Important!

You must check-in to receive credit in your training history

Three ways for you to check-in:

- *Click link in Chat Box provided by facilitator*
- *Use QR code (open camera on your smart phone)*
- *Open your browser and type in the web address below*

https://mytraining.utsa.edu/apps/checkin

If you get an alert that you are not enrolled in the class, please let your facilitator know.

Enjoy your class!

Processing Non-Purchase Order Vouchers (PS 203.04)

Disbursements and Travel Services

disbursements.travel@utsa.edu

(210) 458-4213 Main Line (210) 458-4236 Fax Line

Summer 2022

Overview

1. Purpose/Objective/Intro to UTShare/PeopleSoft
2. General Info / Roles & Responsibilities
3. Business Process Flow
4. UTShare/PeopleSoft Navigation
5. Creating a Non-PO Voucher

Purpose,
Objective &
Introduction

Purpose

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

Course Objective

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

Introduction to UTShare/PeopleSoft

- UTShare is synonymous with PeopleSoft:
  - *PeopleSoft* is the software
  - *UTShare* is the shared services implementation project involving seven (7) University of Texas Institutions (Arlington, Tyler, El Paso, San Antonio, UTRGV, Permian Basin, UT System)

Introduction to UTShare/PeopleSoft

- 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

- 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

General Info Terminology & Roles and Responsibilities

General Terminology

- 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)
- Approver – also referred to as “Reviewer” and “Budgetary Authority”. Electronic approval by Department, Cost Center, Project/Grants, PI or Capital Projects approver
- Originator – also referred to as “Requester” or “Creator”. Individual who creates electronic voucher

Introduction to UTShare/PeopleSoft

- APPROVE – document approval button; document moves to the next workflow step (inserting comments is optional); Generates e-notifications to all approvers in routing path
- PUSH BACK– returns voucher a step back to prior approver. Only available at multiple budgetary authority levels
- HOLD – suspends the voucher from moving forward in the workflow path
- SEND BACK/DENY – document is not approved and will be returned to creator for modifications. Voucher can then be rerouted for approvals (requires comments).

General Terminology

- Workflow
  - Succession of approval requests to communicate transaction information through electronic routing/notification

More about Workflow…

- Approval routing is based on those authorized on Cost Center or Project ID
- Routes through approval stages as setup by departments
- Routes in multiple funding paths simultaneously
- Approvers may adhoc another approver into the workflow path (reviewer/approver)
- Applicable to Non-Purchase Order Vouchers (vouchers created by front office users)
- Applicable to PO Vouchers (vouchers created by DTS)

More about Workflow…

- If using multiple funding sources, all funding sources must be approved before moving to the next routing stage

- If one portion of funding is denied, the entire document is denied and returned to creator. At this point the document can be changed or modified and will need to be rerouted for approval.

What is a Non-PO Voucher?

- An electronic document used to generate payments to Vendors and/or individuals for Goods or Services received

Types of Non-PO Expenses

- One Card payments
- Memberships/Subscriptions
  - (Not to include Chamber of Commerce memberships)
- Registrations
- Publications
- Entertainer, Artist or Promoter Contracts
- Service Agreements
- Non-employee reimbursements
- Participant and Team/Group Travel Advance Requests

Types of Non-PO Expenses

- Student Reimbursements
  - Student Stipends, scholarships, travel/non travel awards are processed through Financial Aid. **IF** processed as Non-PO vouchers, these could be considered taxable income at year end. Contact Scholarships Department for more information.

Advance Requests

- Participant & Team/Group Travel Advances are processed as a Non-PO Voucher
  - Departments create the Non-PO Voucher
  - Departments complete a Travel Advance Request (TAR) form
    - A completed, signed TAR must be submitted at least 10 business days prior to departure date
  - Departments complete a Participant Advance form
    - Used to request funds to pay research subjects, or other participants in an approved (sponsored) project
    - Excess funds must be returned to Financial Services (use account code 11704 when completing Deposit Transmittal Form) to clear advance
  - On-Demand Training - Travel Advance Process (PS 0309)

Required Support Documentation

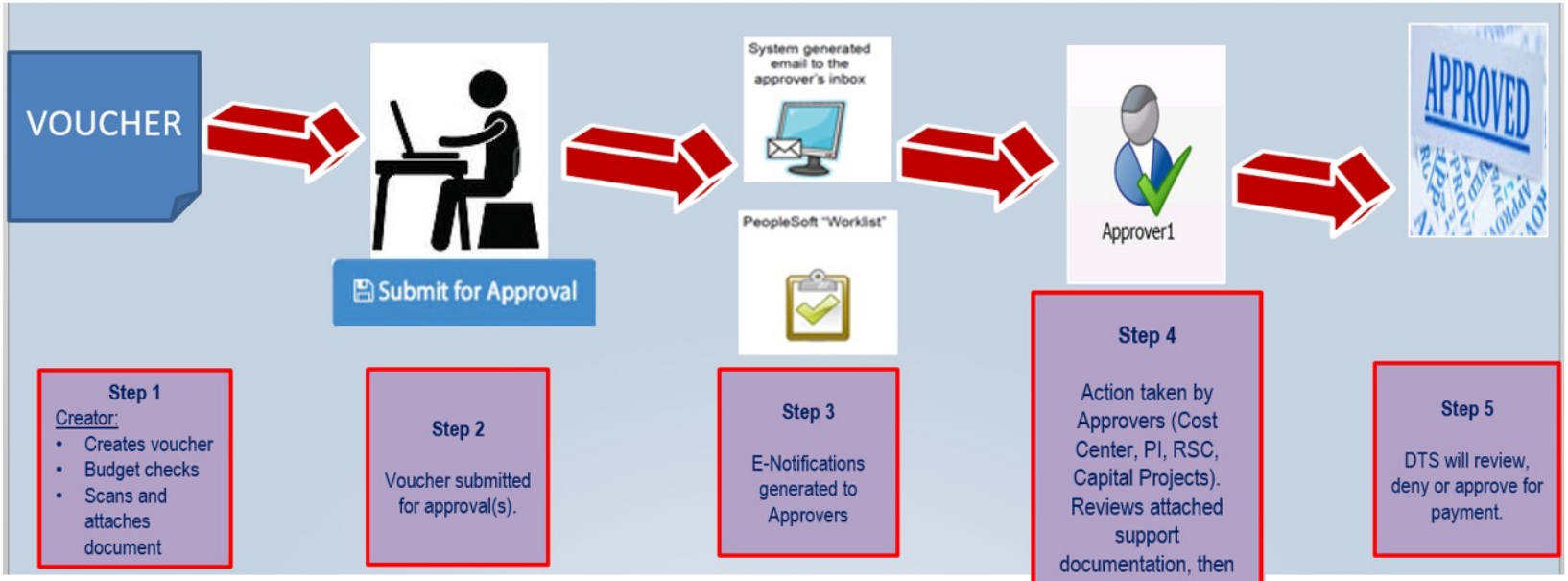
- Non-Employee/Student Reimbursements & Vendor Payments
  - Invoices and/or Receipts
  - Service Agreement/Contracts (signed)
  - Business Expense Form (BEF)
    - Include invoices/receipts
  - Travel Reimbursement Settlement Form (TRS)
    - Include required receipts
  - For Travel Advances (Group/Team Travel)
    - An Approved Request for Travel Authorization (RTA)
    - A TAR with Budgetary Authority(s) Signature/Approval
  - For Participant Advances
    - A completed participant advance form
    - Approved, current IRB

Terminology

UT SHARE
Business Unit (UTSA1)
Voucher ID = NEXT
Voucher Style = Regular
Short Supplier Name
Supplier ID
Address Sequence Number
Invoice Number
Invoice Date
Gross Invoice Amount
Freight Amount
Misc Charge Amount
PO Number

UT SHARE
Scheduled Date
Cost Center
Account
Comments (254 Character limit)
Basis Date Calculation
SpeedChart (Project Id or Cost Center)
Attachment
Budget Check
Supplier Bank
Pay Terms

Roles and Responsibilities



Roles and Responsibilities

- Departmental **Creator** Responsibilities
  - PaymentWorks is the vendor onboarding process for the university. First, verify vendor profile is setup in PeopleSoft otherwise send out an invitation using PaymentWorks to setup new vendors or update existing vendor profiles
  - Sends and monitors registration invitation to set up or update vendors using PaymentWorks
  - For a list of all scheduled AM0591 PaymentWorks Vendor Onboarding Process classes, please go to MyTraining

Note: Effective Feb. 4, 2021 SIFs are no longer accepted.

Roles and Responsibilities

- Departmental Creator Responsibilities, cont.
  - Create Non-PO Voucher in UTShare/PeopleSoft and budget check for funding availability; electronically attach support documentation; submit document for approval
  - Scan and attach required documentation for review and approval. Retain original copies for 12 months. Do not send original copies to DTS
  - Must follow up on voucher transactions to ensure routing of approvals has been completed and reached DTS for final processing of payment

Roles and Responsibilities Benefits

- Front Office does not need to request copies of payment support
- Voucher documentation is readily available electronically for review at any time during and after approval process
- Eliminates potential for lost vouchers/documentation via campus mail

Roles and Responsibilities (cont.)

- Back Office (DTS) Responsibilities
  - Final review of attached documentation
  - Vouchers may require additional back office approval (e.g. Payroll)
  - *Approve* or *Send Back/Deny* document for payment

Note: *Vouchers with incomplete, illegible scans or missing documentation will be returned or denied and will have to reroute for approval. Hard copies are not accepted for processing.*

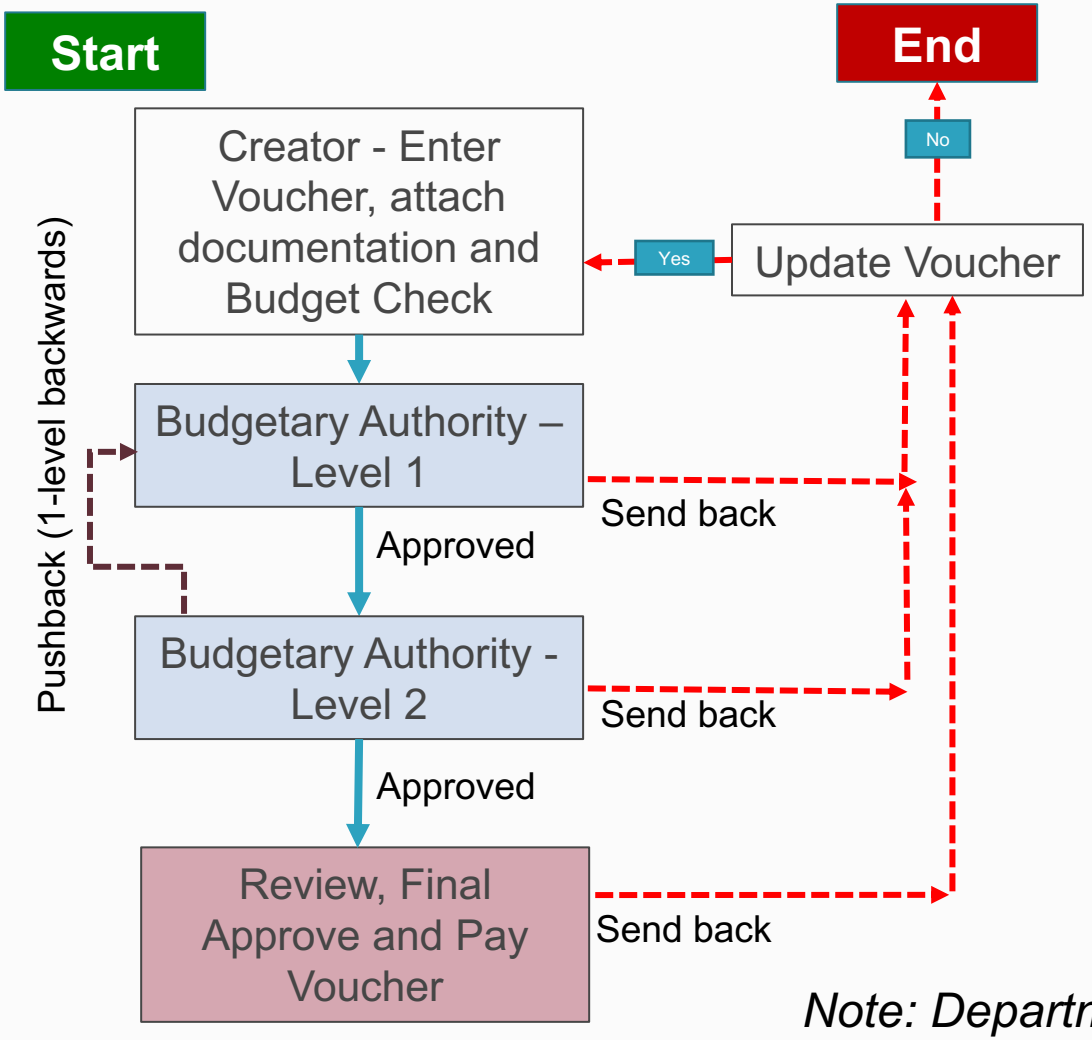
DTS Customer Service Standards

- Process Non-PO payments within 15 business days
- Prepayments: must be submitted at least 5 business days prior to requested payment date. Prepayments equal or > $10k require additional approval from Director of DTS
- For PO vouchers, prepayment terms must be referenced on PO.
- WIRE payments: must be submitted at least 15 business days prior to requested payment date.

Time for
a break

Business
Process
Flow

Business Process Flow



Department

Budgetary Authority

DTS

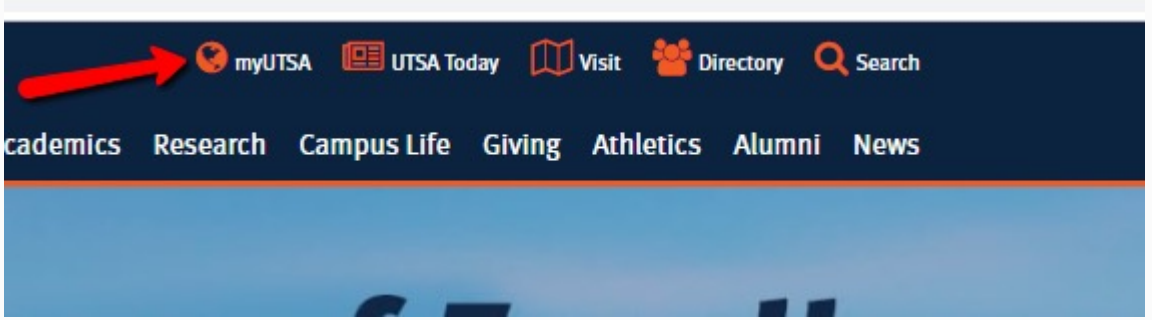
Note: Department verifies Vendor information

UTShare
PeopleSoft
Navigation

Navigation to Vouchers

1. Access myUTSA page http://my.utsa.edu

2. Click on **UTShare/ Peoplesoft** link



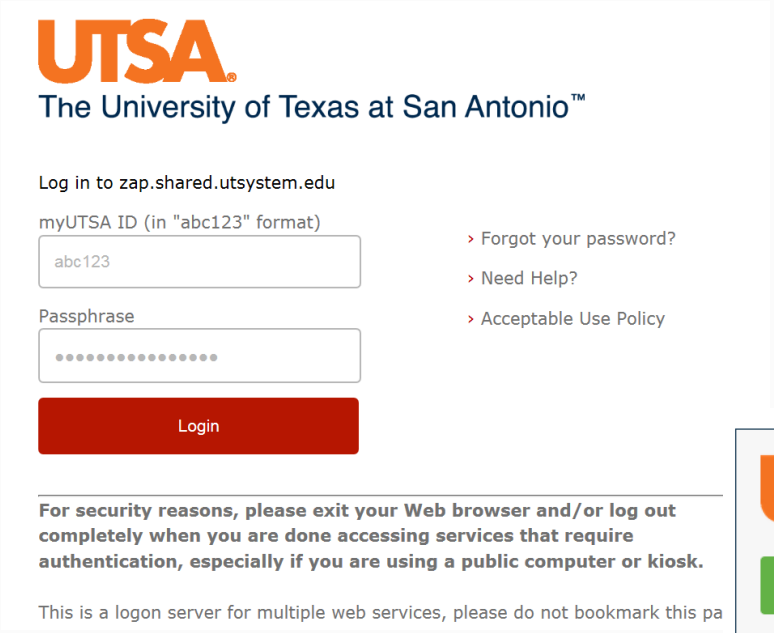
Navigation to Vouchers

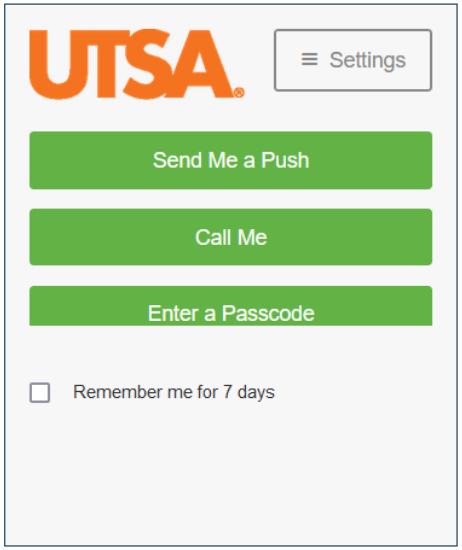
3. Login to **UTShare/ Peoplesoft**

Enter myUTSA ID

4. Enter your passphrase

5. DUO authentication





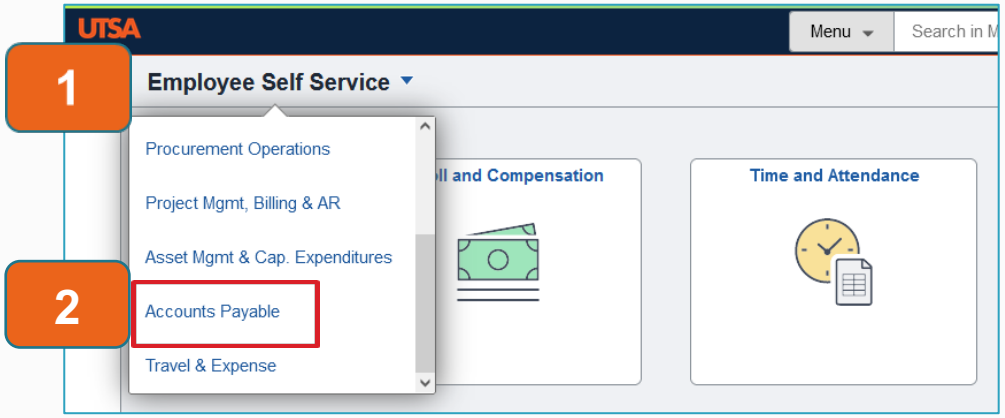
Navigation to Vouchers
PS 9.2 Fluid Upgrade

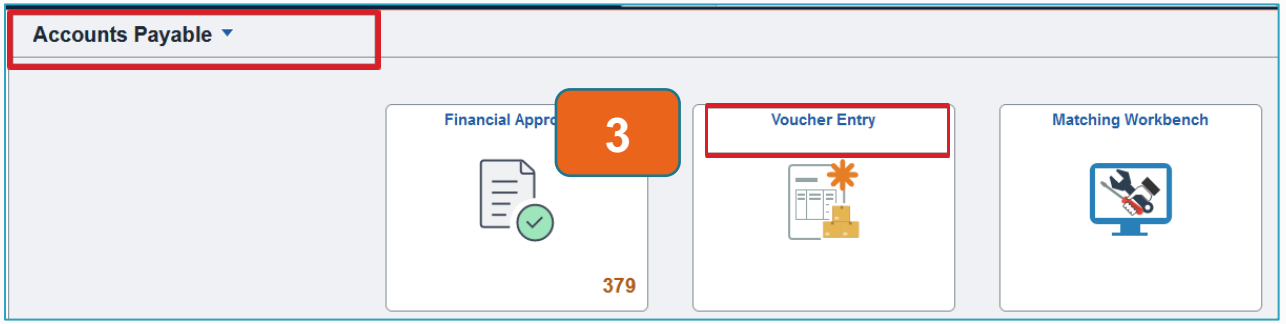
Method #1

Drop down menu

Using PS Tiles

1. Click on Employee Self Service to bring up drop down menu
2. Go to **Accounts Payable and click on it**
3. Select **Voucher Entry** tile





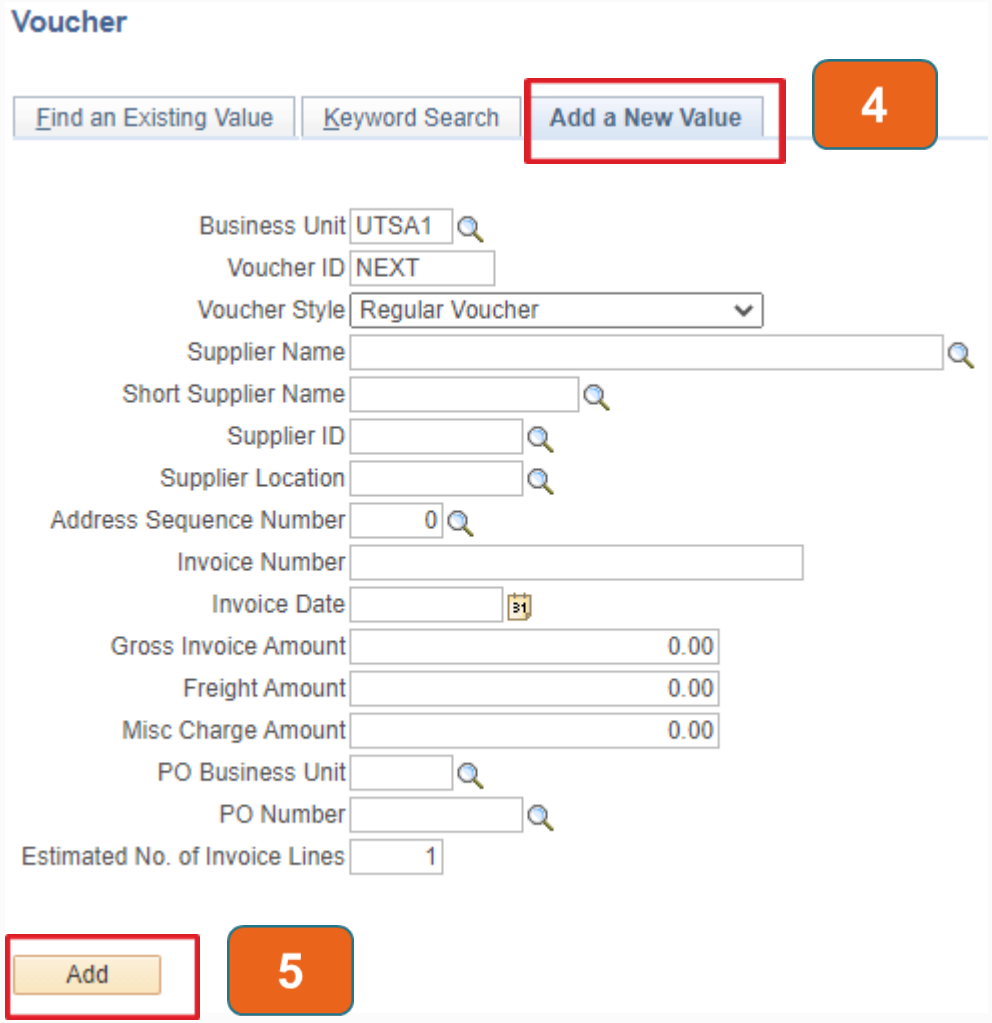
Navigation to Vouchers

4. Click on **Add a New Value**

(Defaults to Regular Voucher style)

Enter all required info

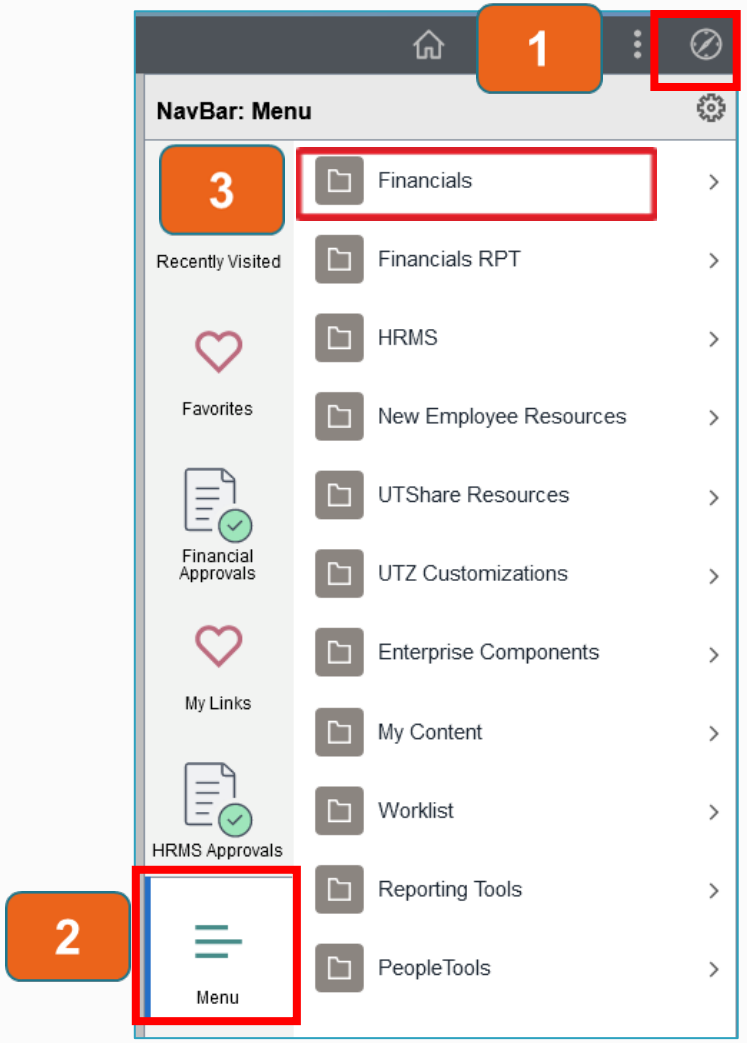
5. Click on **Add** to create a new voucher



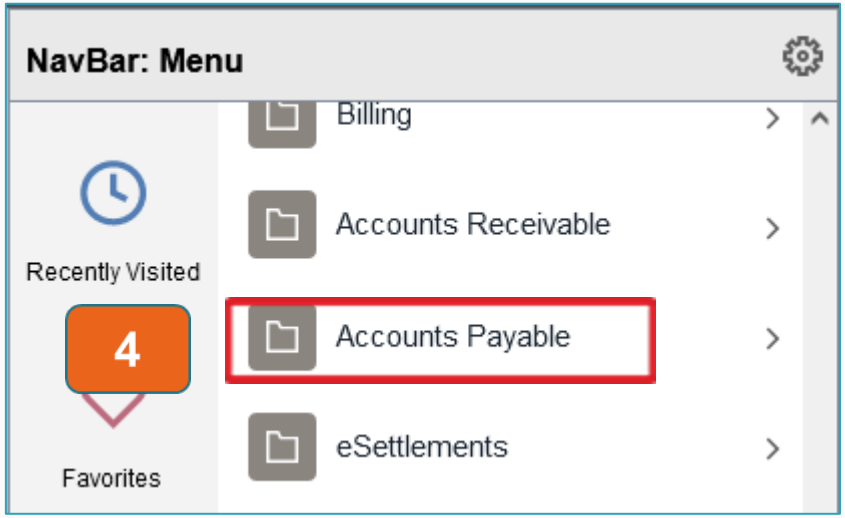
Navigation to Vouchers

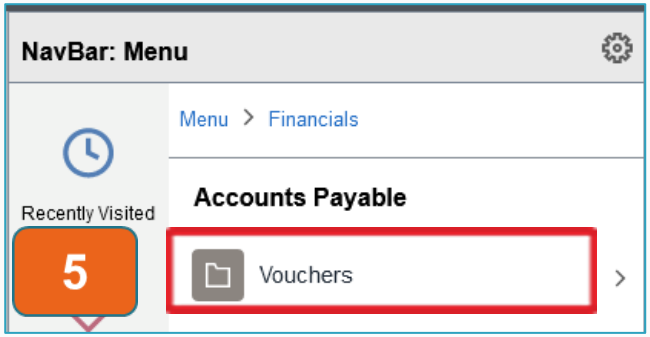
METHOD #2
Using Navigator

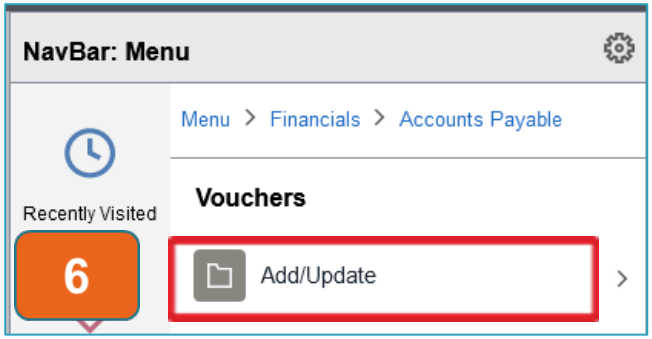
1. Click on **NavBar**
2. Click on **Menu**
3. Select **Financials**

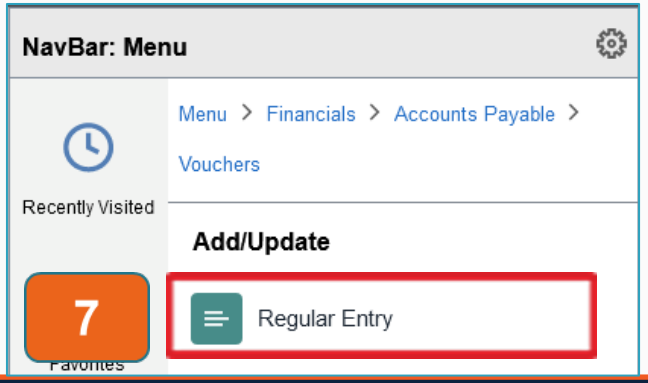


Navigation to Vouchers



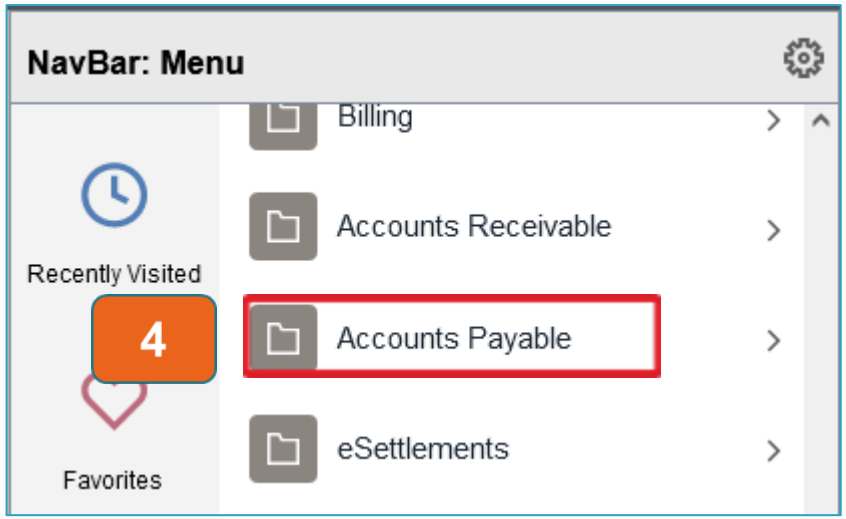






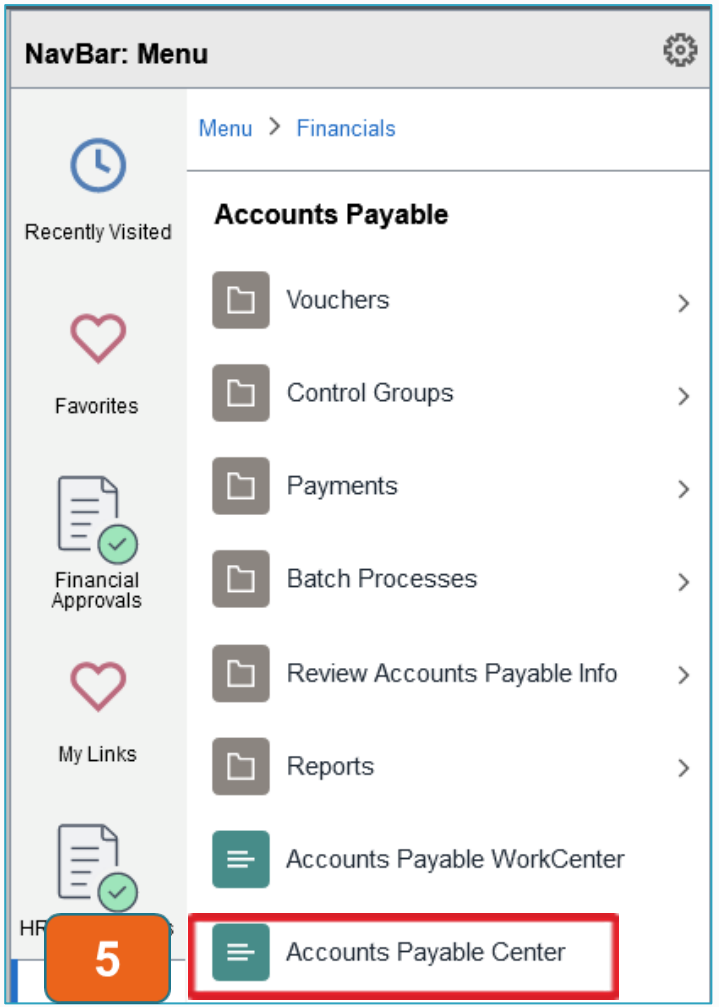
4. Select **Accounts Payable**
5. Select **Vouchers**
6. Select **Add/Update**
7. Select **Regular Entry**

Navigation to Vouchers

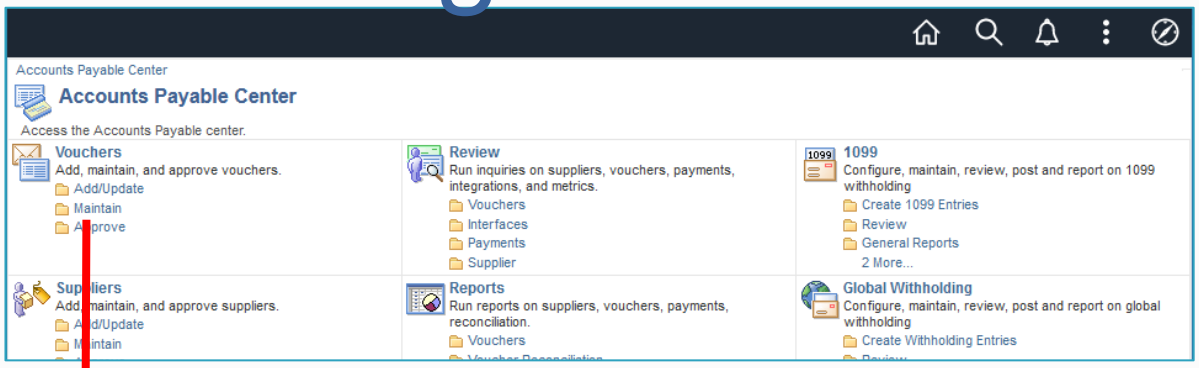


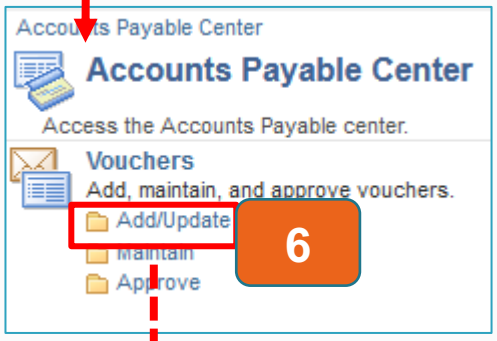
4. Select **Accounts Payable**

5. Select **Accounts Payable Center**



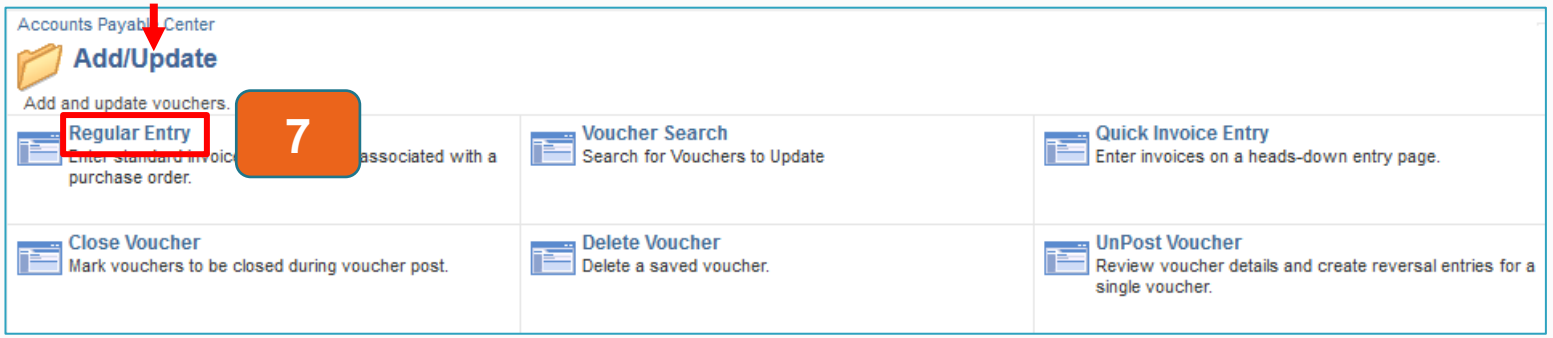
Navigation to Vouchers





6. Select **Add/Update**

7. Select **Regular Entry**



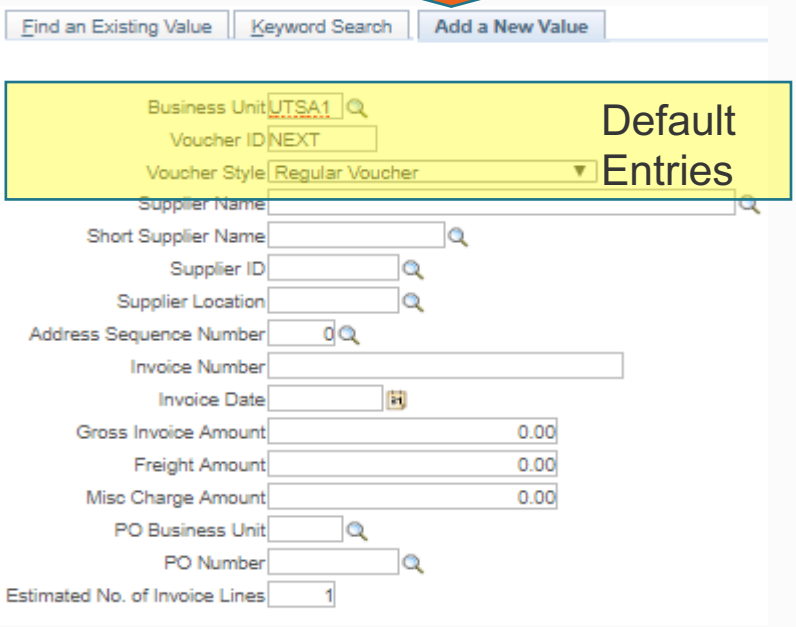
Creating
A
Non-PO Voucher

Non-PO Vouchers

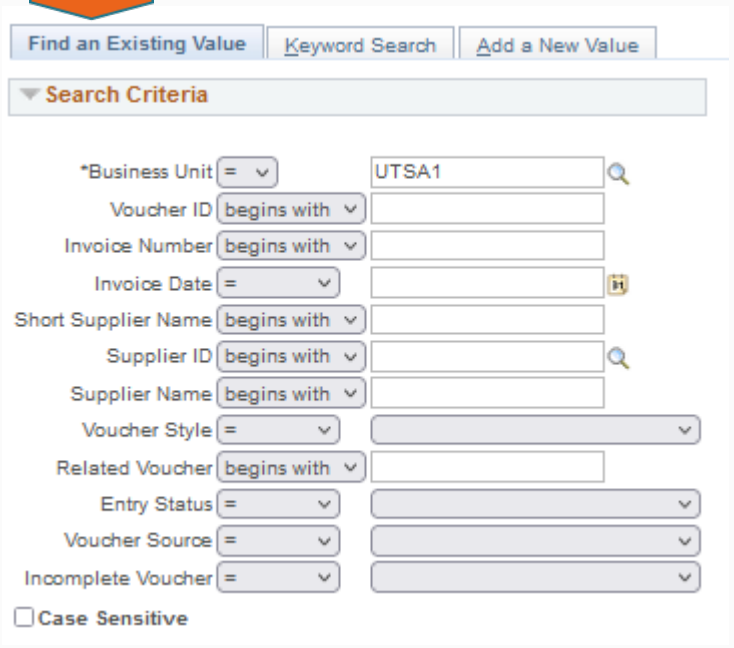
Two Options

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

A



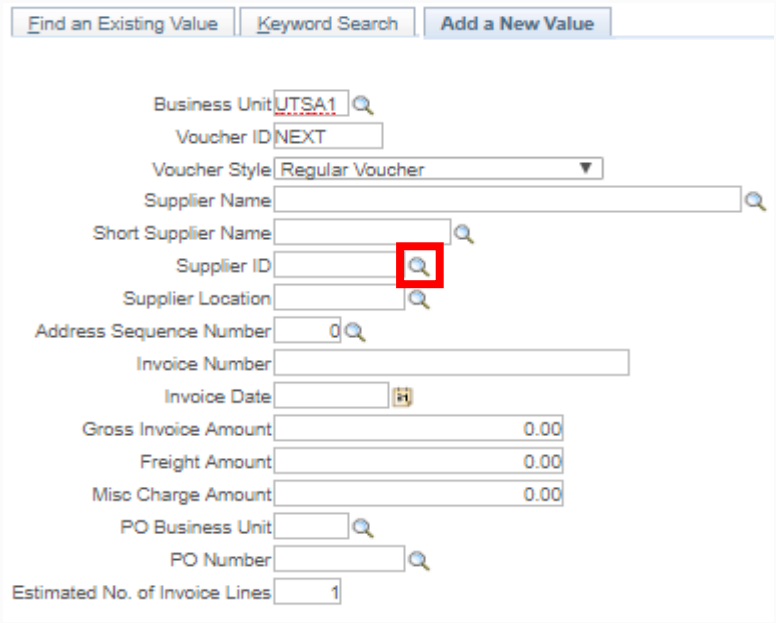
B



Creating a Non-PO Voucher (Selecting a Supplier)

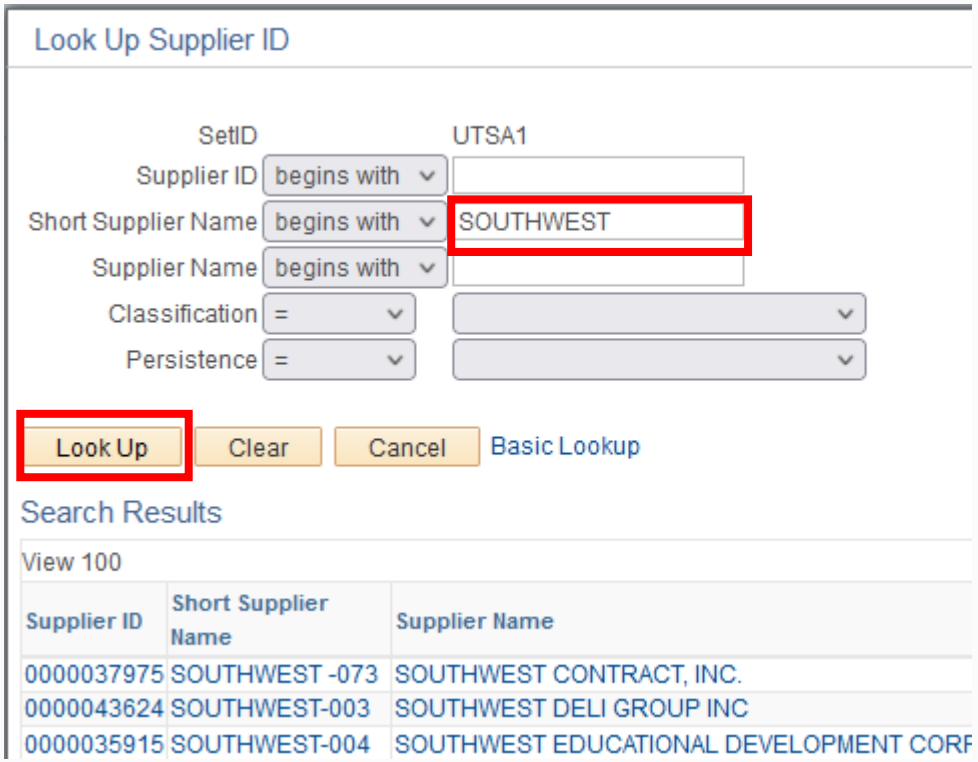
Note: Business Unit, Voucher ID, & Voucher Style will display default values

1. Enter **Supplier Name, Supplier ID** or perform a Lookup
    a. Select the Lookup



Creating a Non-PO Voucher (cont'd) (Selecting a Vendor)

b. Enter the Search Criteria under **Short Supplier Name**
c. Select the **Lookup** button
d. Select the appropriate supplier



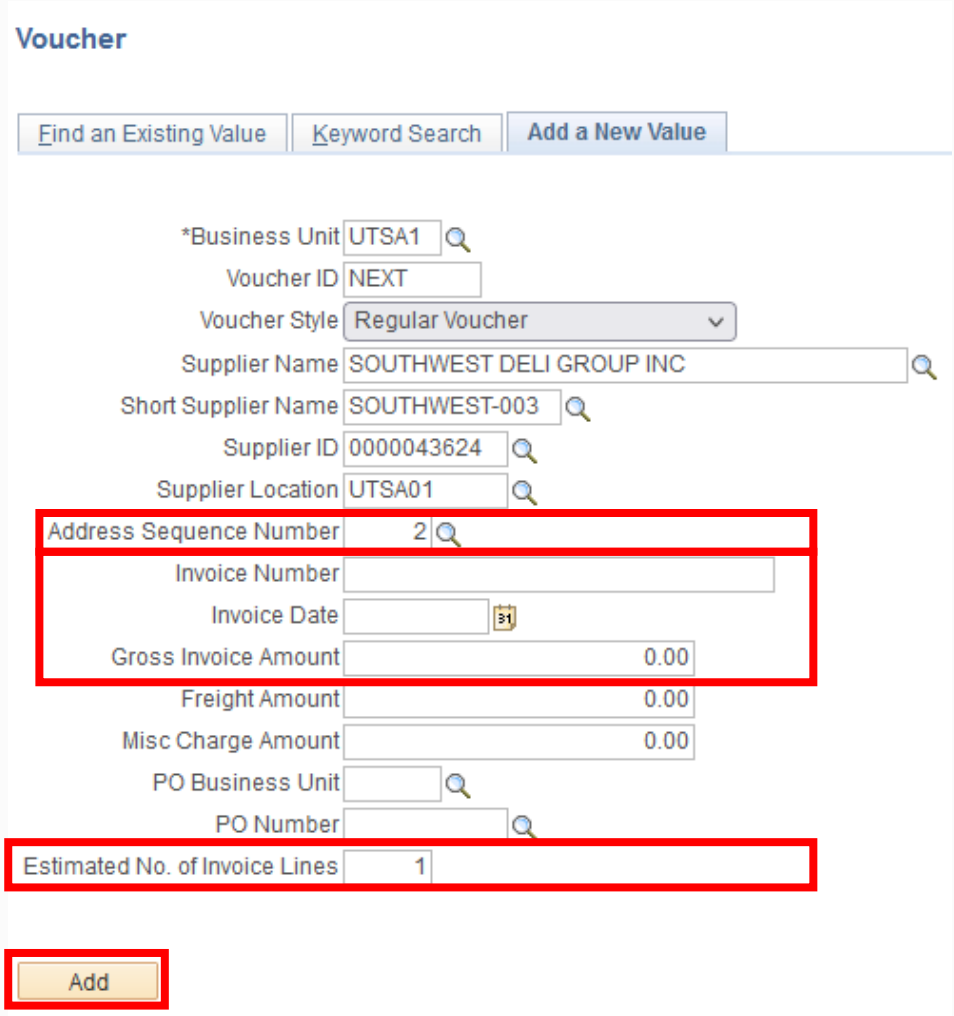
Creating a Non-PO Voucher (cont'd)

2. Perform Lookup and select **Address Sequence Number** according to Invoice

3. Enter **Invoice Number, Invoice Date** & **Gross Invoice Amount** according to the Invoice

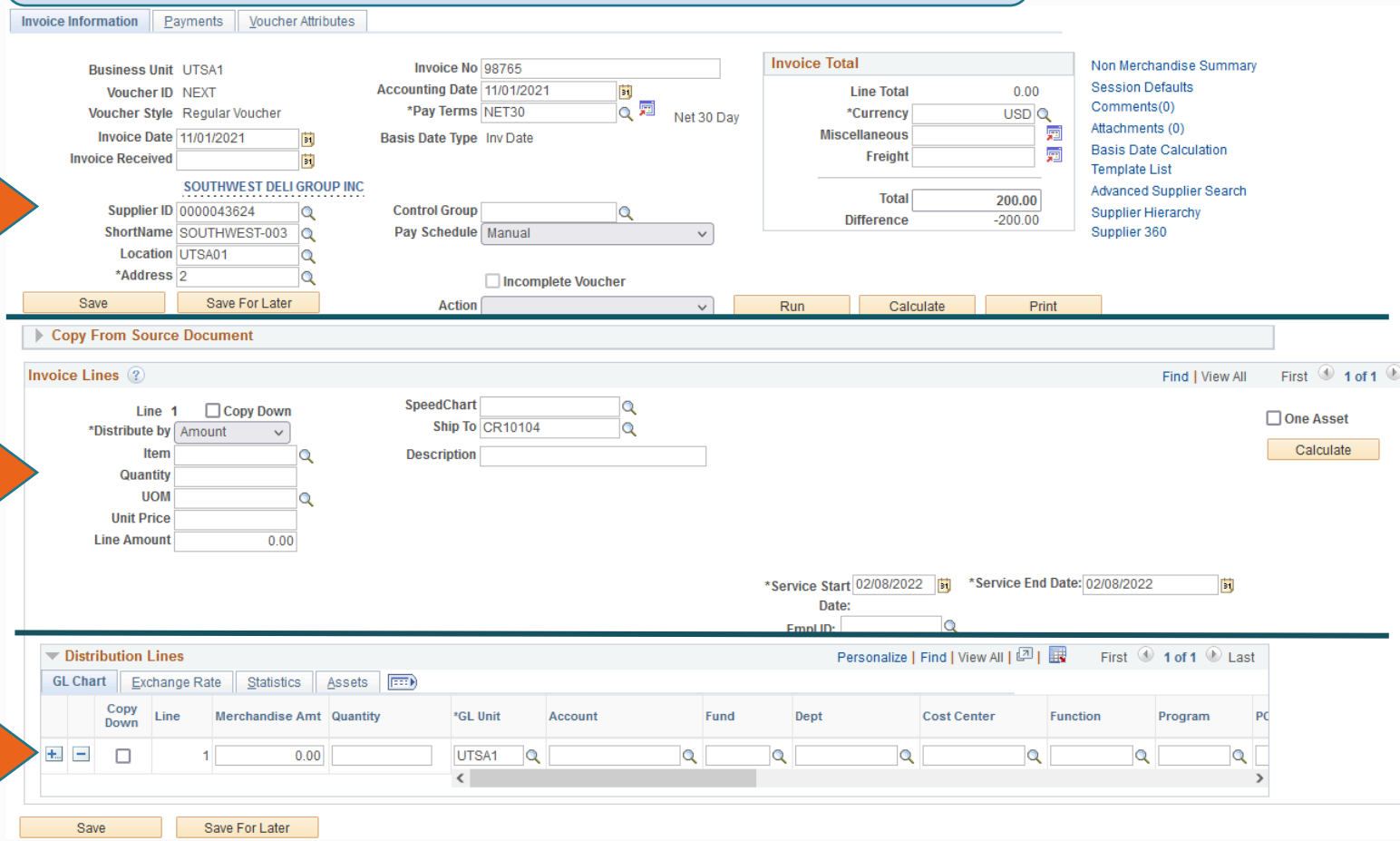
4. Enter **Estimated No. of Invoice Lines**

5. Select **Add**



Invoice Information Tab

Full View of Page Broken Down in three sections

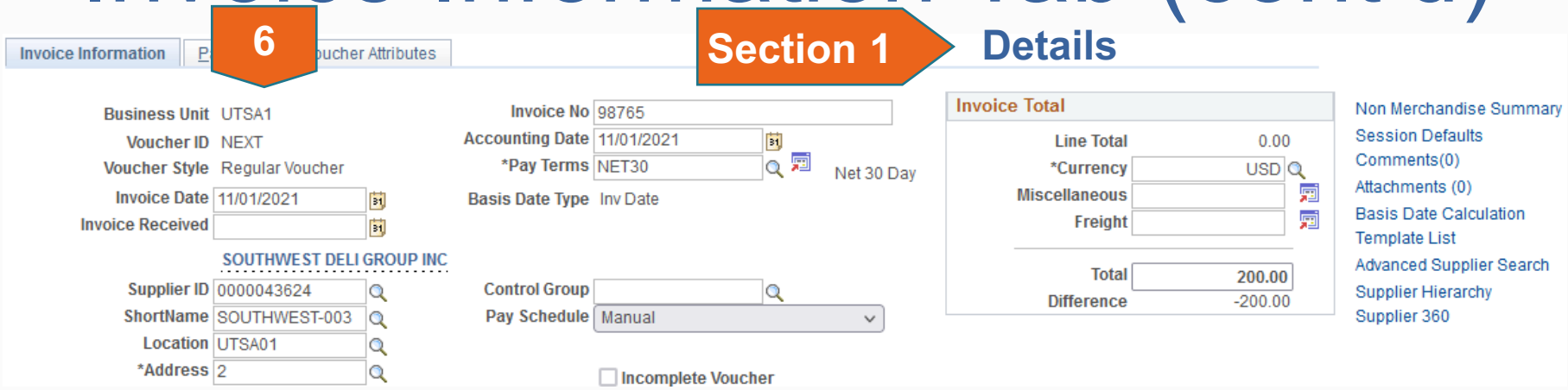


Section 1

Section 2

Section 3

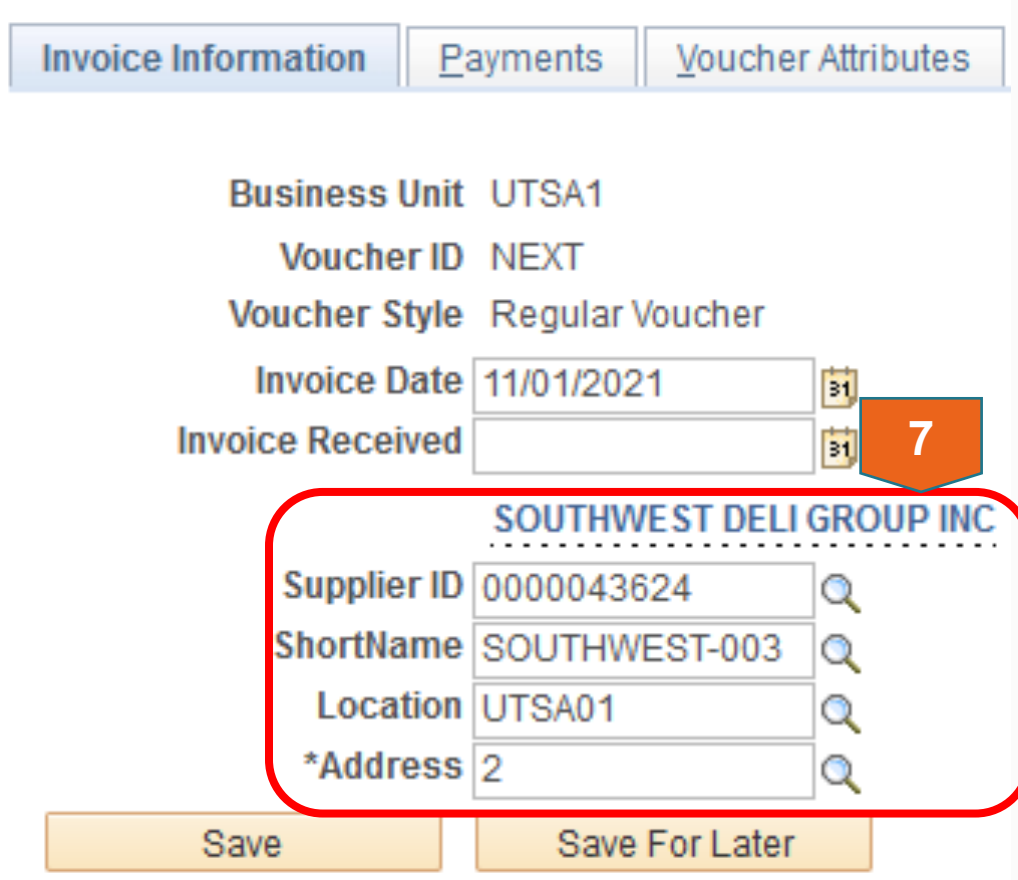
Invoice Information Tab (cont'd)



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

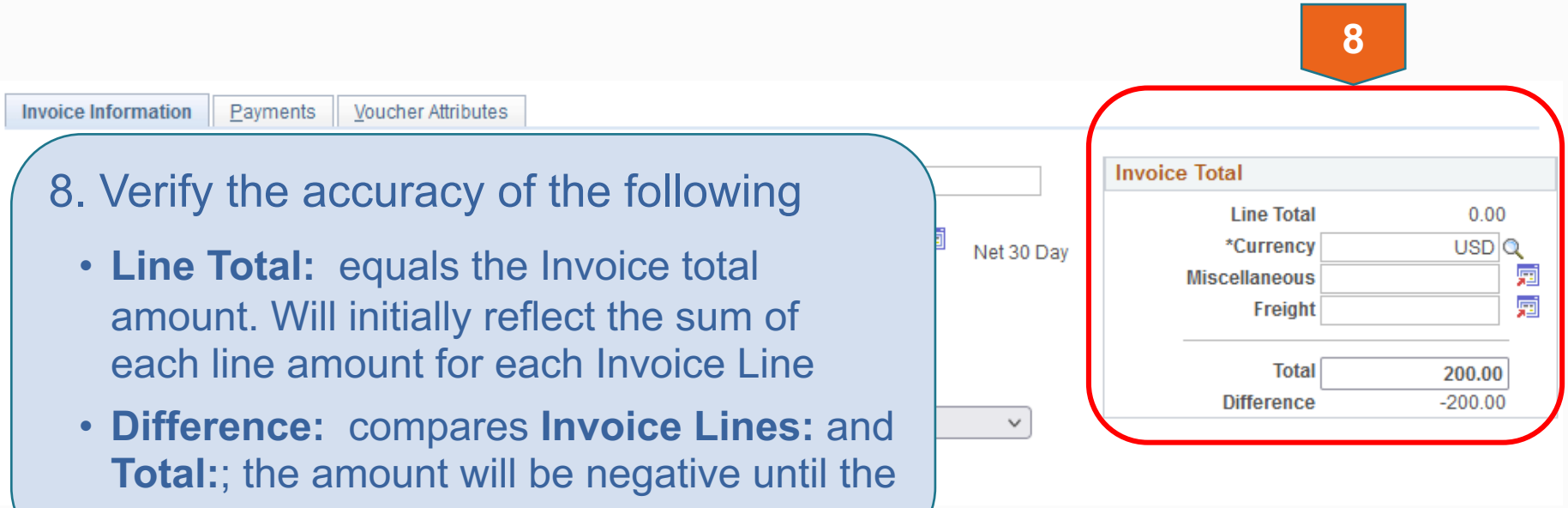
Invoice Information Tab (cont'd)



7. Verify the accuracy of the following

- **Supplier ID:** & **ShortName:** match the intended vendor being paid
- **Location:** equals "UTSA01" or "UTSA-PW-1"
- **Address:** remittance address on the invoice

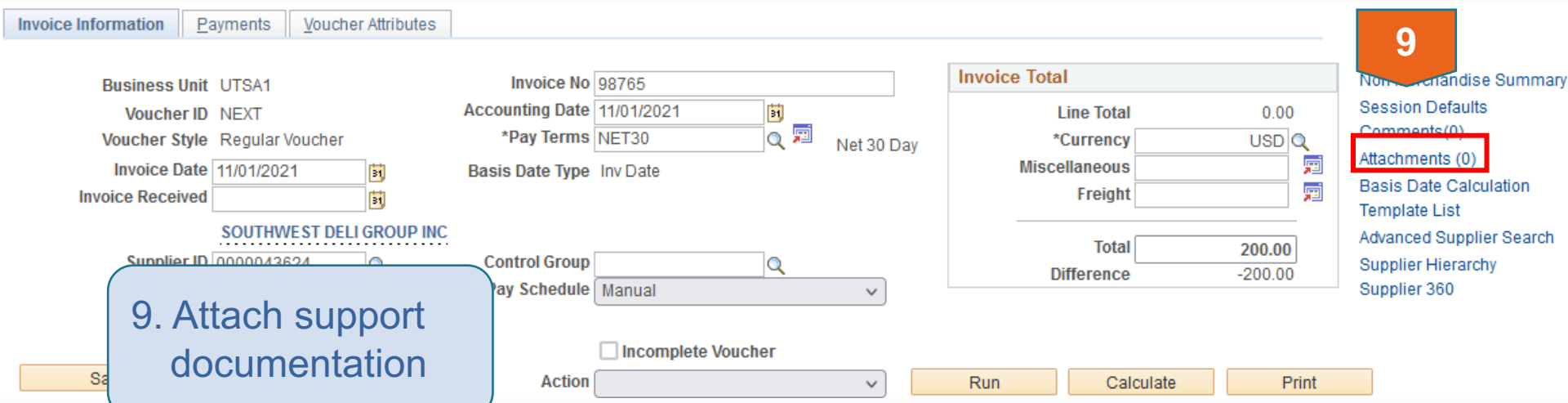
Invoice Information Tab (cont'd)



8. Verify the accuracy of the following

- **Line Total:** equals the Invoice total amount. Will initially reflect the sum of each line amount for each Invoice Line
- **Difference:** compares **Invoice Lines:** and **Total:**; the amount will be negative until the invoice lines are distributed

Invoice Information Tab (cont'd)

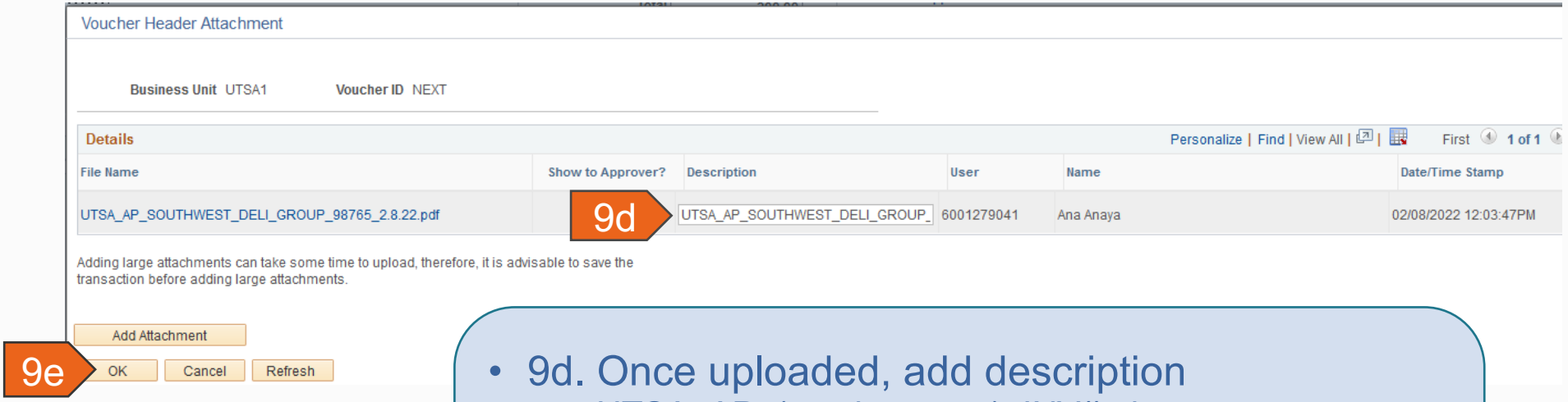


9. Attach support documentation

Invoice Information Tab (cont'd)

- 9a. Once the **Add Attachment** has been pressed
- 9b. Another screen will prompt the user to **Browse** for the support documentation
- 9c. Upon locating the support documentation, **Upload**

Invoice Information Tab (cont'd)



- 9d. Once uploaded, add description
  - UTSA_AP_(vendor name)_INV#_date
  - UTSA_AP_Service Agreement_(vendor name)date
- 9e. Press **OK**, the documents have been successfully attached

Scanning Requirements

- Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Requests.
- All supporting documentation must be scanned and individually attached to electronic voucher by “type of document or category” (e.g. invoice, TRS form plus travel receipts, signed contract or service agreement, BEF plus required receipts, entire One Card payment)
- Limit each scanned file to no more than 30-40 pages

Scanning Requirements

- Must use “type of document and vendor/employee name” as part of naming convention for quick identification – see examples below:

  UTSA_AP_TRS_John Smith

  UTSA_AP_BEF_Catering Kate

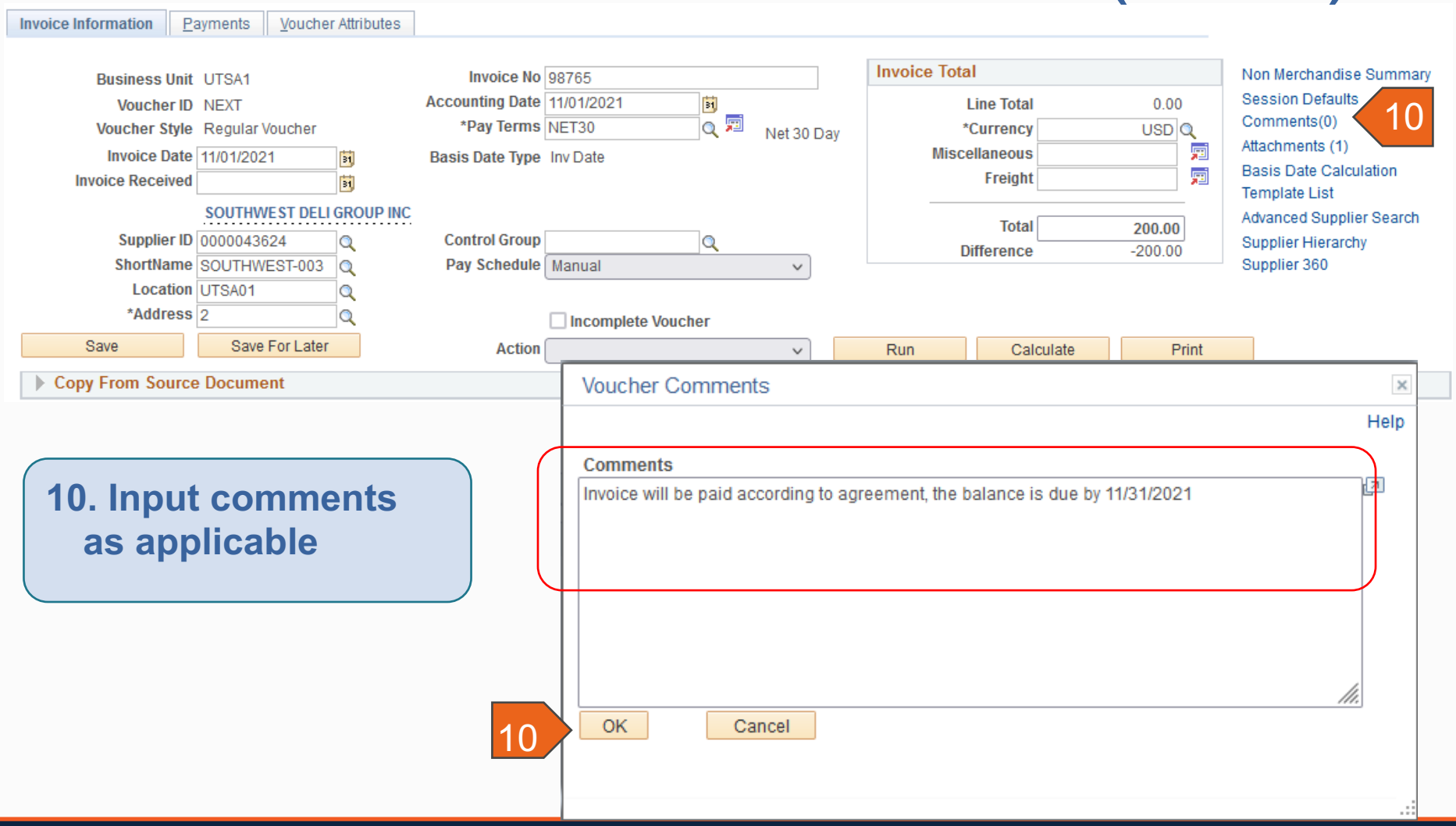
  UTSA_AP_Service Agreement_Rowdy

  UTSA_AP_OneCard_M.Morgan

- Must scan documents in “sequential/consecutive order” (pg1, pg 2, pg 3, pg 4; One Card part 1, One Card part 2, etc.).

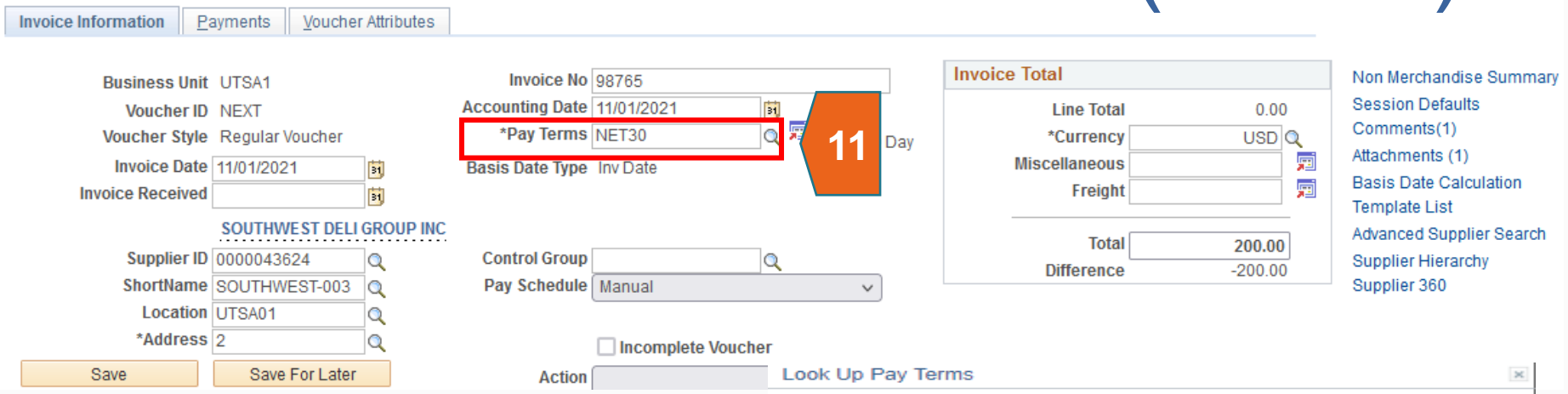
- Layout image must be in upright position and ready for viewing. Documents must be legible. If document are not legible, they will be returned for re-scanning

Invoice Information Tab (con't)

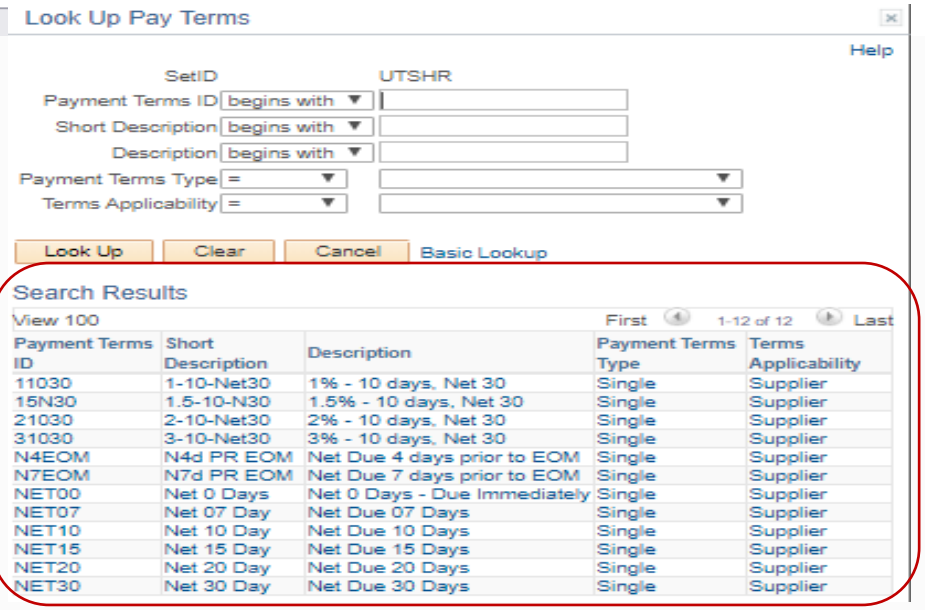


10. Input comments as applicable

Invoice Information Tab (cont'd)

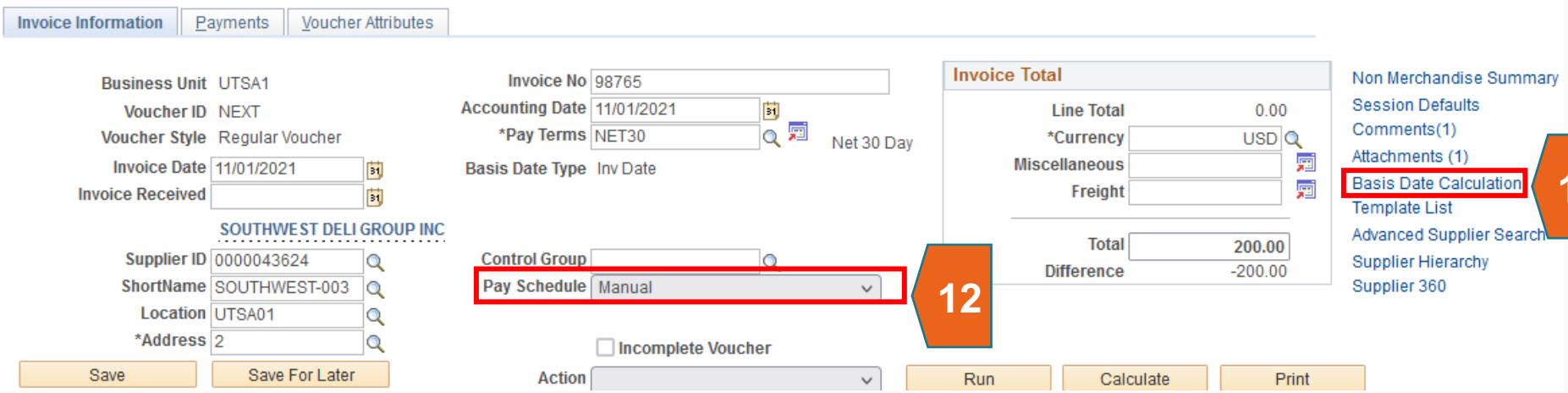


11. Pay Terms defaults to **NET30,** on occasions other options will need to be used



Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
11030	1-10-Net30	1% - 10 days, Net 30	Single	Supplier
15N30	1.5-10-N30	1.5% - 10 days, Net 30	Single	Supplier
21030	2-10-Net30	2% - 10 days, Net 30	Single	Supplier
31030	3-10-Net30	3% - 10 days, Net 30	Single	Supplier
N4EOM	N4d PR EOM	Net Due 4 days prior to EOM	Single	Supplier
N7EOM	N7d PR EOM	Net Due 7 days prior to EOM	Single	Supplier
NET00	Net 0 Days	Net 0 Days - Due Immediately	Single	Supplier
NET07	Net 07 Day	Net Due 07 Days	Single	Supplier
NET10	Net 10 Day	Net Due 10 Days	Single	Supplier
NET15	Net 15 Day	Net Due 15 Days	Single	Supplier
NET20	Net 20 Day	Net Due 20 Days	Single	Supplier
NET30	Net 30 Day	Net Due 30 Days	Single	Supplier

Invoice Information Tab (cont'd)

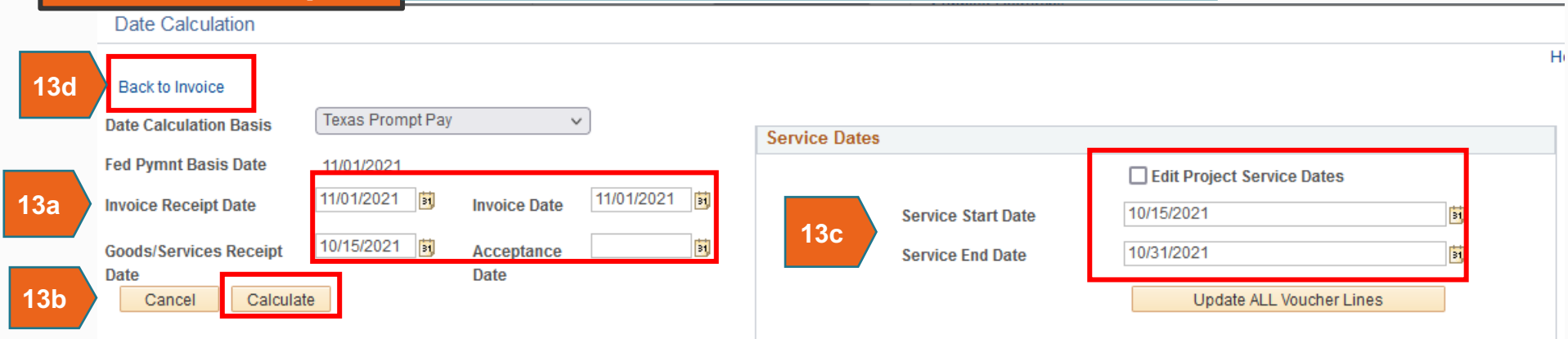


12. **Pay Schedule** equals "Manual"
13. Select to decide **Basis Date Calculation**

Invoice Information Tab (cont'd)

Details of Step 13

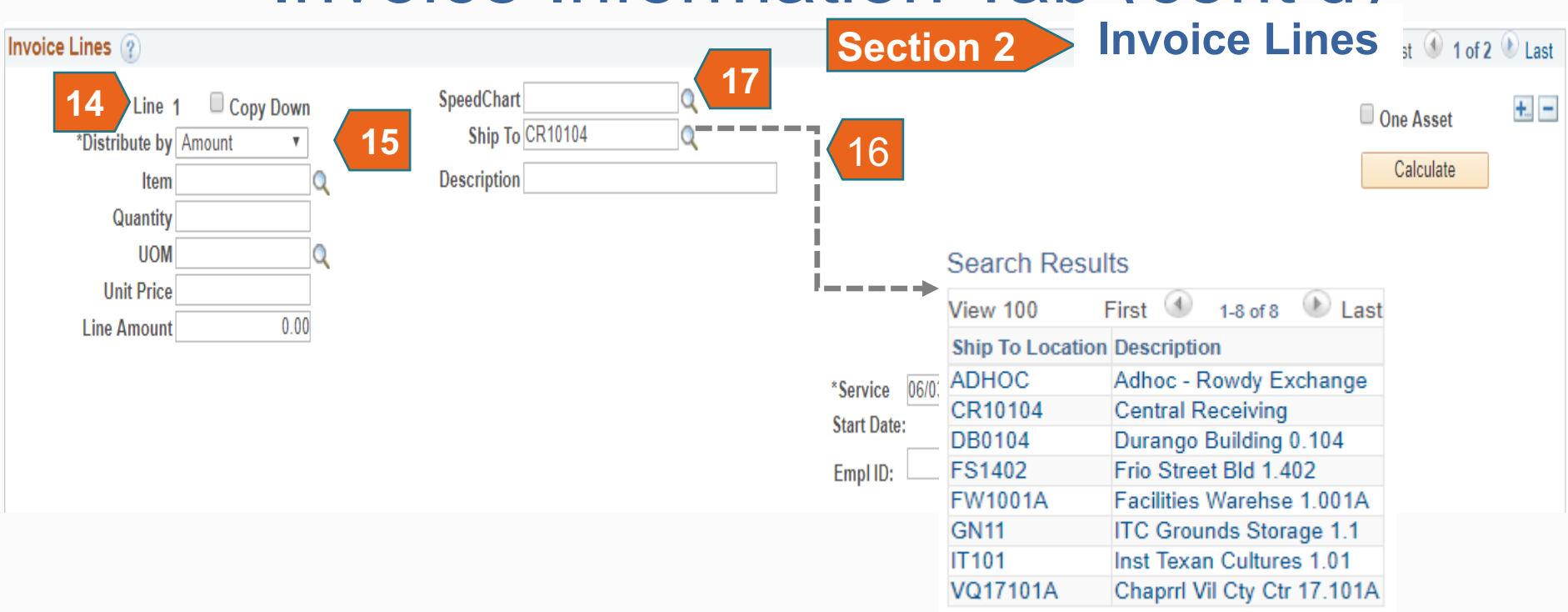
Defaults to Texas Prompt Pay



13a. Enter **Invoice Receipt Date** and **Goods/Service Receipt Date**
13b. Select **Calculate** to derive at the **Pymt 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

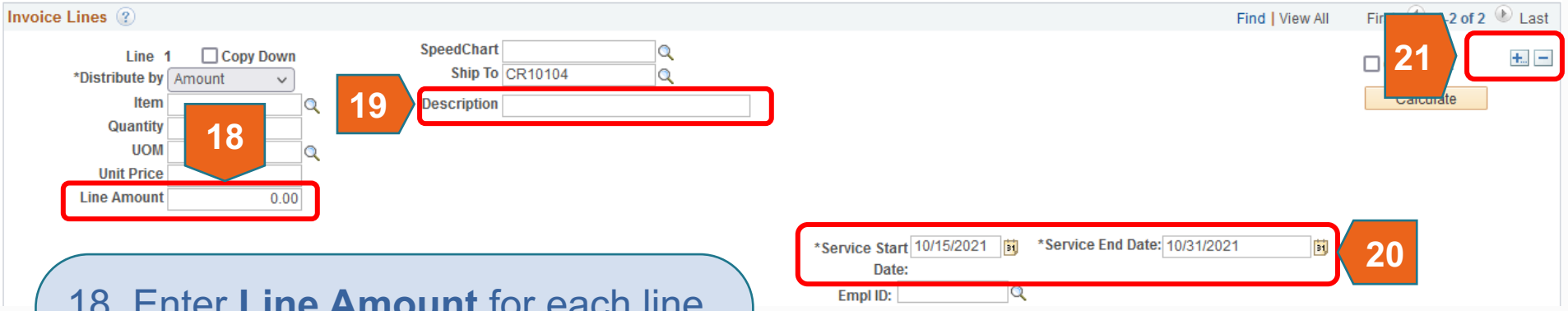
Note: The **Invoice Date** will be carried over from the Invoice Information Tab
Acceptance Date isn't required to calculate the **Pymnt Basis Date**

Invoice Information Tab (cont'd)



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**

Invoice Information Tab (cont'd)

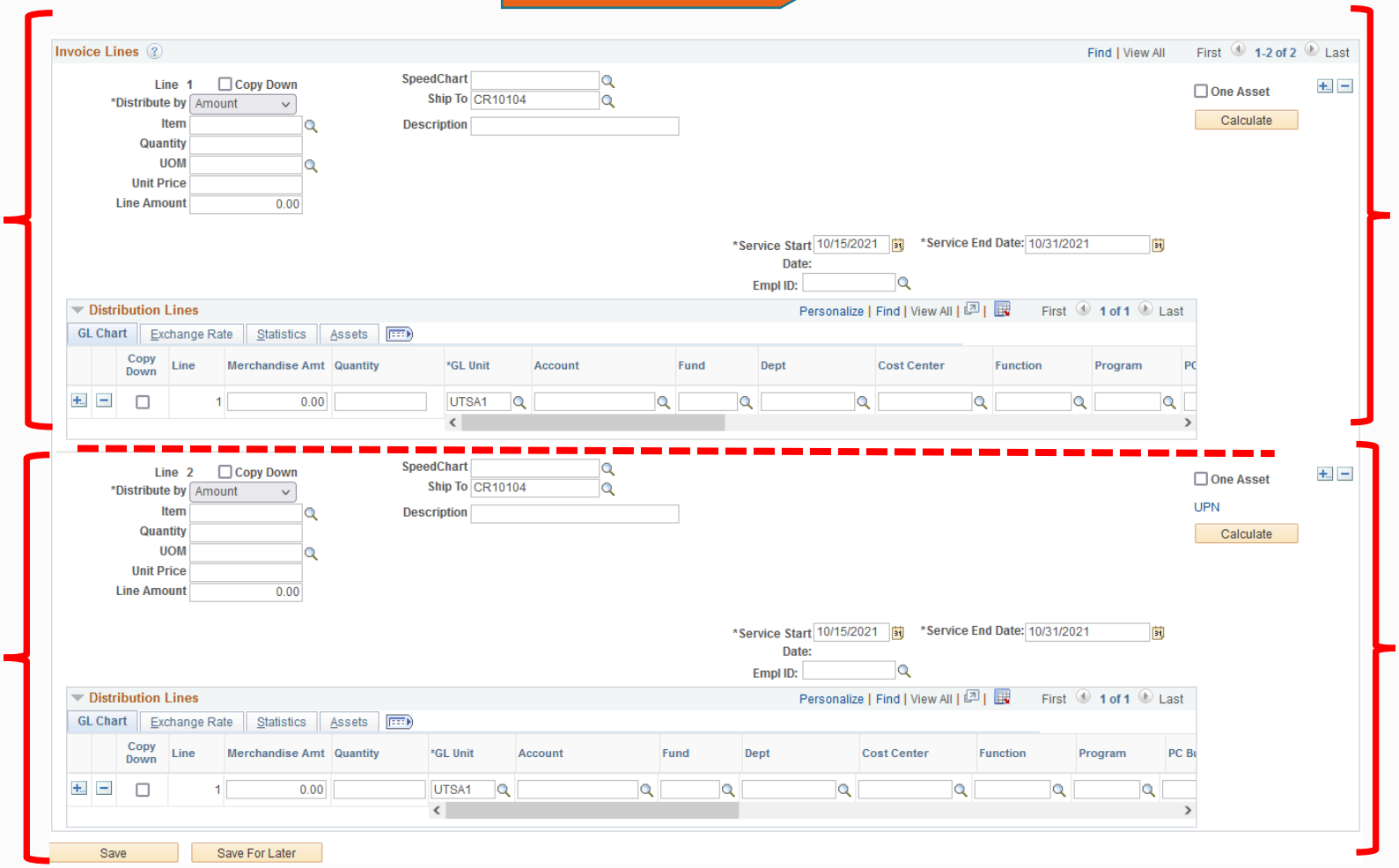


18. Enter **Line Amount** for each line
19. Enter **Description** of Goods/ Services
20. **Verify Service Start Date** & **Service End Dates**
21. Add **(+)** or Delete **(-)** Invoice Lines, as necessary, to pay from different funding sources

Invoice Information Tab (cont'd)

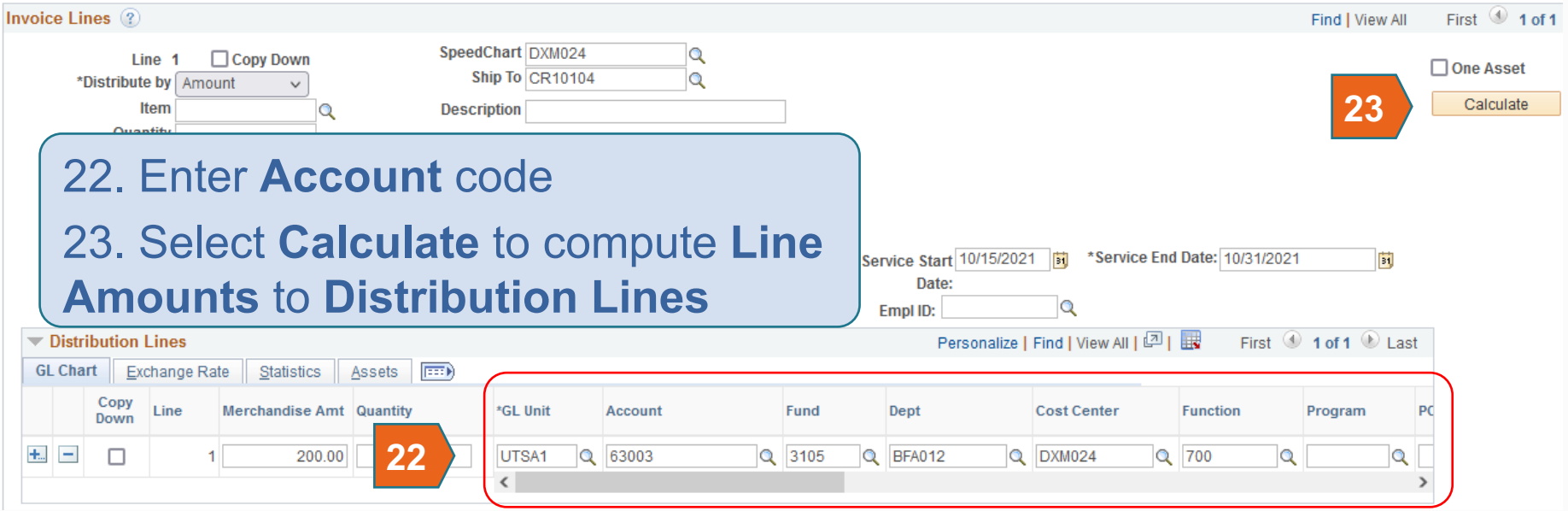
Each Line has a dedicated Distribution Line

Section 2 & 3 **View of Multiple Lines**

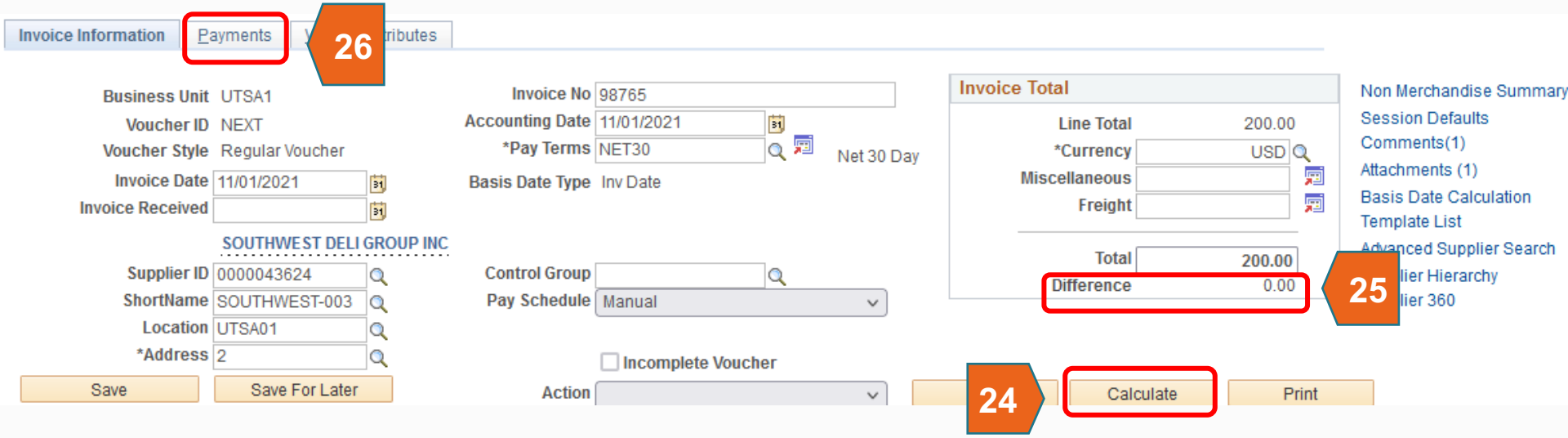


Invoice Information Tab (cont'd)

Section 3 **Distribution Lines**

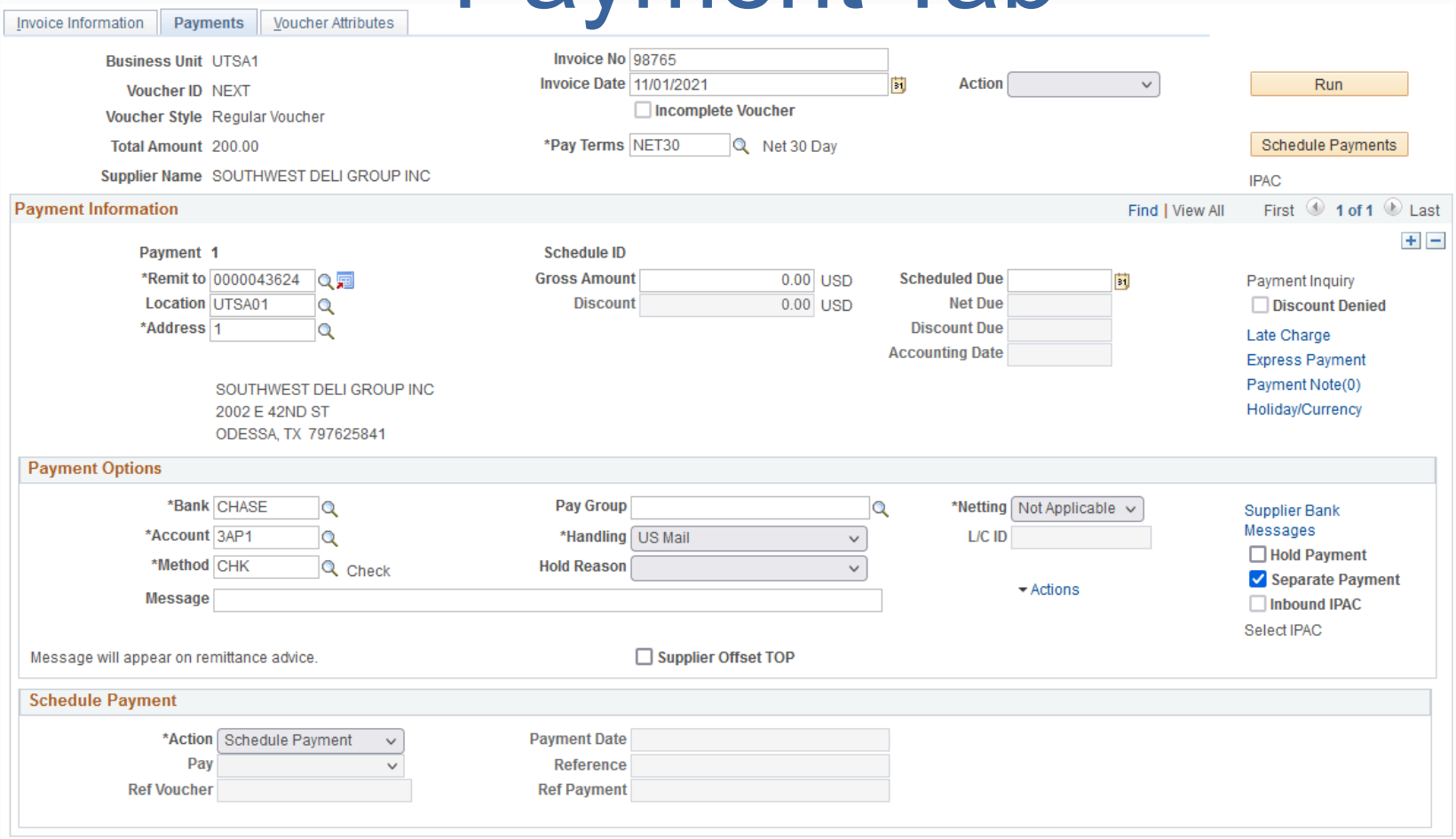


Invoice Information Tab (cont'd)



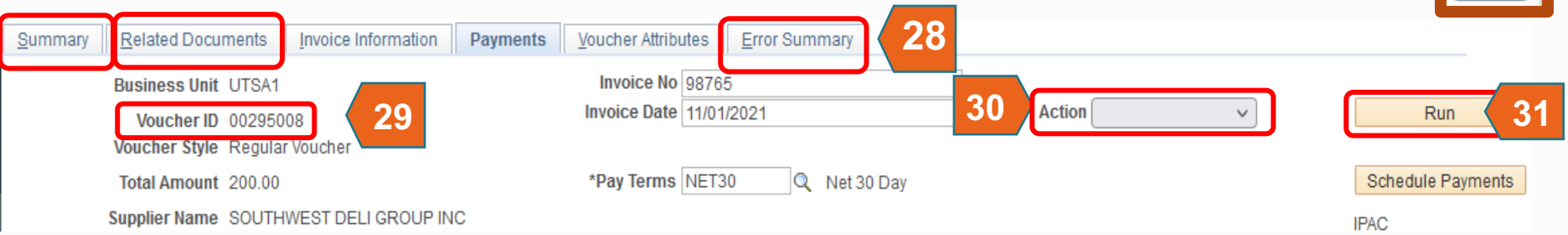
24. Click the **Calculate** button located approximately 1/3 from top of the page; review and/or correct any discrepancies, as needed.
25. Ensure the **Difference** equal "0.00"
26. Select **Payments** Tab

Payment Tab

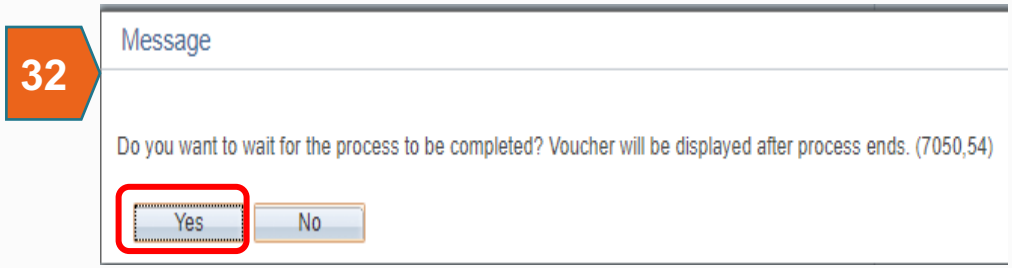


27. Review payment information and select **Save**.

Payment Tab (cont.)

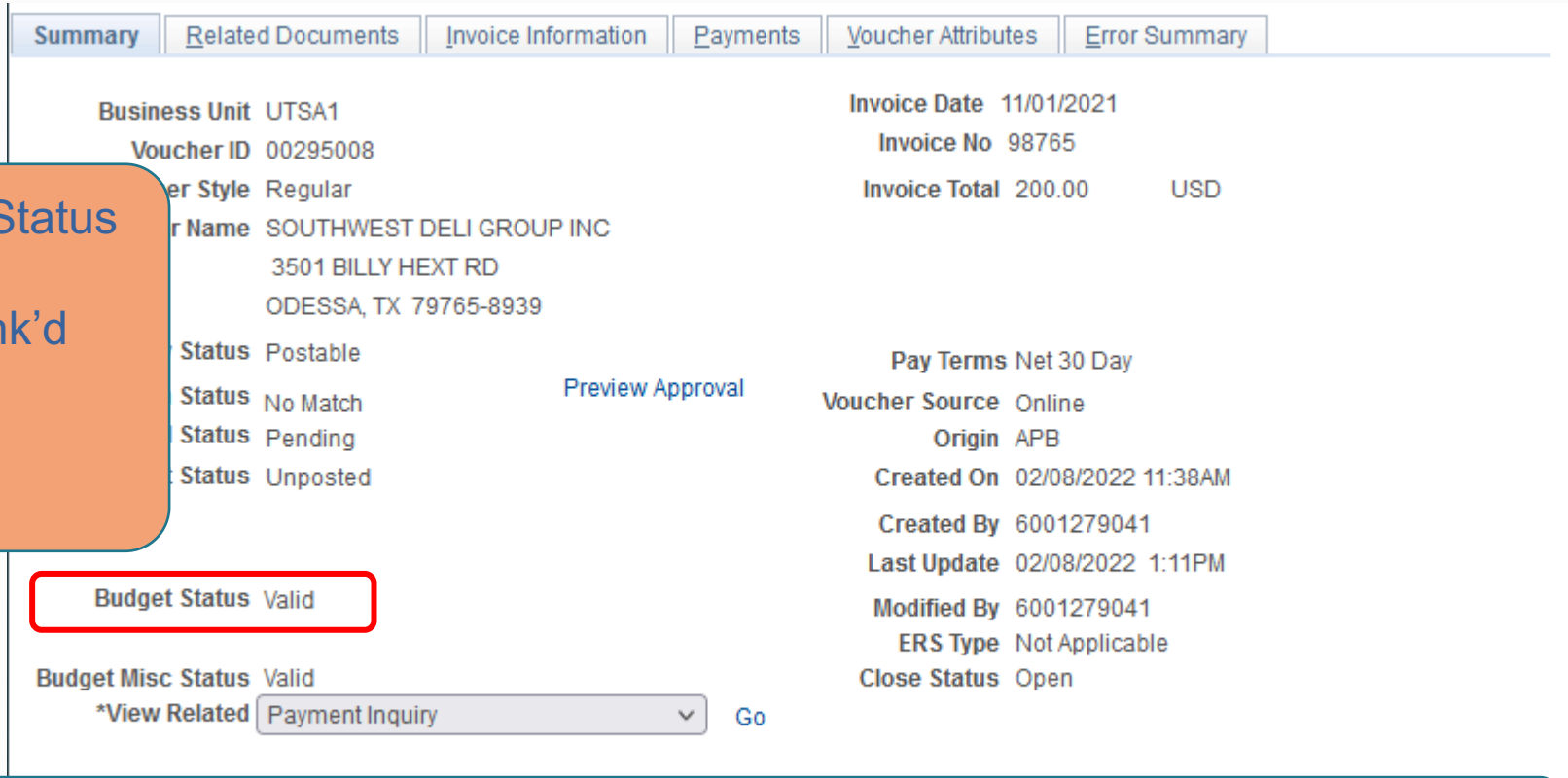


28. Three additional Tabs are displayed
29. A **Voucher ID** is assigned
30. Go to **Action;** select **Budget Checking**
31. Select **Run**
32. Select **Yes** from the pop-up message



Summary Tab Budget Checking

Budget Status
- Valid
- Not Chk'd
- Error



- On Summary Tab verify **Budget Status**
- If Budget Error exists, you will need to correct before submission

Budget Errors

E1 Exceeds Budget Tolerance

No Budget or insufficient budget for this Chartstring

- Use a cost center that has available funds
- Cancel the document (requisition, voucher, travel authorization, etc.)
- Modify the amount or quantity ordered
- Request a budget adjustment (if applicable)

E2 No Budget Exists

- Someone with authority does a budget transfer
- Use a cost center that has available funds
- Cancel the document (requisition, voucher, travel authorization, etc.)

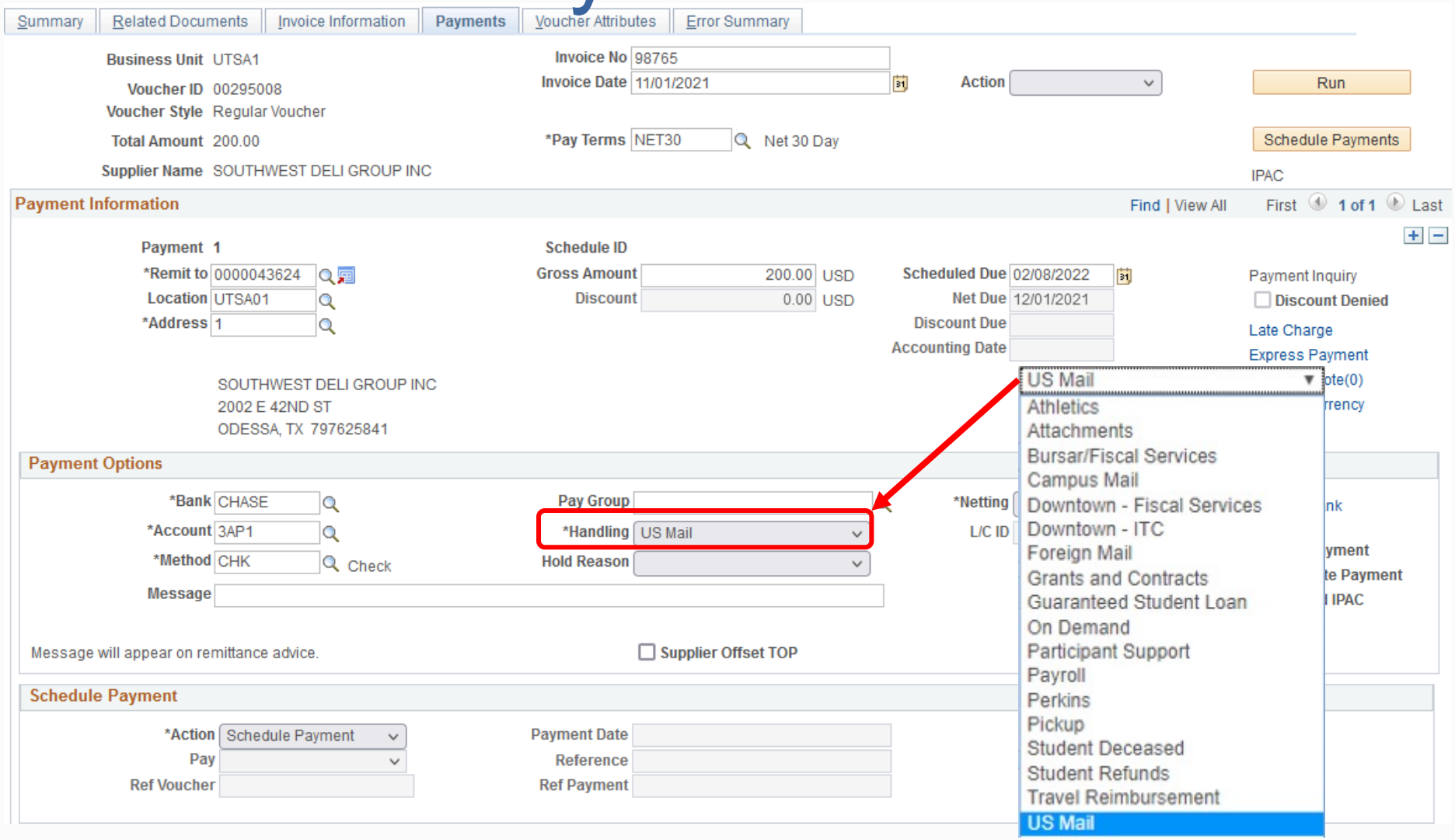
E6 Budget Date out of Bounds

Applicable to Grants and Plant budgets

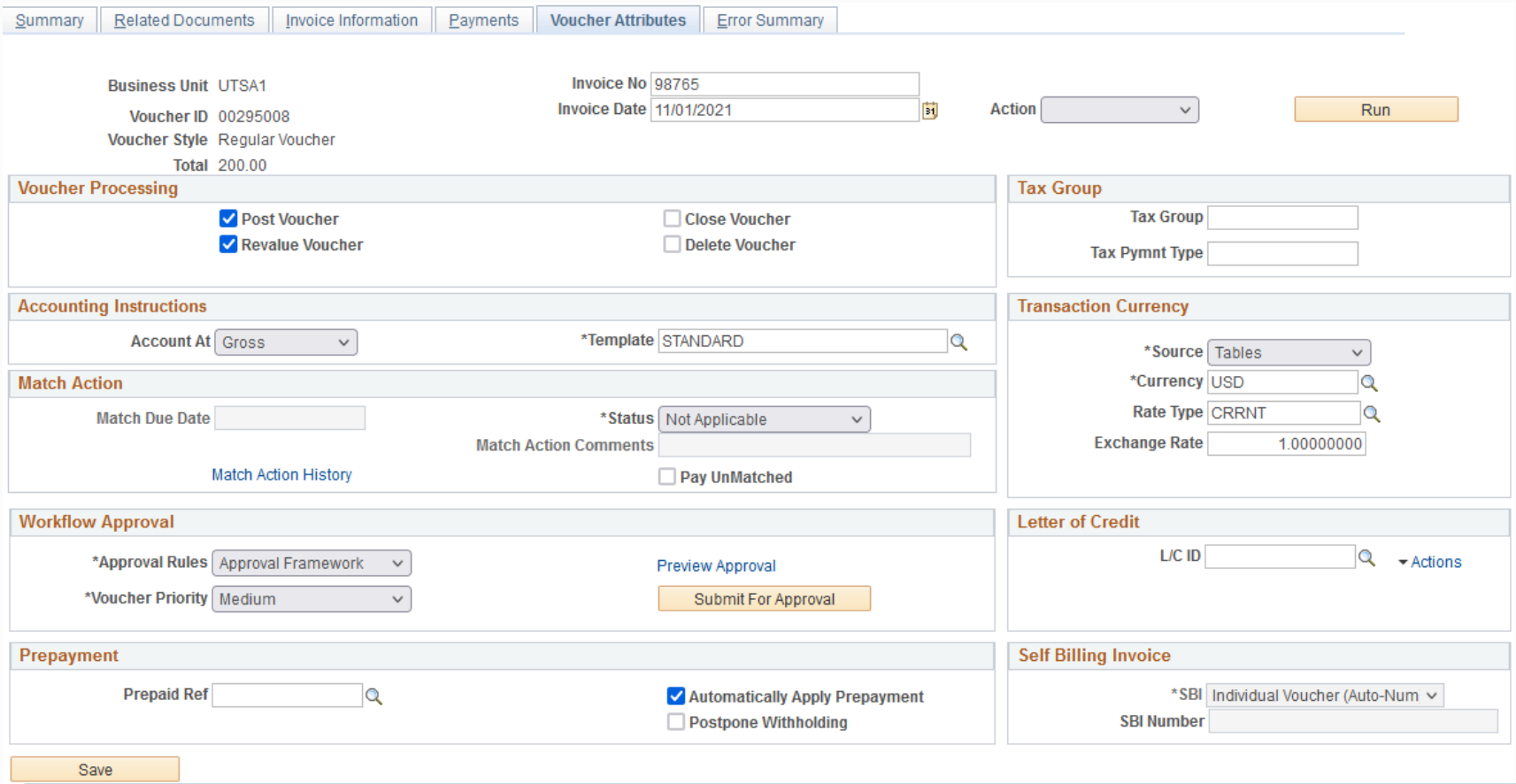
- Will need to change the Project charged
- Extends the dates for the Project
- Cancel the document (requisition, voucher, travel authorization, etc.)

www.utsa.edu/financialaffair/training/DTS/UTShareBudgetCheckingExceptionsExamples2.pdf
For additional Budget Exceptions in relation to AP vouchers

Payment Tab

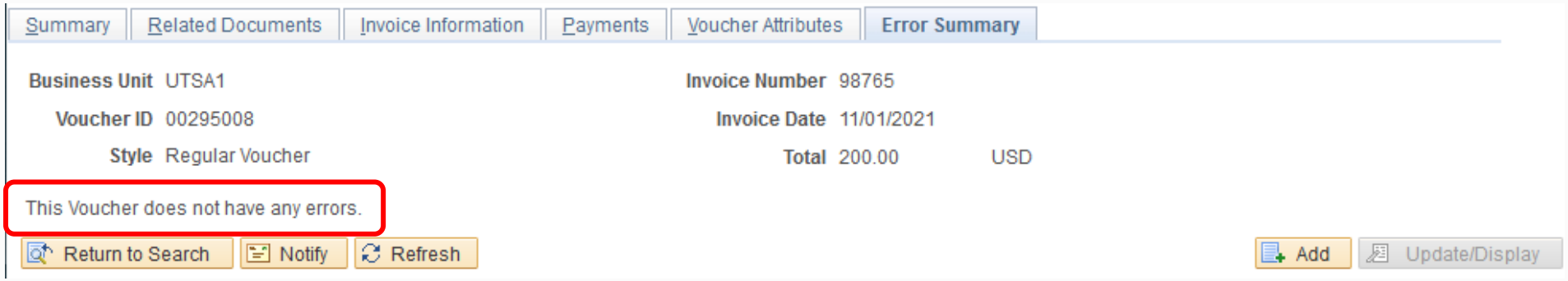

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Business Unit UTSA1
Voucher ID 00295008
Voucher Style Regular Voucher
Total Amount 200.00
Supplier Name SOUTHWEST DELI GROUP INC
Invoice No 98765
Invoice Date 11/01/2021
*Pay Terms NET30 Net 30 Day
Action
Run
Schedule Payments
IPAC
Payment Information
Find | View All
First 1 of 1 Last
Payment 1
*Remit to 0000043624
Location UTSA01
*Address 1
Schedule ID
Gross Amount 200.00 USD
Discount 0.00 USD
Scheduled Due 02/08/2022
Net Due 12/01/2021
Discount Due
Accounting Date
Payment Inquiry
Discount Denied
Late Charge
Express Payment
SOUTHWEST DELI GROUP INC
2002 E 42ND ST
ODESSA, TX 797625841
US Mail
Athletics
Attachments
Bursar/Fiscal Services
Campus Mail
Downtown - Fiscal Services
Downtown - ITC
Foreign Mail
Grants and Contracts
Guaranteed Student Loan
On Demand
Participant Support
Payroll
Perkins
Pickup
Student Deceased
Student Refunds
Travel Reimbursement
US Mail
Payment Options
*Bank CHASE
*Account 3AP1
*Method CHK Check
Message
Pay Group
*Handling US Mail
Hold Reason
*Netting
L/C ID
Message will appear on remittance advice.
Supplier Offset TOP
Schedule Payment
*Action Schedule Payment
Pay
Ref Voucher
Payment Date
Reference
Ref Payment

Voucher Attributes Tab



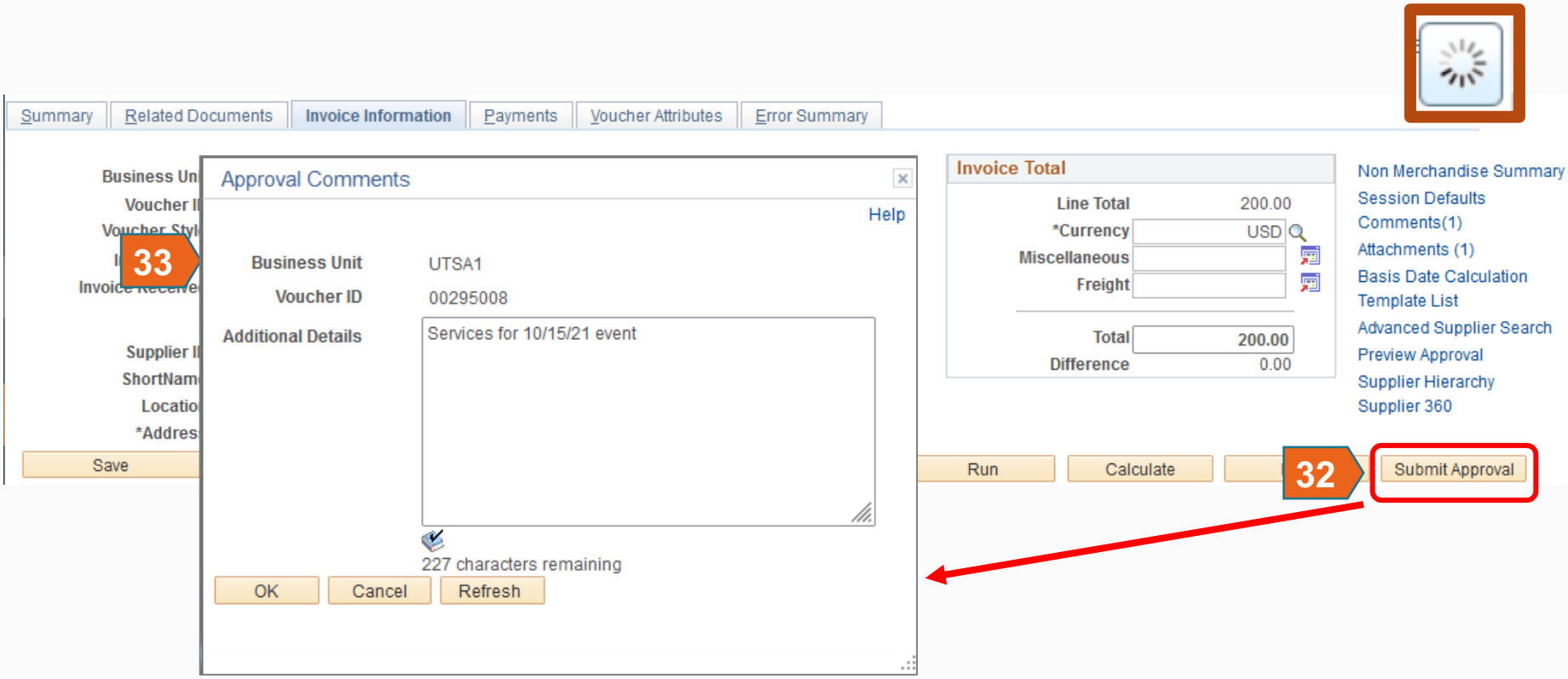
Note: Pay Cycle is processed daily (ACH) at noon; the printing of checks is processed two times a week (Tues/Fri).
An additional location for Submit for Approval

Error Summary Tab



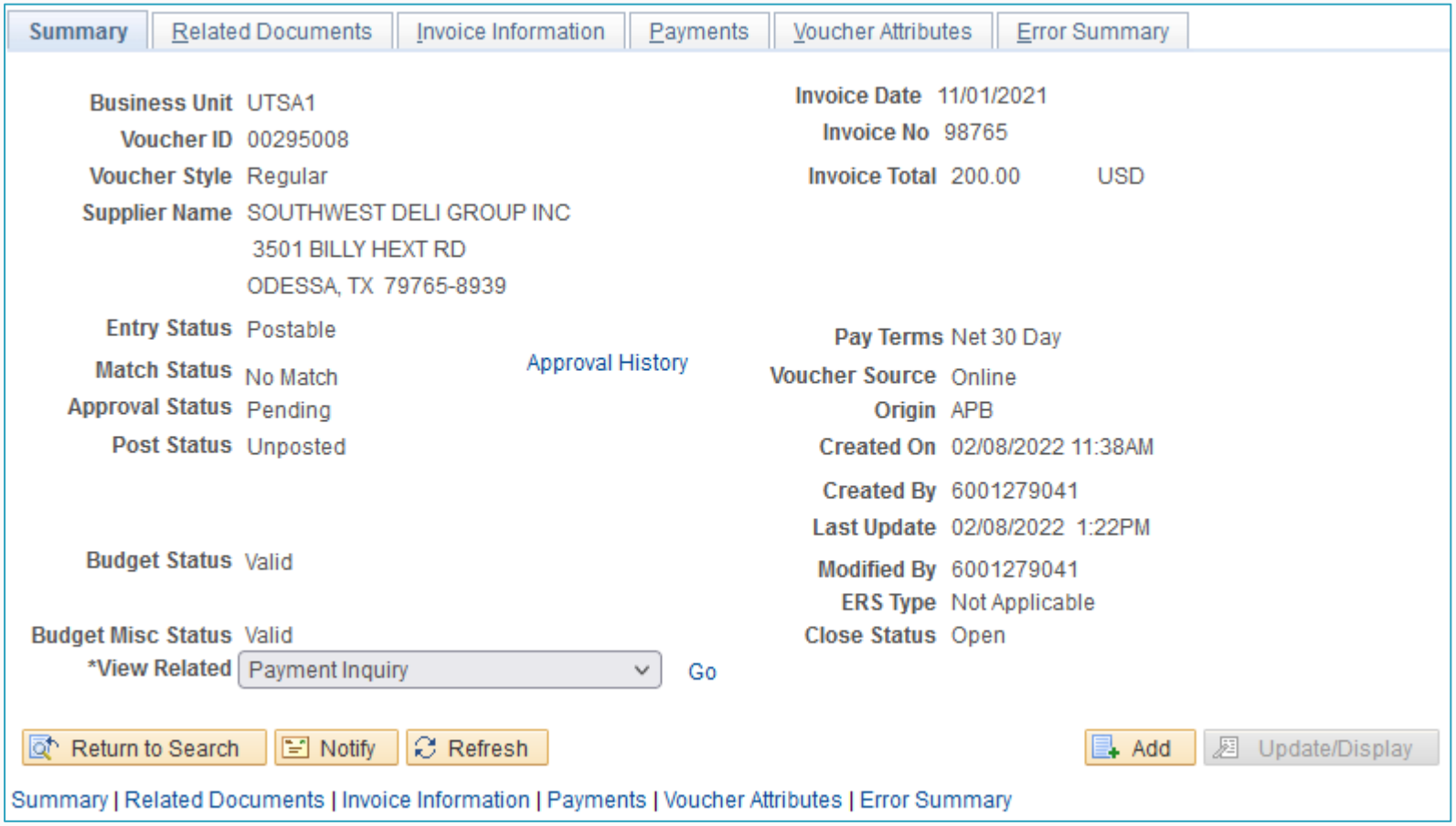
This **Tab** will display any errors that exist in the voucher; if successfully Created, Saved, Budget Checked and Assigned a Voucher ID, there will not be an error

Invoice Information Tab

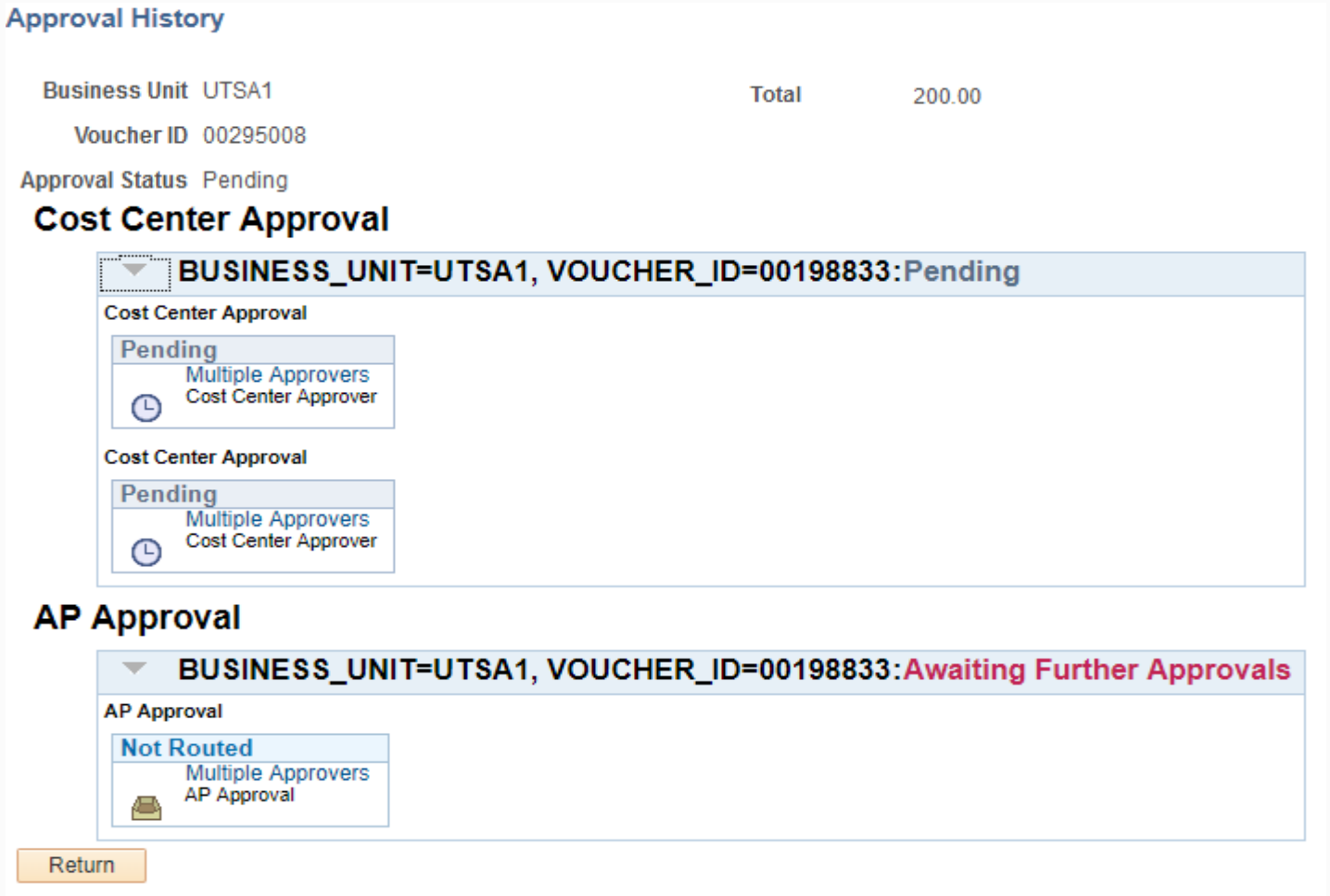


32. Select **Submit For Approval**
33. Able to enter approval comments before submitting, then click **OK**

Summary Tab


Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Business Unit UTSA1
Voucher ID 00295008
Voucher Style Regular
Supplier Name SOUTHWEST DELI GROUP INC
3501 BILLY HEXT RD
ODESSA, TX 79765-8939
Entry Status Postable
Match Status No Match
Approval Status Pending
Post Status Unposted
Approval History
Budget Status Valid
Budget Misc Status Valid
*View Related Payment Inquiry
Go
Invoice Date 11/01/2021
Invoice No 98765
Invoice Total 200.00 USD
Pay Terms Net 30 Day
Voucher Source Online
Origin APB
Created On 02/08/2022 11:38AM
Created By 6001279041
Last Update 02/08/2022 1:22PM
Modified By 6001279041
ERS Type Not Applicable
Close Status Open
Return to Search
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Summary Tab

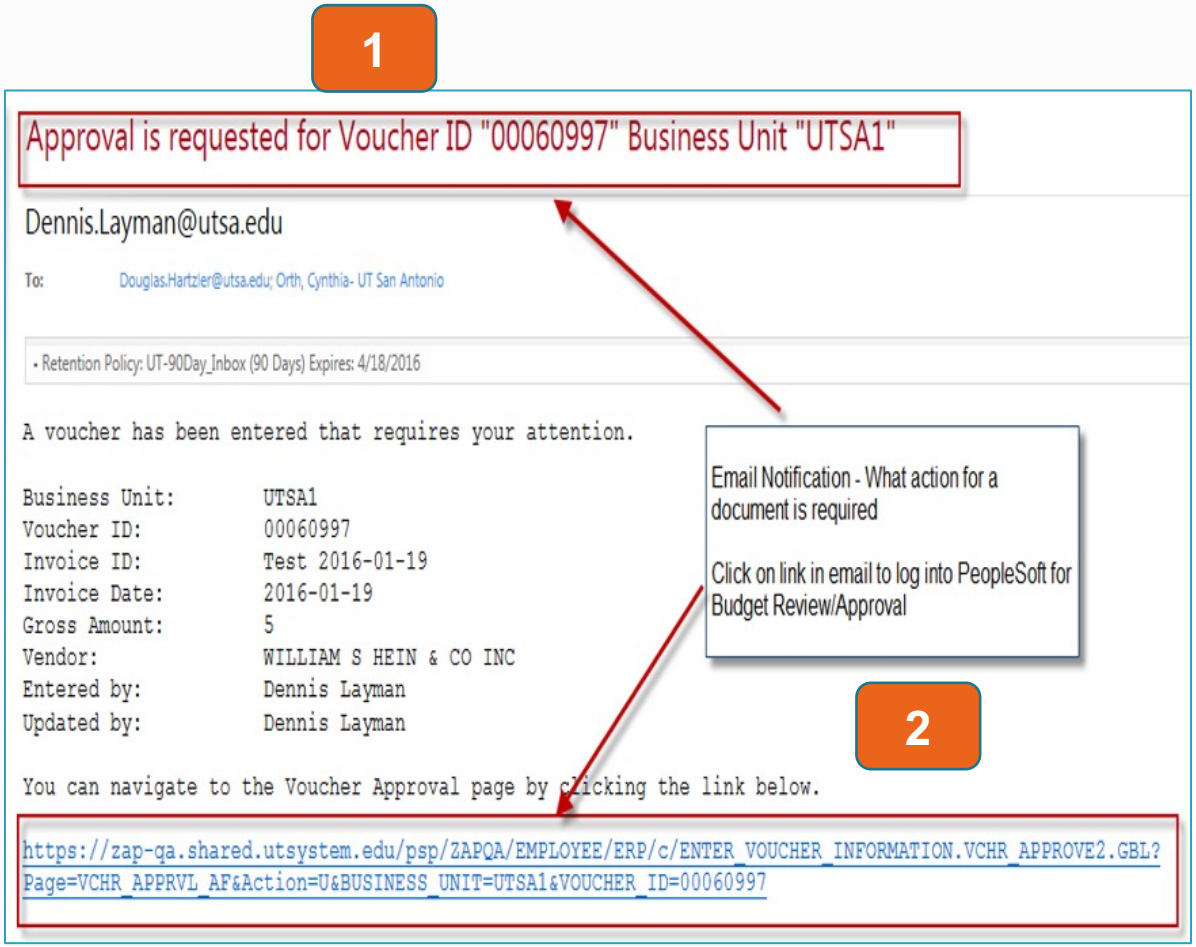

Approval History
Business Unit UTSA1
Voucher ID 00295008
Approval Status Pending
Total 200.00
Cost Center Approval
BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198833:Pending
Cost Center Approval
Pending
Multiple Approvers
Cost Center Approver
Cost Center Approval
Pending
Multiple Approvers
Cost Center Approver
AP Approval
BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198833:Awaiting Further Approvals
AP Approval
Not Routed
Multiple Approvers
AP Approval
Return

Time for
a break

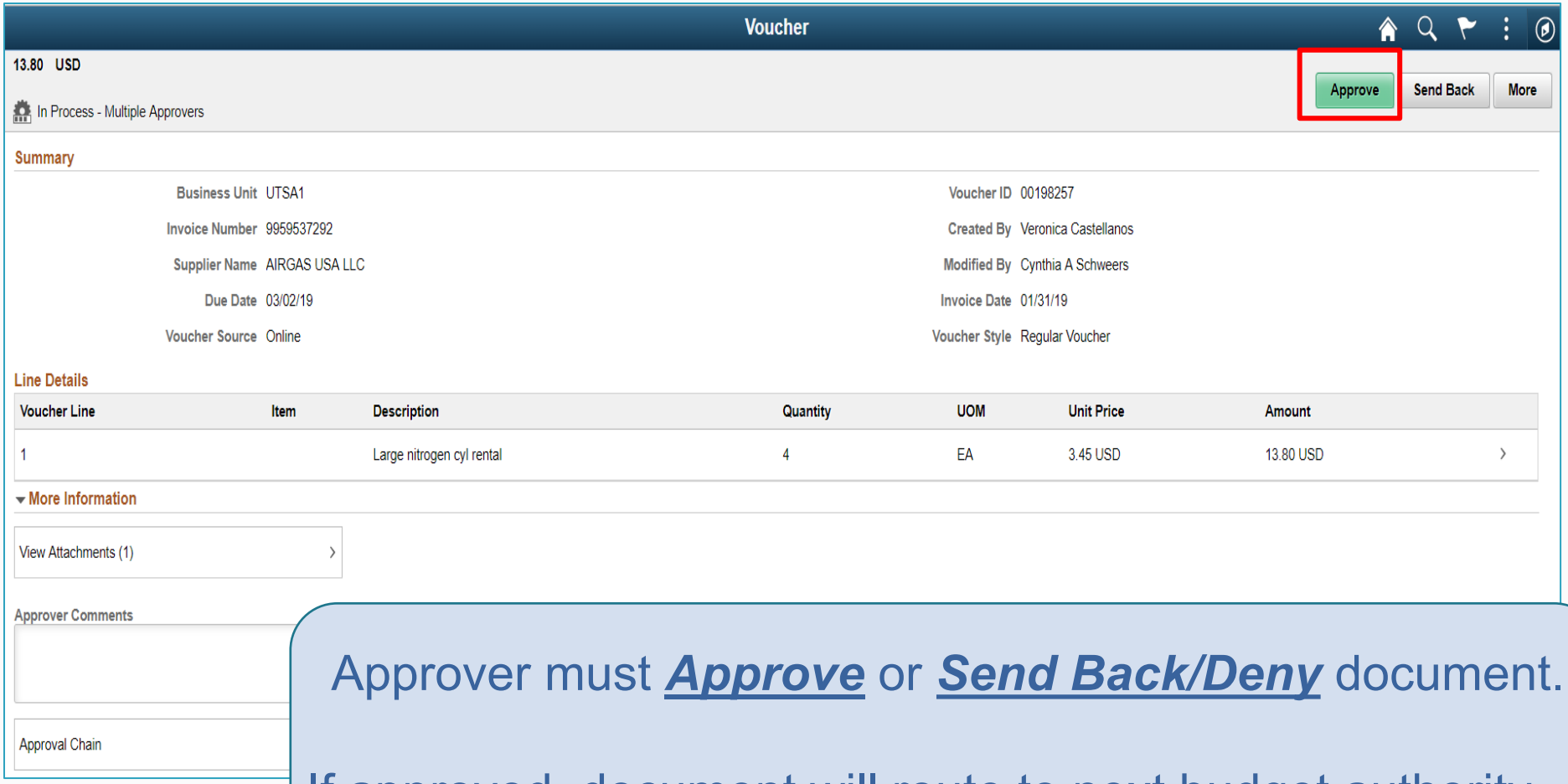
Processing Non-PO Voucher E-Notification

E-Notification

1. Requester will be able to follow history of voucher
2. Approver will receive e-notification from requester.



Processing Non-PO Voucher E-Notifications



Approver must ***Approve*** or ***Send Back/Deny*** document.

If approved, document will route to next budget authority

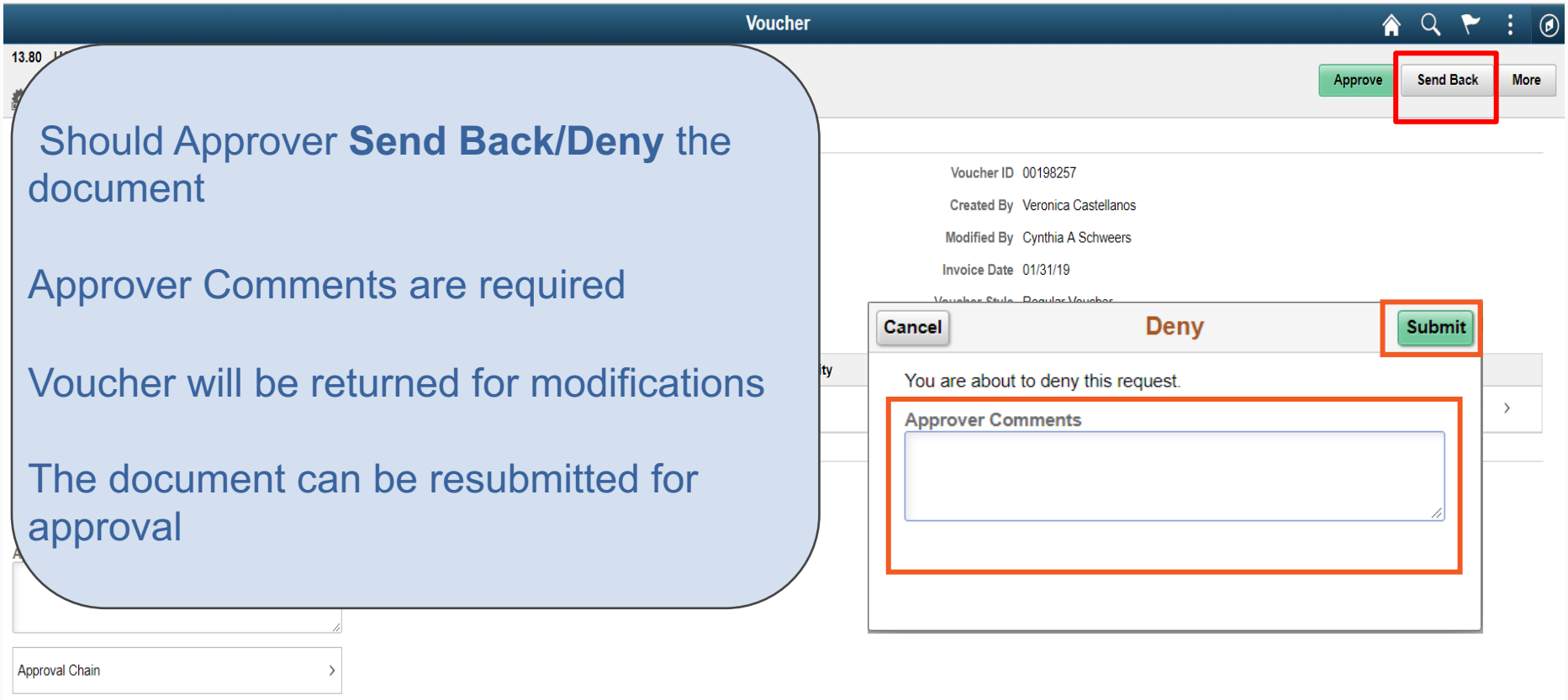
Processing Non-PO Voucher
E-Notification – Send Back/Deny

Should Approver **Send Back/Deny** the document

Approver Comments are required

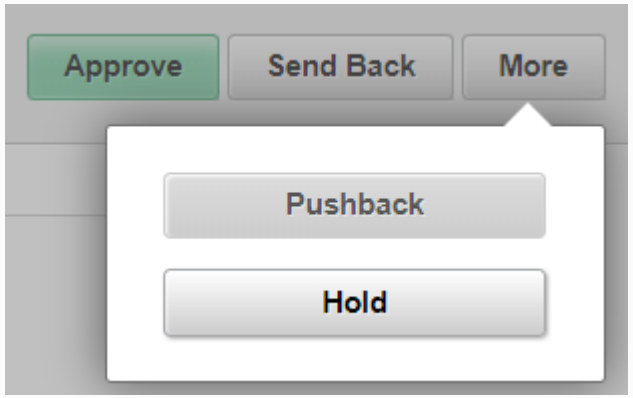
Voucher will be returned for modifications

The document can be resubmitted for approval



Processing Non-PO Voucher

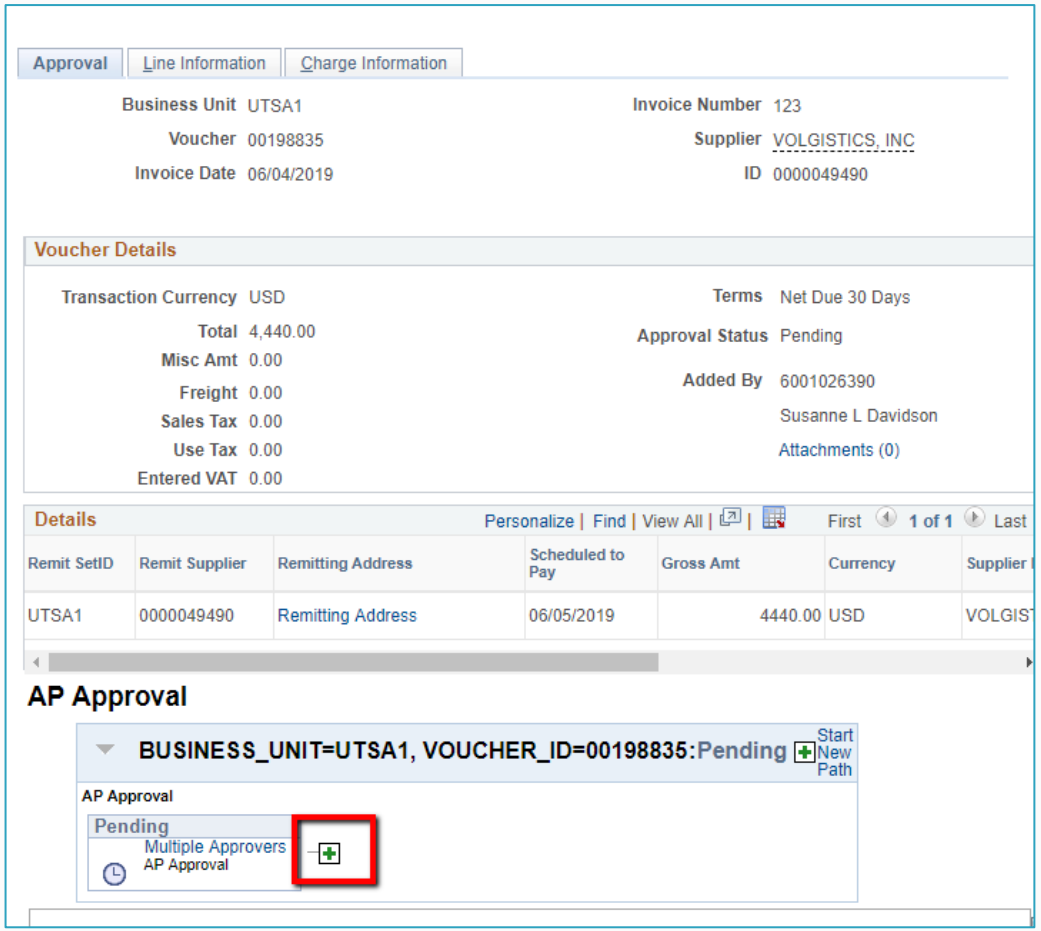
E-Notification Pushback



Note: Secondary approvers can push voucher approval back to prior approver for review.

Processing Non-PO Voucher

Adhoc Approver



Click on "**plus**" sign to adhoc another approver.

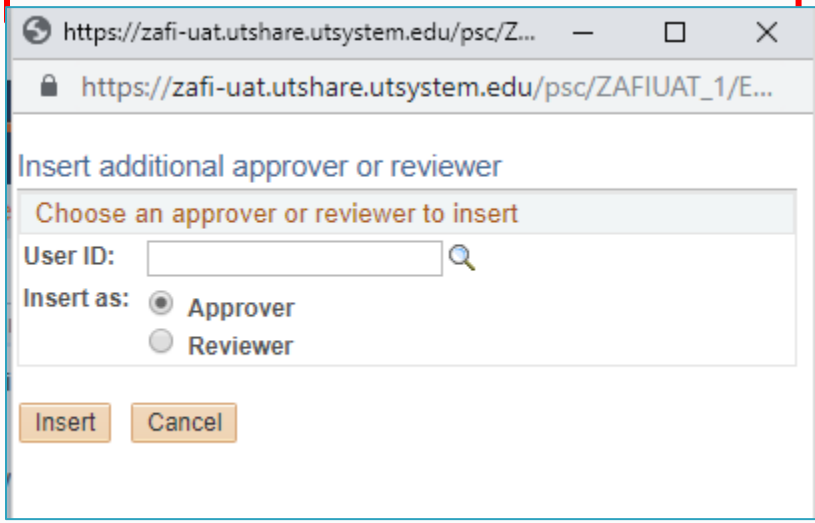
An approver can "ad hoc" another approver as either "**Reviewer**" or "**Approver**."

Key in **Employee ID** or use the **Search** Feature.

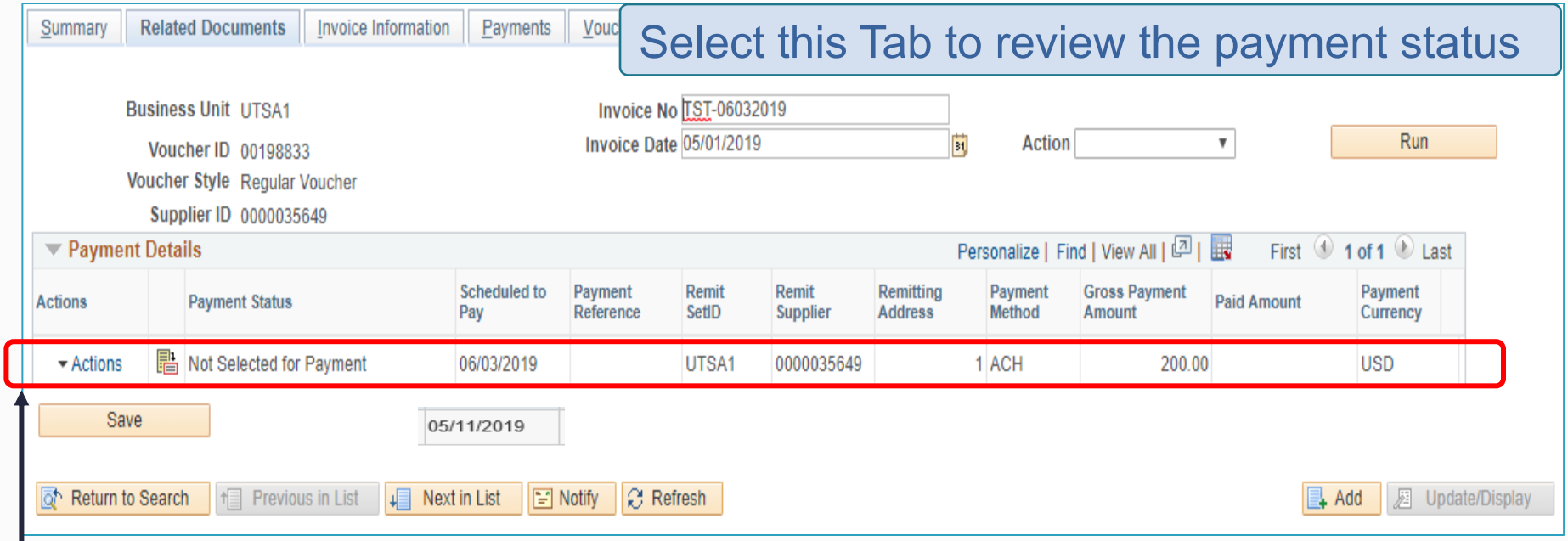
"**Reviewer**" option → viewing

"**Approver**" option → requires action

Click "**Insert**" button

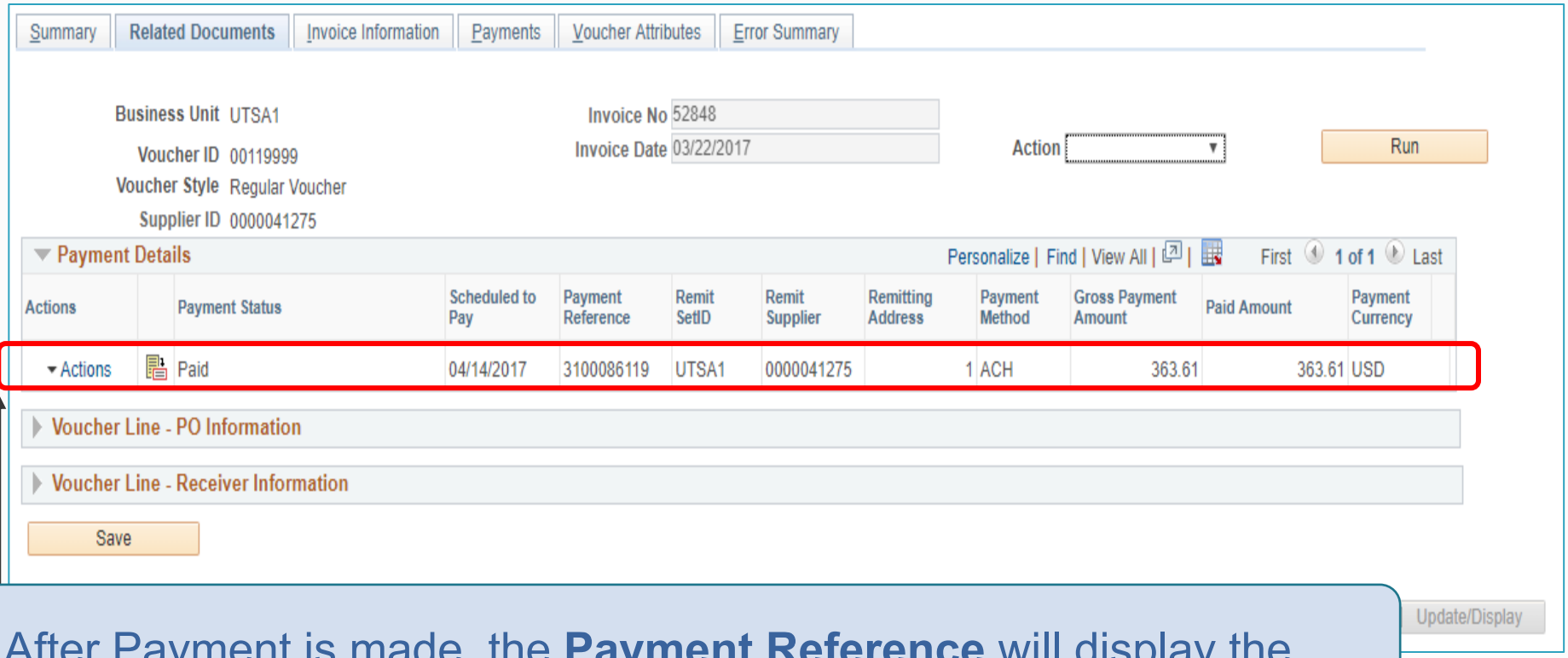


Related Documents Tab Payment Reference



After saving the voucher, the **Payment Status** will reflect "Not Selected for Payment" until the payment has been final approved and posted.

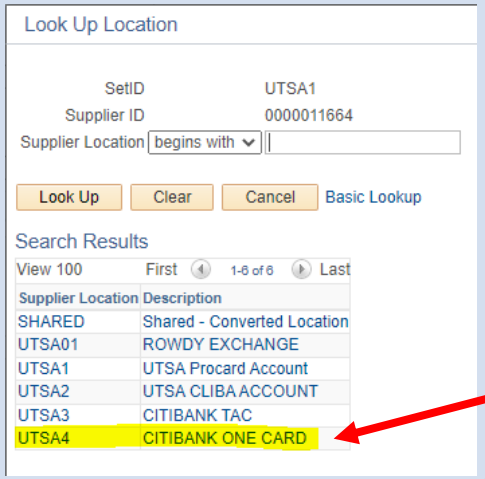
Related Documents Tab Payment Reference

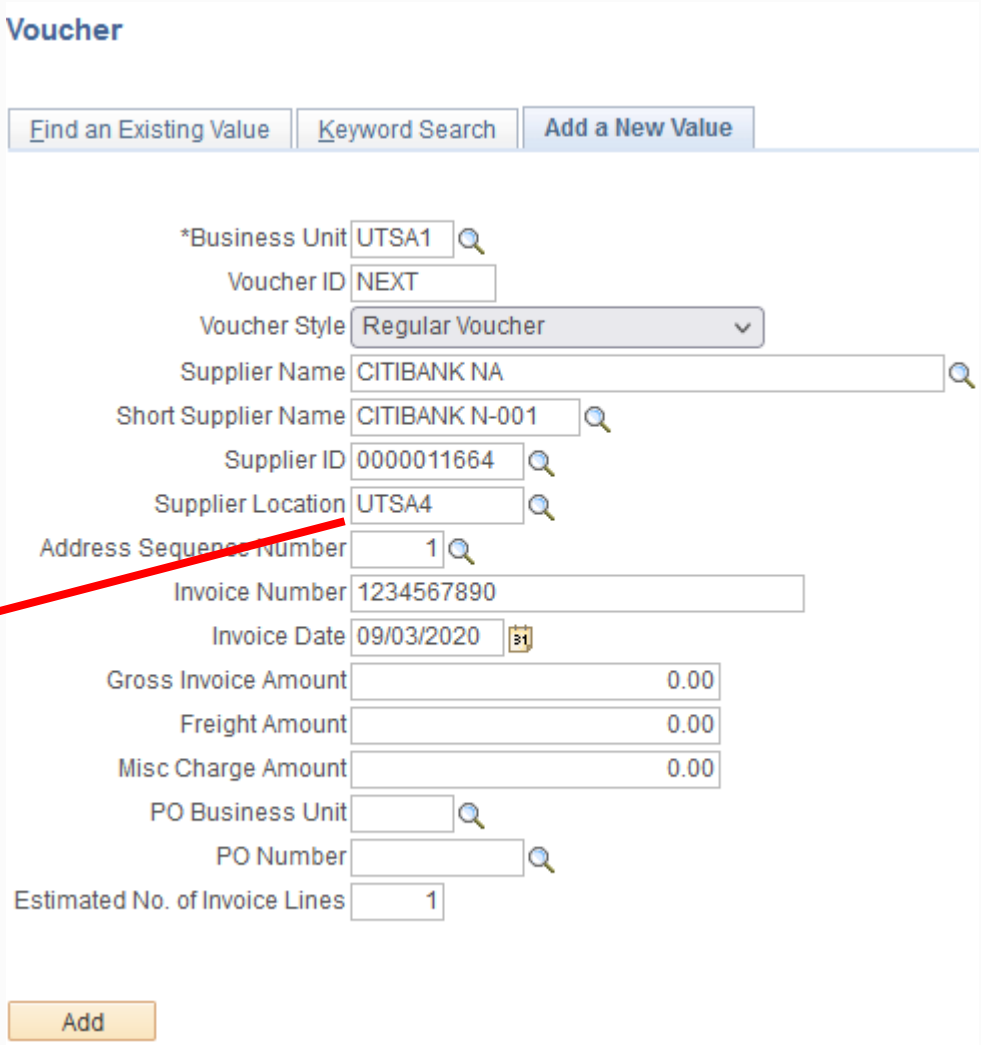


After Payment is made, the **Payment Reference** will display the Check # or ACH Ref #

Creating a Non-PO Voucher (Citibank)

NOTE: Vendor Location defaults to "**UTSA4**" One Card:

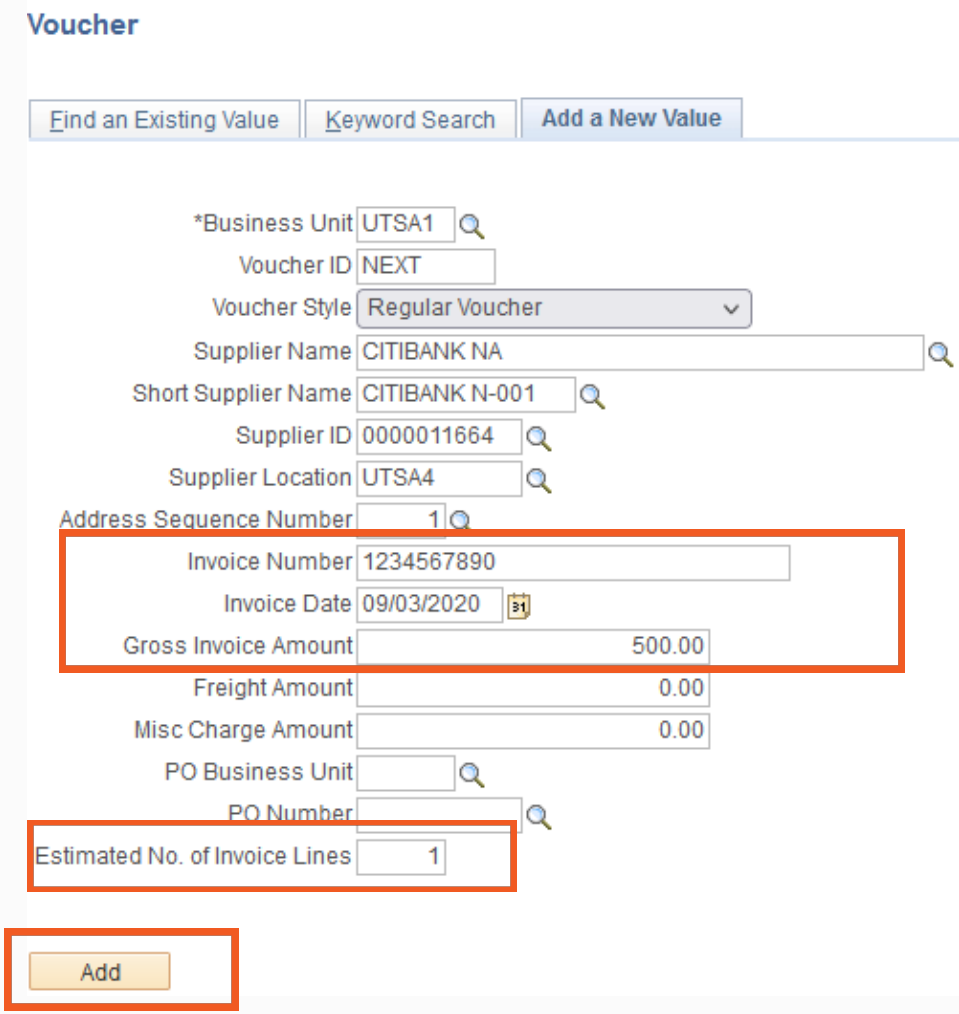




ON-DEMAND TRAINING - One Card Reconciliation and Payment Process (AM0590)

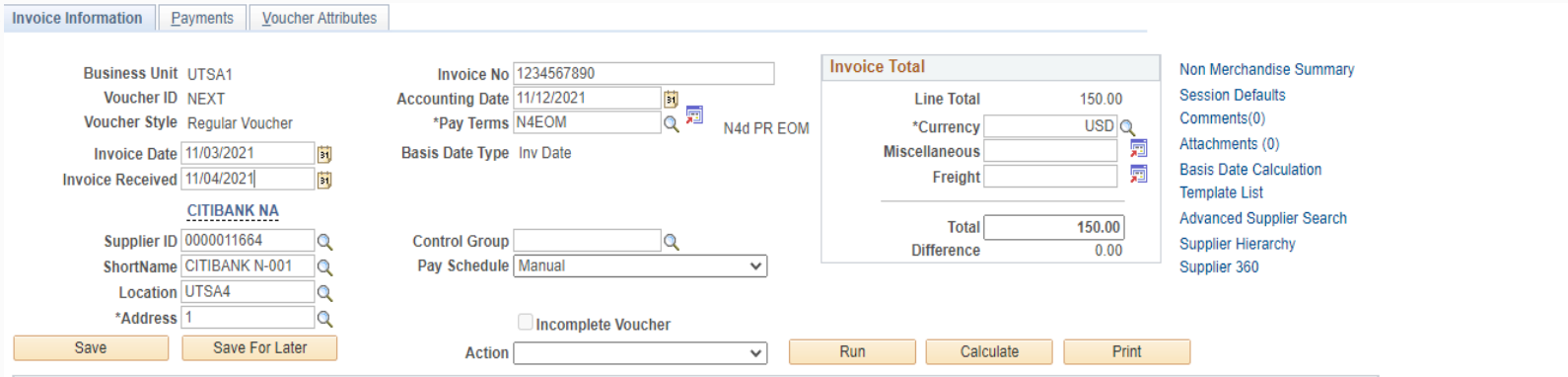
Creating a Non-PO Voucher (Citibank payment cont.)

- Enter the ten(10) digit One Card number in the Invoice **Number Field**
- Enter the One Card statement date in the **Invoice Date** field
- Enter the One Card statement balance due in the **Gross Invoice Amount** field
- Enter the **number of estimated invoice lines**
- Select the **Add** button

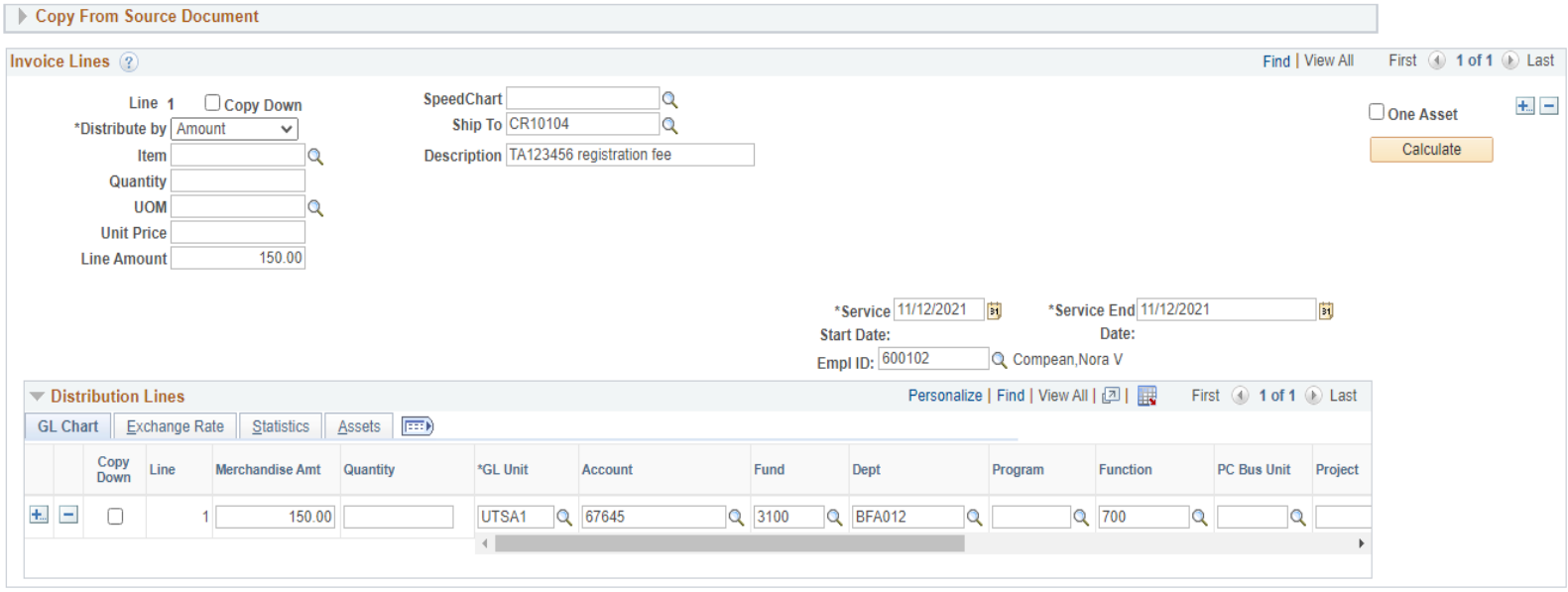


Creating Non-PO Voucher
(Citibank payment cont.)

Section 1



Section 2

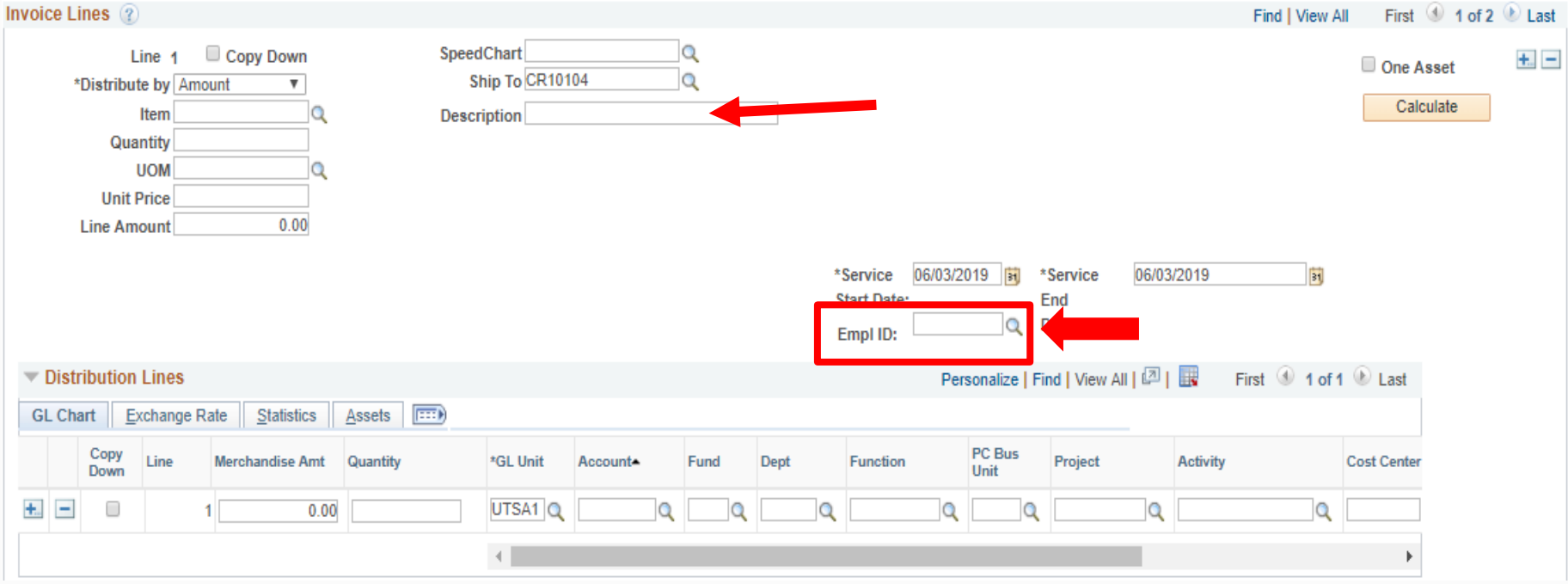


Section 3

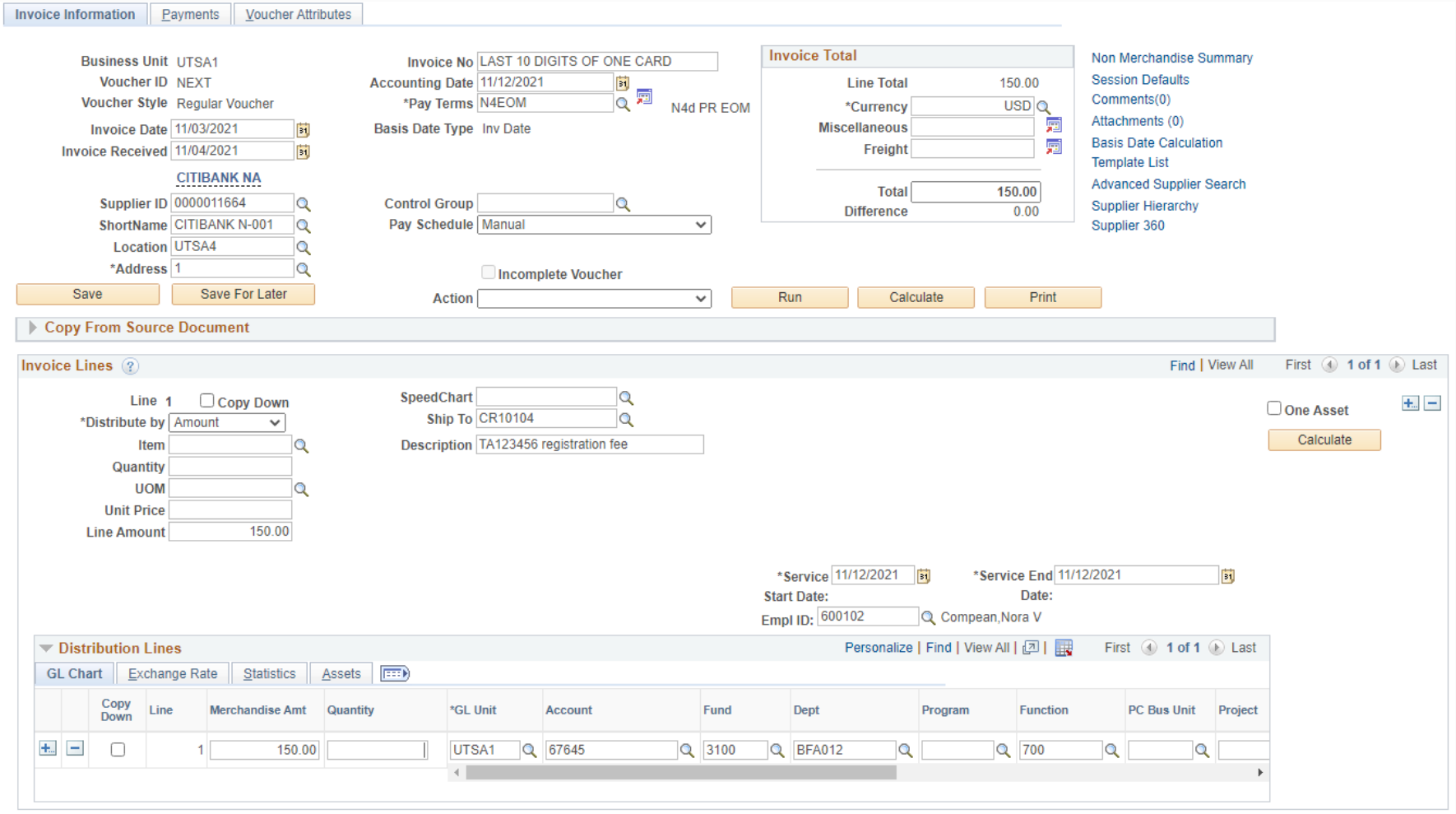
Creating Non-PO Voucher
(Citibank payment cont.)

Enter the Empl ID:

- If related to Travel, each Invoice Line should have an Empl ID and TA # must be referenced in the Description box
- Enter the Traveler Empl ID.
- If Student/Guest (Non-Employee) leave it **blank**



Creating Non-PO Voucher (Citibank Payment Cont.)



Wire Transfer Request

- Applies to foreign vendors with foreign bank accounts
- Complete the Wire Transfer Request form
- On Invoice Information tab, select NET00 Payment Terms Type
- Within Comments, state Wire Transfer Request attached
- A $7 service fee will be added separately by Financial Services
- Scan and attach support documentation to voucher
- Notify DTS via email at disbursements.travel@utsa.edu
- Departments create Non-PO vouchers in PS to record transaction
- DTS creates PO vouchers in PS to record transaction

Section A: Creator information

Section B: Invoice Information

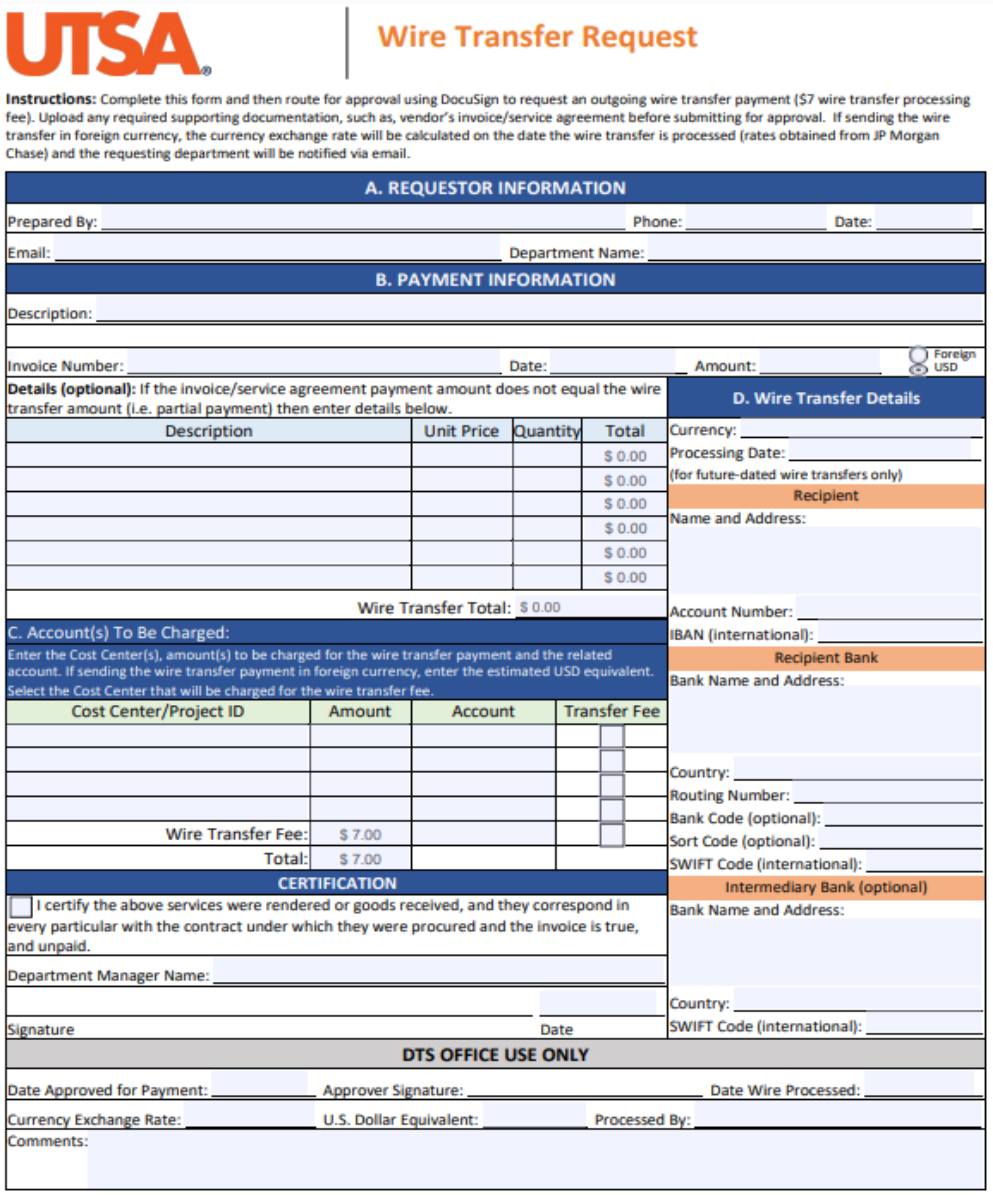
Section C: Payment Processing, the specific cost center. (in addition the $7 is stated here also)

Section D: Vendor Banking Information

Certification: Signed by the department budgetary authority

Approval: DTS will review, sign, and process.

Note: Department creator and approver should be two different individuals.



UTSA | Wire Transfer Request

Instructions: Complete this form and then route for approval using DocuSign to request an outgoing wire transfer payment ($7 wire transfer processing fee). Upload any required supporting documentation, such as, vendor's invoice/service agreement before submitting for approval. If sending the wire transfer in foreign currency, the currency exchange rate will be calculated on the date the wire transfer is processed (rates obtained from JP Morgan Chase) and the requesting department will be notified via email.

A. REQUESTOR INFORMATION

Prepared By: _____ Phone: _____ Date: _____

Email: _____ Department Name: _____

B. PAYMENT INFORMATION

Description: _____

Invoice Number: _____ Date: _____ Amount: _____ ○ Foreign ○ USD

Details (optional): If the invoice/service agreement payment amount does not equal the wire transfer amount (i.e. partial payment) then enter details below.

Description	Unit Price	Quantity	Total
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
		Wire Transfer Total:	$ 0.00

C. Account(s) To Be Charged:

Enter the Cost Center(s), amount(s) to be charged for the wire transfer payment and the related account. If sending the wire transfer payment in foreign currency, enter the estimated USD equivalent. Select the Cost Center that will be charged for the wire transfer fee.

Cost Center/Project ID	Amount	Account	Transfer Fee
			☐
			☐
			☐
			☐
Wire Transfer Fee:	$ 7.00		☐
Total:	$ 7.00		

CERTIFICATION

☐ I certify the above services were rendered or goods received, and they correspond in every particular with the contract under which they were procured and the invoice is true, and unpaid.

Department Manager Name: _____

Signature _____ Date _____

D. Wire Transfer Details

Currency: _____

Processing Date: _____

(for future-dated wire transfers only)

Recipient

Name and Address:

Account Number: _____

IBAN (international): _____

Recipient Bank

Bank Name and Address:

Country: _____

Routing Number: _____

Bank Code (optional): _____

Sort Code (optional): _____

SWIFT Code (international): _____

Intermediary Bank (optional)

Bank Name and Address:

Country: _____

SWIFT Code (international): _____

DTS OFFICE USE ONLY

Date Approved for Payment: _____ Approver Signature: _____ Date Wire Processed: _____

Currency Exchange Rate: _____ U.S. Dollar Equivalent: _____ Processed By: _____

Comments:

Completed Wire Transfer Request

Wire Transfer Request

Instructions: Complete this form and then route for approval using DocuSign to request an outgoing wire transfer payment ($7 wire transfer processing fee). Upload any required supporting documentation, such as, vendor's invoice/service agreement before submitting for approval. If sending the wire transfer in foreign currency, the currency exchange rate will be calculated on the date the wire transfer is processed (rates obtained from JP Morgan Chase) and the requesting department will be notified via email.

A. REQUESTOR INFORMATION

Prepared By: Jacob Payne | Phone: (210) 458-4450 | Date: 01/05/21

Email: Jacob.Payne@utsa.edu | Department Name: COS Business Center

B. PAYMENT INFORMATION

Description: 1 x Article Processing Fee Title "Novel targets of SARS-CoV-2 spike protein in human fetal brain development suggest early pregnancy vulnerability", by Parul Verma, Zane R Lybrand, Mariah C Antopia and Jenny Hsieh", published in "Frontiers in Neuroscience-Neurogenomics".

Invoice Number: 2020-0321380-2 | Date: 12/21/20 | Amount: $ 2,950.00 | Foreign USD

Details (optional): If the invoice/service agreement payment amount does not equal the wire transfer amount (i.e. partial payment) then enter details below.

Description	Unit Price	Quantity	Total
1 x Article Processing Fee Title "Novel targets of SARS-CoV-2 spike protein in human fetal brain development suggest early pregn	$ 2,950.00	1	$ 2,950.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
Wire Transfer Total:			$ 2,950.00

C. Account(s) To Be Charged:

Enter the Cost Center(s), amount(s) to be charged for the wire transfer payment and the related account. If sending the wire transfer payment in foreign currency, enter the estimated USD equivalent. Select the Cost Center that will be charged for the wire transfer fee.

Cost Center/Project ID	Amount	Account	Transfer Fee
G03088	$ 2,950.00	63001	☑
Wire Transfer Fee:	$ 7.00		
Total:	$ 2,957.00		

CERTIFICATION

☑ I certify the above services were rendered or goods received, and they correspond in every particular with the contract under which they were procured and the invoice is true, and unpaid.

Department Manager Name: Dr. Jenny Hsieh

Signature | 01/05/21 Date

D. Wire Transfer Details

Currency: US Dollars

Processing Date: 01/05/2021

(for future-dated wire transfers only)

Recipient

Name and Address: Frontiers Media SA, Avenue du Tribunal-Federal 34, 1005 Lausanne, Switzerland

Account Number: [redacted]

IBAN (international): [redacted]

Recipient Bank

Bank Name and Address: UBS Switzerland AG, Place St Francois 16, CH-1003, Lausanne, Switzerland

Country: Switzerland

Routing Number: [redacted]

Bank Code (optional):

Sort Code (optional):

SWIFT Code (international): [redacted]

Intermediary Bank (optional)

Bank Name and Address:

Country:

SWIFT Code (international):

DTS OFFICE USE ONLY

Date Approved for Payment: | Approver Signature: James Sims Digitally signed by James Sims Date: 2021.01.11 10:43:48 -06'00' | Date Wire Processed:

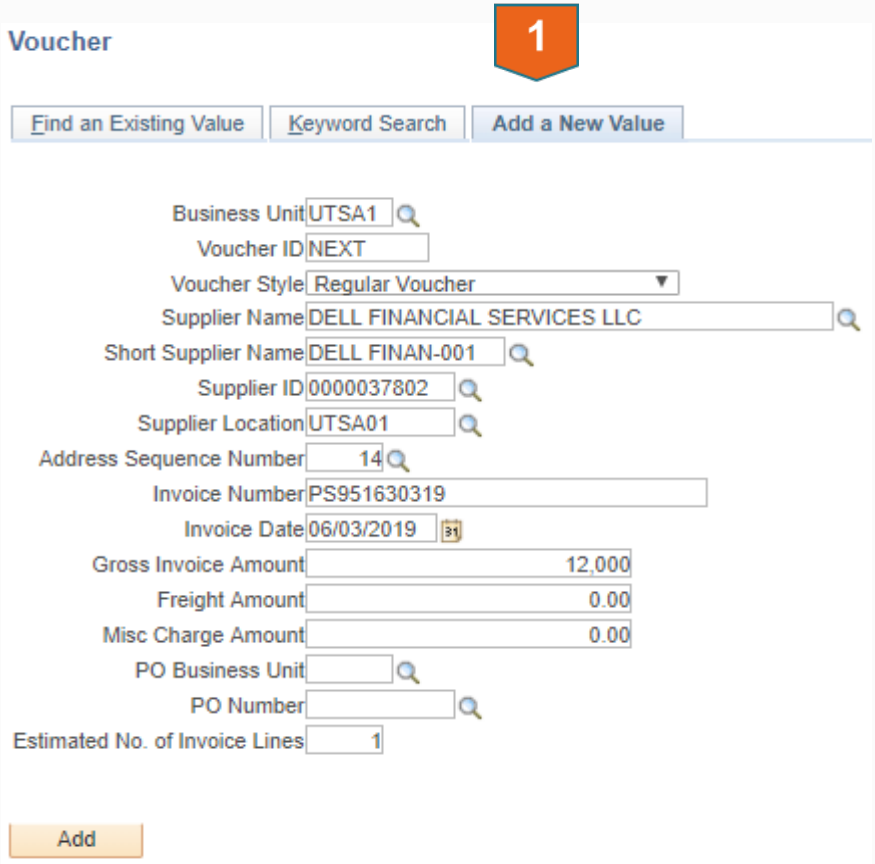
Currency Exchange Rate: | U.S. Dollar Equivalent: | Processed By:

Comments:

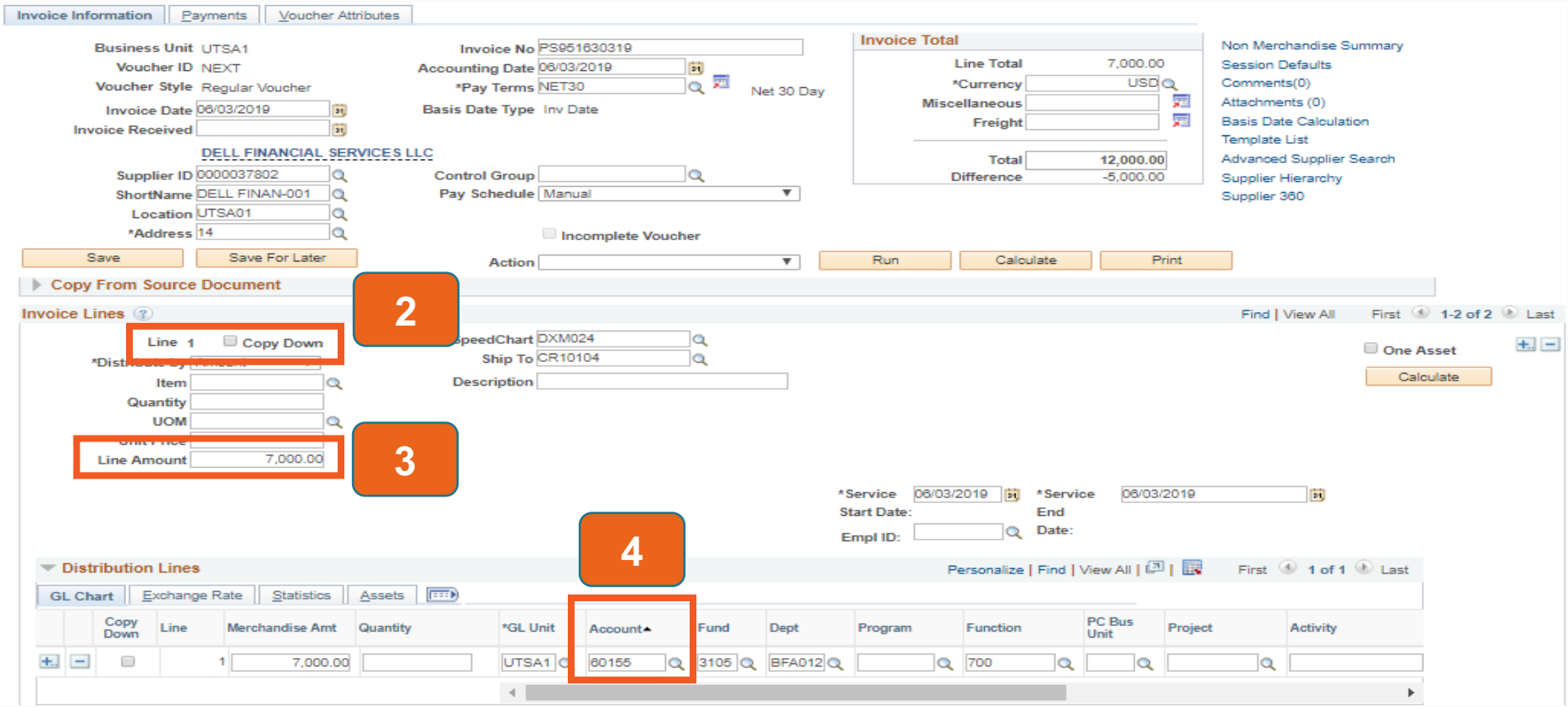
How to Process a Prepaid Voucher

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**

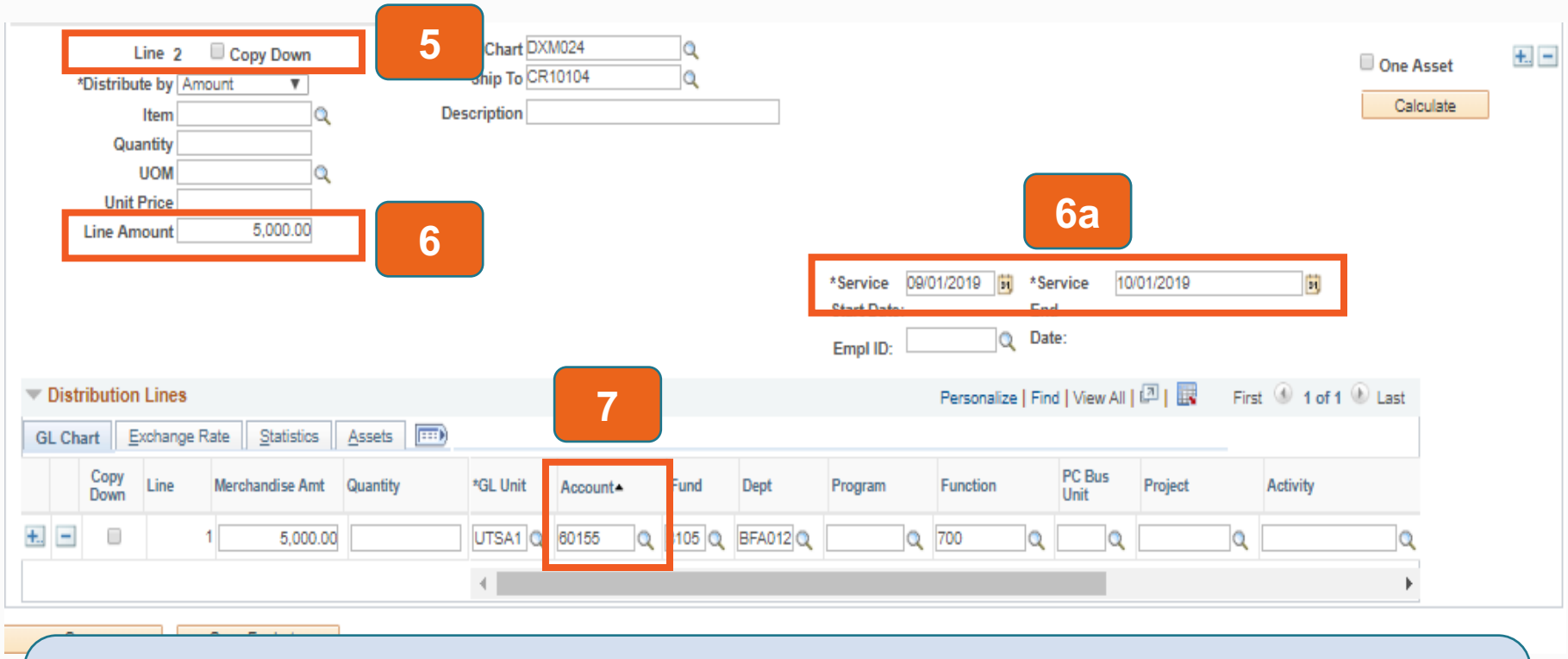


How to Process a Prepaid Voucher



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 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 $10,000 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**

e-Notification Reminders

- Automated e-notification reminders are generated for all outstanding documents that require “certification or approval” action at 7, 14, 30, 60 and 90 days after submission date
    - Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journal Vouchers and AP vouchers

Reference Materials

Disbursements and Travel Services (DTS) website

Related Courses offered by DTS

- Corporate Travel Planners: Concur Online Reservation Tool (AM0686)
- PaymentWorks Vendor Onboarding Process (AM0591)
- Business-Related Hospitality and Entertainment Expenditures (AM0553)
- Travel Reimbursement Process (PS 0310)
- On Demand - Cash Advance Process (PS 0309)
- On Demand - One Card Reconciliation and Payment Process (AM0590)

Reference Material

- DTS website – Disbursements
- Credit Card Administration Website
- Budget Checking Exceptions
- Updated Business Processes (Financial Area Representatives: FAR)

Rules and Regulations

- Financial Guidelines (FG)
- Travel Reimbursement Guideline
- Travel Advance Guideline
- Hospitality and Entertainment Guideline
- Memberships Paid by University Funds
- Texas Prompt Payment Law
- One Card Program Guideline
- Clickwrap Agreements Guideline

QUESTIONS

Thank you for attending class!

Please complete the electronic evaluation form

Go to:
https://mytraining.utsa.edu/apps/evaluations

- Click ‘Load classes’ (orange tab)
- Click the name of the class you took today
- Click ‘Start Evaluation’
- Click ‘Give Feedback’
- IMPORTANT ‘1’ is LOW and ‘7’ is HIGH

SCAN ME

Please add your comments in the open comment box at the end

Thank you!

The University of Texas at San Antonio
UTSA Financial Affairs

Your partner for successful solutions