receive an e-notification from the **creator** with a direct link to the voucher. **Approvers** will also be able to access vouchers using their general “worklist.”
Creators can:
- View the workflow history including the names of all approvers,
- Review document status and view any comments made by approvers through the normal navigation to AP vouchers.
- Are responsible for following up on transactions to ensure approvals are completed and documents reach DTS for final processing.

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

Creators will either have to “modify” voucher to resolve any voucher discrepancies or attach any missing support documentation. Once the creator has made all necessary corrections, voucher will then need to be resubmitted for approval. The voucher will finally route to DTS for review and final approval of payment after all budgetary authority approvals have been completed. *(See Appendices, Section A, Workflow Chart for Non-POs.*)
Please read to better understand the flow of this job aid.
This job aid was created with two distinct columns.

- The first column will include the number of **STEPs** involved that **require** more than one **ACTION** to be completed.
- The second column includes a list of **ACTIONs** that refer directly back to the number box displayed on screenshots.

General guidance/procedures for creating a Non PO Voucher – More detailed instructions follow in Step 1.

Create voucher in UTShare/PeopleSoft. (Follow detailed steps posted to Disbursements and Travel Services Training Materials for Processing Non-PO Vouchers or enroll in the PS203.04 training.)

Attached related supporting documentation. See Appendices, Section B, for Non-PO Required **Supporting Documentation**. If individual is hosting an event, manual signatures are not required if additional required approvers are part of the workflow path (e.g. Asst/Assoc Dean, Dean, Asst/Assoc VP/VP or President for additional approval on Business Expense Form). However, all service agreements or contracts **must be signed** before documents are attached.

Approvers can add “adhoc additional approver(s)” into the workflow path who may not be part of the original routing setup.

Ensure vendor name, amounts, quantities, funding source, dates, and other detail information are correct to avoid payment delays and documents from being “denied.”

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

- **Combo Edits:**
  [http://www.utsa.edu/financialaffairs/accounting/tips.html](http://www.utsa.edu/financialaffairs/accounting/tips.html)

Creating voucher and attaching support documentation.

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

**Note:** DTS does not accept hard copies. Scanned supporting documentation attached to electronic documents (e.g. Non PO vouchers, Expense Reports, Travel Authorizations) as attachments will become the official University document used for audits and open records requests.
## Disbursements and Job Aid Travel Services

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigation to create a regular voucher</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Navigation Screen" /></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Enter or Search for the Supplier by either the Supplier Name, Short Supplier Name, or Supplier ID</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Supplier Details" /></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Enter the Invoice Number, Invoice Date and Gross Invoice Amount</strong></td>
</tr>
</tbody>
</table>
4. **Select Add**

5. **Enter the SpeedChart information and Description**

6. **Enter or Select the correct Account Number**
7. **Select the Basis Date Calculation link**

8. **Populate the Invoice Receipt Date and Goods/Services Receipt Date**

9. **Select the Back to Invoice link**

10. **Select the Save button at the bottom of the page**

11. **Include support documentation by selecting the Attachments link**
## Disbursements and Travel Services

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>Select Add Attachment</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image of Add Attachment" /></td>
</tr>
<tr>
<td></td>
<td><strong>Details</strong>&lt;br&gt;File Name</td>
</tr>
<tr>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td>Add Attachment</td>
</tr>
<tr>
<td></td>
<td>Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.</td>
</tr>
</tbody>
</table>

| 13.  | Select the “Choose File” button, then select the file(s) to upload (repeat this step for multiple attachments then select the “Upload” button |
|      | ![Image of Choose File](image2.png) |
|      | **File Attachment**

| Choose File | 2016-04-15_0717.png |
| Choose File | colorful-hell...allpapers.jpg |
| Choose File | No file chosen |
| Choose File | No file chosen |
| Choose File | No file chosen |
| Upload | Cancel |

<p>| 14.  | Once the upload has completed, you will notice the attachments are available to open&lt;br&gt;Select “OK” to go back to the Voucher&lt;br&gt;Select the “minus” sign to delete the file if necessary. |
|      | <img src="image3.png" alt="Image of Voucher Header Attachment" /> |
|      | <strong>Details</strong>&lt;br&gt;File Name | Shown to Approver? | Description | User | Name | Date/Time Stamp |
|      | View | | | | | |
|      | Add Attachment | OK | Cancel |
|      | Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>15.</td>
<td>Select the Payments tab</td>
</tr>
<tr>
<td>16.</td>
<td>Verify the Remit to information and update if needed. You are able to change the remit to address by selecting the search function under the Address field</td>
</tr>
<tr>
<td>17.</td>
<td>Select the correct address</td>
</tr>
</tbody>
</table>
18. **Budget Checking**
You are able to budget check from any of the following tabs: Related Documents, Invoice Information, Payments, and Voucher Attributes.

19. To begin the Budget Check process, locate the “Action” drop down list on any of the specified tabs.

20. Select “Budget Check” from Action drop down list then select “RUN”.

21. A pop-up window will appear displaying the following message.

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050.54)

Select Yes and the process will run.
Notice the processing button in the upper right corner of the page.
### Step | Action
--- | ---
22. | If voucher encountered a budget error, you will receive the pop up window below. Select OK and troubleshoot the budget error

![Message](Image)

Note: If a budget error occurs, you must resolve error. PeopleSoft will not allow you to “Submit” a voucher with budget errors into workflow. One of the most common errors encountered is “Exceeds Budget Tolerance.” This error indicates there is not enough funding in the CostCenter or Project ID to pay the expense. You will need to either add additional funding to the CostCenter by transferring funds, or use an alternate funding source. For additional assistance with resolving budget errors, visit the Budget & Financial Planning Office for budget training materials: [https://www.utsa.edu/financialaffairs/budget/training.cfm](https://www.utsa.edu/financialaffairs/budget/training.cfm)

23. | Select the Summary tab

![Summary](Image)

24. | You are able to view the budget status if there are errors, you can select the Exceptions link
25. **Notice Exception Type: Error**

**Notice Type of Error:** “Exceeds Budget Tolerance”

Select the **Details** magnifying glass to view specific details about error on distribution line.
<table>
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</tr>
</thead>
</table>
| 26. | The detail screenshot below will show the distribution line and **ChartField string** with errors. The voucher may have more than one type of budget error therefore you will need to check for multiple errors. Select the **OK** button at bottom of page to return to previous page.

**Note:** Once the budget error(s) is resolved you will need to “budget check” the voucher again. If errors continue to appear, you must troubleshoot the errors until resolved and the Summary Tab shows a budget status of **Valid.**

27. Select the Invoice Information or Voucher Attributes tab
28. Locate and select the “Submit Approval” or “Submit for Approval” button to move the voucher into workflow.
### Step 29

**Action:**

Creators may follow up on the status of a voucher to ensure all approvals have occurred and the voucher is processed for payment.

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

![Preview Approval](image)

- **Business Unit:** UTSA1
- **Voucher ID:** 08199226
- **Voucher Style:** Regular
- **Supplier Name:** UNIVERSITY OF TEXAS AT SAN ANTONIO
  801 E. CESAR E. CHAVEZ BLVD
  SAN ANTONIO, TX 78223-1299
- **Entry Status:** Possible
- **Match Status:** No Match
- **Approval Status:** Pending
- **Post Status:** Unposted
- **Budget Status Valid:**
- **Invoice Information:**
  - **Invoice Date:** 05/23/2019
  - **Invoice No:** TESTING 123
  - **Invoice Total:** $50.00 USD
- **Pay Terms:** Net 30 Day
- **Voucher Source:** Online
- **Origin:** ONL
- **Created On:** 05/23/2019 11:18 AM
- **Created By:** 6001019809
- **Last Update:** 05/24/2019 8:30 AM
- **Modified By:** 6001019809
- **ERS Type:** Not Applicable
- **Close Status:** Open
- **Preview Approval**

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

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**Note:** The voucher will begin to follow the approval workflow path.

System generated E-notifications will be delivered to assigned approvers in the workflow path. Approvers should review the voucher and support documentation for accuracy before approving.

An approver can “Send Back” a voucher if voucher corrections are required.

### Note:
The delay of voucher payments, may result in the accrual of interest according to the Texas Prompt Payment Law (see Financial Management Operational Guideline – FMOG http://www.utsa.edu/financialaffairs/oguidelines/2.6.1.html).
Appendices

A. Workflow Chart for Non-PO Vouchers

Start

DEPARTMENT
Creator - Enter Voucher, attach documentation and Budget Check

End

Yes

Update Voucher

No

Budgetary Authority Level 1
Approved

Denied

Budgetary Authority Level 2
Approved

Denied

DTS
Review, Final Approve and Pay Voucher

Pushback (1-level backwards)
### Disbursements and Travel Services

#### Required support documentation:

- **Non-Employee Reimbursements and Vendor Payments**
  - Invoice and/or Receipts
  - Service Agreement (signed)
  - Business Expense Form (BEF)
    - Include invoices/receipts
  - Travel Reimbursement Settlement Form (TRS)
    - Include required receipts
  - For Travel Advances (Group/Team Travel)
    - An Approved Request for Travel Authorization (RTA)
    - A TAR with Budgetary Authority(s) Signature/Approval
  - Participant Advance Forms and additional support docs

*Note: Do not attach SIF forms to voucher.*

#### UTSA Scanned Document Attachment Requirements for PeopleSoft/UTShare

- **Scan Supporting Documentation**
  - Retain original copies at the department level for twelve (12) months
  - Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Requests

- **Specific Scanning Requirements**
  - Layout of all scanned documents must be in upright position/portrait (scan landscape, if applicable)
  - Scanned document images must be legible
  - Supporting documentation with multiple pages must be scanned in sequential or consecutive order
  - Supporting documentation must be individually scanned and attached by type of document (e.g. invoice, service agreement, Travel Reimbursement Settlement Form, Business Expense Form)
  - Limit individual scanned files to less than 40 pages
  - If support docs exceed the number of pages per file, use “part 1”, “part 2,” in naming convention. See naming conventions below for examples.
  - Receipts or other supporting documentation less than 8 ½ X 11 or letter size must be taped to an 8 ½ X 11 sheet
- **Types of Non-PO Voucher supporting scanned documentation/receipts to include**
  - Citibank Bank Statements – Travel Advance Cards, CLIBA, One Card
  - Business Expenses Form (BEF) plus receipts (required approvals can be done through electronic workflow)
  - Service Agreements – with necessary receipts or invoices
  - Travel Advance Card statement by traveler *plus receipts*
  - CLIBA Card Citi Payment by traveler by Statement date *plus support receipts*
  - Travel Settlement Form (TRS) *plus receipts*
  - TRS to settle Group, Student or Guest Travel *plus receipts*
  - Include official and important documentation to substantiate payment
  - Exclude all non-essential or excess documents that do not support the payment (e.g. lengthy emails, duplicate copies, MapQuest, etc.).
  - Retain non-essential or excess documents for your records and future reference

- **Naming Conventions**
  - Rename scanned supporting documentation file with the following naming conventions applicable to Non PO and PO vouchers (DTS only for PO Vouchers)
    - **UTSA_AP_** followed by type of document to identify all UTSA documents
      - Include a brief description and date to better identify documents
      - Naming conventions help the approver see what is in each attachment
  - **Examples of Naming Conventions**
    - **Non PO Voucher Payments to Citibank:**
      - UTSA_AP_Non-PO_CLIBA M. Morgan Oct.15 part 1
      - UTSA_AP_CLIBA for Minnie Morgan Stmt 10.03.15 part 2
      - UTSA_AP_TAC for Mary Garcia Stmt 09.03.15
    - **Non-PO Voucher Payments for Vendors, Guest or Service Agreements:**
      - UTSA_AP_Rico Inv 12345
      - UTSA_AP_Service Agreement for Ricky Rowdy 02.15.16
      - UTSA_AP_BEF for Catering Kate 12.05.15
      - UTSA_AP_TRS for J.Smith 01.15.16
### D. Concepts and workflow functionality:

**Workflow:** electronic approval routing on vouchers  

**Characteristics of Workflow:**
- Approval routing is based on those individuals authorized on cost centers or Project IDs  
- Document routes in multi-funding paths simultaneously  
- If using multi-funding sources, all funding sources must be approved before moving to the next routing stage  
- If one funding portion is denied, the document is returned to creator for corrections  

**Workflow functionality:**
- **APPROVE:** document approval button; document moves to the next workflow step (inserting comments is optional). Generates e-notifications to all approvers in routing path  
- **Send Back:** document is not approved and will be returned to requester for modifications. Voucher can be re-routed for approvals (comments required). E-notification is sent to creator.  
- **HOLD:** button will suspend the document from continuing the workflow path to the next approver desk. Only this approver will be able to release voucher from hold status.  
- **PUSH BACK:** returns voucher one level back to prior approval for re-review of document. Only available at multiple budgetary authority levels  
- **INSERT ADDITIONAL/ADHOC APPROVER OR REVIEWER:** an approver can assign an additional approver/reviewer in the approver cycle (EMPL ID required: 6001xxxxxx)  

**Types of Access to Vouchers for Approval:**
- **E-notification** – system will generate email to all approvers in the workflow routing path that includes the link with access to voucher  
- **Worklist** – tool that enables users to view transactions which require attention (automated to-do list created by workflow). Vouchers are accessed through hyperlinks
E. Send Back Documents:

F. Denied Documents:
G. Denied documents:

Voucher ID "00060995" Business Unit "UTSA1" has been "Denied"

Note: E-notification sent out to originator. Originator can then modify voucher and resubmit for approval. New e-notifications will generate to workflow approvers.

H. Workflow with Multiple Approvers

Click on Multiple Approvers to get display of all individuals authorized to approve document for Cost Center, Project ID's, or Capital Projects.