

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:

- “*Approval Workflow Process: Non-Purchase Order Vouchers and Requisitions*” (PS0305) for approvers, available on the HR training website (<https://mytraining.utsa.edu/online/login/index.php>).

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 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

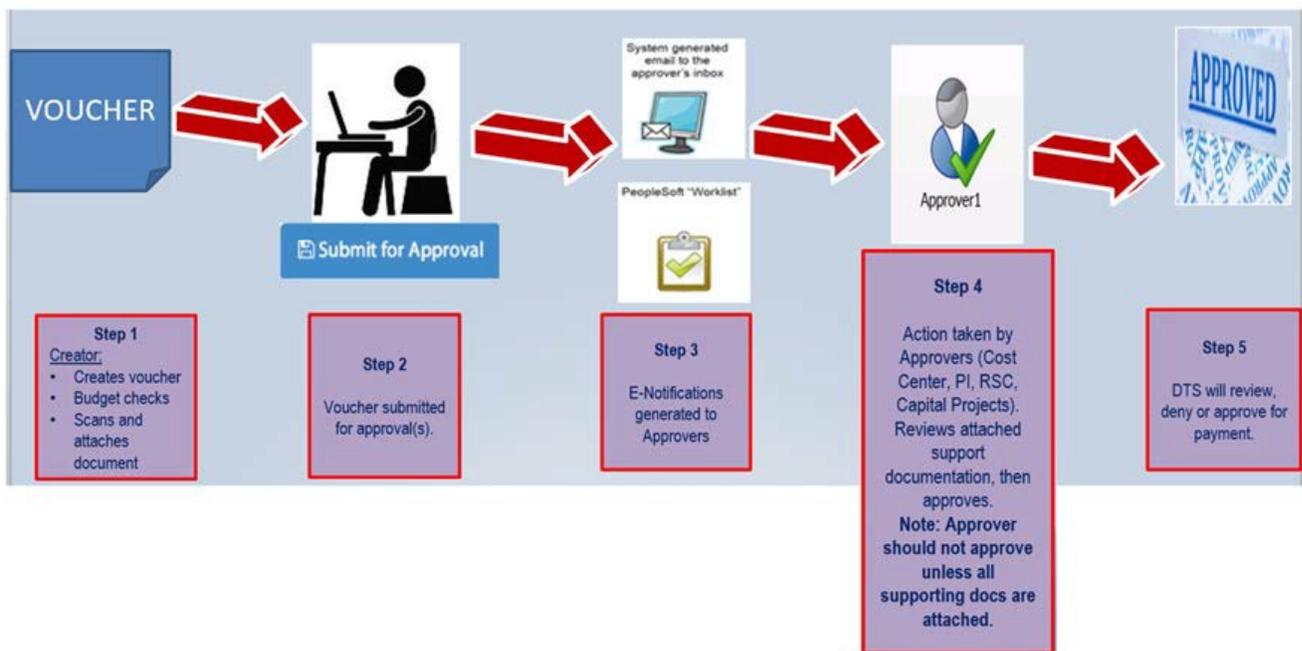
Once a voucher is successfully “created” and “submitted,” PeopleSoft will generate an e-notification that will route to all *approvers* within the workflow path. *Approvers* will receive an e-notification from the *creator* with a direct link to the voucher. *Approvers* will also be able to access vouchers 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 “ad hoc 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.*

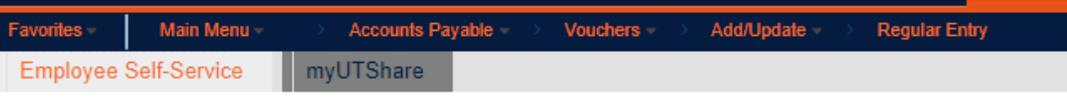
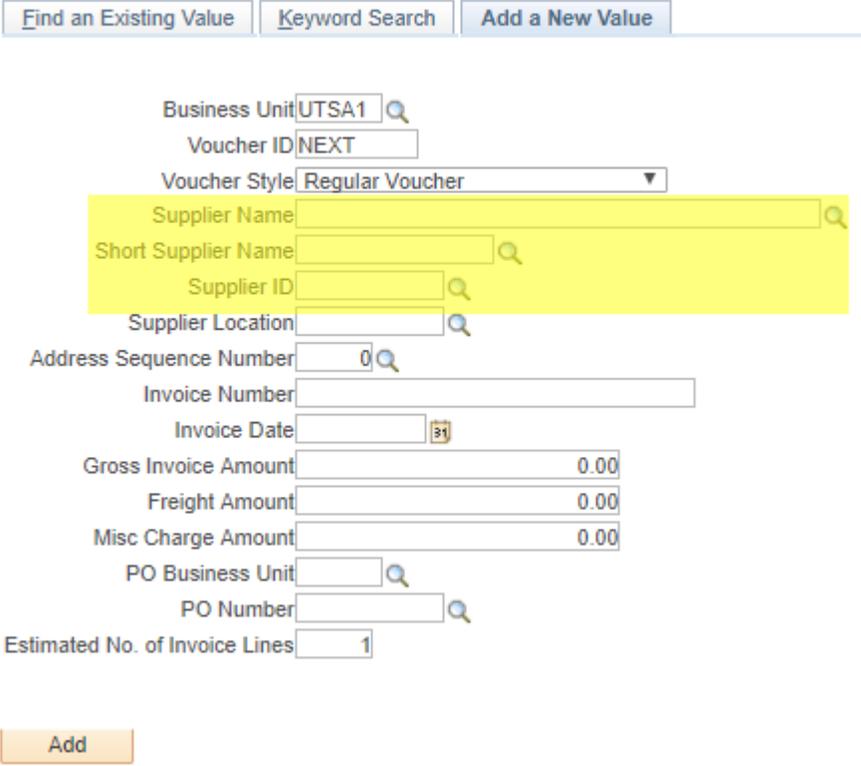
- *Combo Edits:*

(<http://www.utsa.edu/financialaffairs/accounting/tips.html>)

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.

Step	Action
1.	<p>Navigation to create a regular voucher</p> 
2.	<p>Enter or Search for the Supplier by either the Supplier Name, Short Supplier Name, or Supplier ID</p> <p>Voucher</p> 
3.	<p>Enter the Invoice Number, Invoice Date and Gross Invoice Amount</p>

	<p>Voucher</p> <p>Find an Existing Value Keyword Search Add a New Value</p> <p>Business Unit <input type="text" value="UTSA1"/> <input type="button" value="Q"/></p> <p>Voucher ID <input type="text" value="NEXT"/></p> <p>Voucher Style <input type="text" value="Regular Voucher"/></p> <p>Supplier Name <input type="text" value="UNIVERSITY OF TEXAS AT SAN ANTONIO"/> <input type="button" value="Q"/></p> <p>Short Supplier Name <input type="text" value="UNIVERSITY-101"/> <input type="button" value="Q"/></p> <p>Supplier ID <input type="text" value="0000038472"/> <input type="button" value="Q"/></p> <p>Supplier Location <input type="text" value="UTSA01"/> <input type="button" value="Q"/></p> <p>Address Sequence Number <input type="text" value="1"/> <input type="button" value="Q"/></p> <p>Invoice Number <input type="text"/></p> <p>Invoice Date <input type="text" value="31"/></p> <p>Gross Invoice Amount <input type="text" value="0.00"/></p> <p>Freight Amount <input type="text" value="0.00"/></p> <p>Misc Charge Amount <input type="text" value="0.00"/></p> <p>PO Business Unit <input type="text"/> <input type="button" value="Q"/></p> <p>PO Number <input type="text"/> <input type="button" value="Q"/></p> <p>Estimated No. of Invoice Lines <input type="text" value="1"/></p> <p><input type="button" value="Add"/></p>																										
<p>4.</p>	<p>Select Add</p> <p><input type="button" value="Add"/></p>																										
<p>5.</p>	<p>Enter the SpeedChart information and Description</p> <p>Invoice Lines <input type="button" value="Q"/> Find View All First</p> <p>Line 1 <input type="checkbox"/> Copy Down <input type="text" value="SpeedChart"/> <input type="button" value="Q"/></p> <p>*Distribute by <input type="text" value="Amount"/></p> <p>Item <input type="text" value="Ship To CR10104"/> <input type="button" value="Q"/></p> <p>Quantity <input type="text"/></p> <p>UOM <input type="text"/></p> <p>Unit Price <input type="text"/></p> <p>Line Amount: 50.00</p> <p>*Service Start Date: 05/23/2019 <input type="button" value="H"/> *Service End Date: 05/23/2019 <input type="button" value="H"/></p> <p>Empl ID: <input type="text"/> <input type="button" value="Q"/> Date: <input type="text"/></p> <p>Distribution Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Function</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Cost Center</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>50.00</td> <td></td> <td>UTSAT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Function	PC Bus Unit	Project	Activity	Cost Center	<input type="checkbox"/>	1	50.00		UTSAT								
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<input type="checkbox"/>	1	50.00		UTSAT																							
<p>6.</p>	<p>Enter or Select the correct Account Number</p>																										

Invoice Lines Find | View All First 1 of 1

Line 1 Copy Down SpeedChart AX0029
 *Distribute by Amount Ship To CR10104
 Item Description Create a Non PO Voucher
 Quantity
 UOM
 Unit Price
 Line Amount 50.00

*Service 05/23/2019 *Service 05/23/2019
 Start Date: End
 Empl ID: Date:

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity
					1	50.00		UTSA1		4200	BUFP001		500			

7. Select the Basis Date Calculation link

Business Unit UTSA1 Invoice No TESTING 123
 Voucher ID 00198826 Accounting Date 05/23/2019
 Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day
 Invoice Date 05/23/2019 Basis Date Type Inv Date
 Invoice Received 05/23/2019

UNIVERSITY OF TEXAS AT SAN ANTONIO
 Supplier ID 0000038472 Control Group
 ShortName UNIVERSITY-101 Pay Schedule Manual
 Location UTSA01
 *Address 1

Invoice Total
 Line Total 50.00
 *Currency USD
 Miscellaneous
 Freight
 Total 50.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print

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

Date Calculation
 Back to Invoice
 Date Calculation Basis Texas Prompt Pay
 Fed Pymnt Basis Date 05/23/2019
 Invoice Receipt Date 05/23/2019 Invoice Date 05/23/2019
 Goods/Services Receipt Date 05/23/2019 Acceptance Date
 Cancel Calculate

Service Dates
 Edit Project Service Dates
 Service Start Date 05/23/2019
 Service End Date 05/23/2019
 Update ALL Voucher Lines

9. Select the Back to Invoice link

Date Calculation
 Back to Invoice
 Date Calculation Basis Texas Prompt Pay
 Fed Pymnt Basis Date 05/23/2019
 Invoice Receipt Date 05/23/2019 Invoice Date 05/23/2019
 Goods/Services Receipt Date 05/23/2019 Acceptance Date
 Cancel Calculate

Service Dates
 Edit Project Service Dates
 Service Start Date 05/23/2019
 Service End Date 05/23/2019
 Update ALL Voucher Lines

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

Save

11. Include support documentation by selecting the Attachments link

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

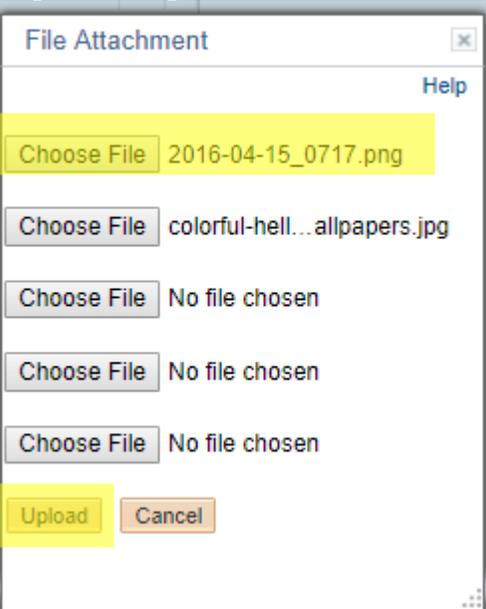
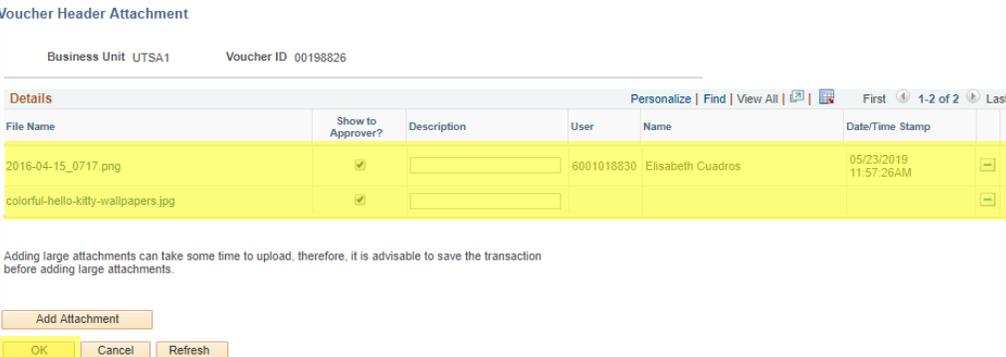
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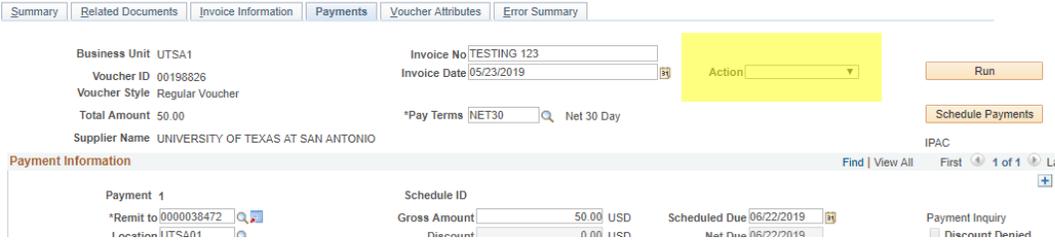
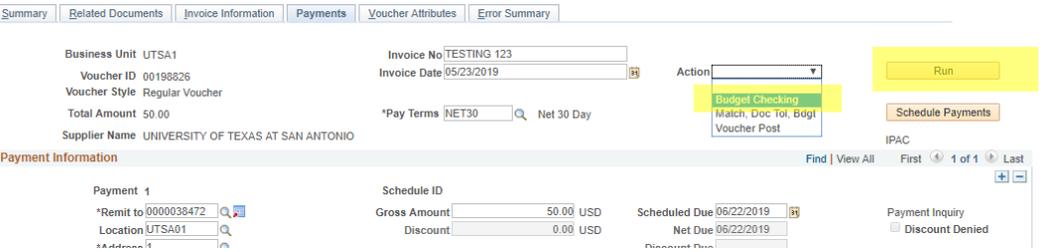
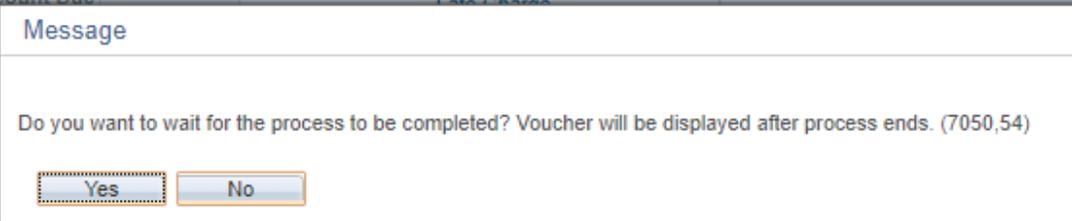
Invoice Total
 Line Total 50.00
 *Currency USD
 Miscellaneous
 Freight
 Total 50.00
 Difference 0.00

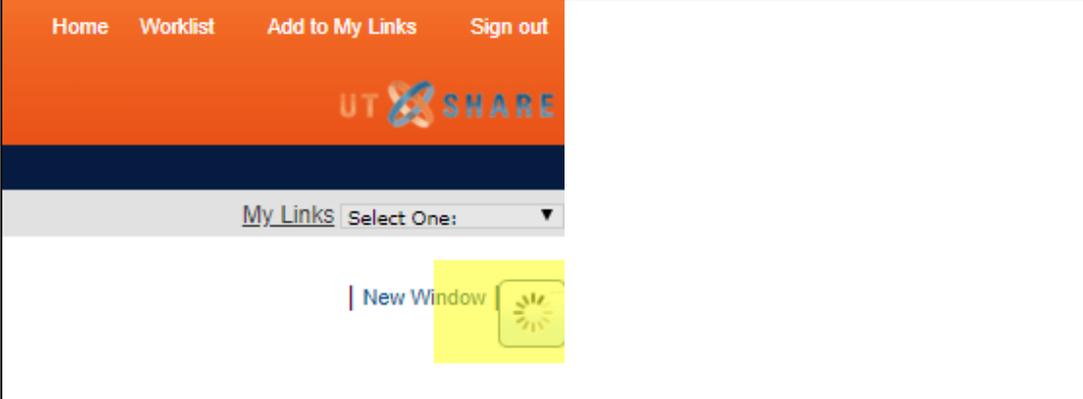
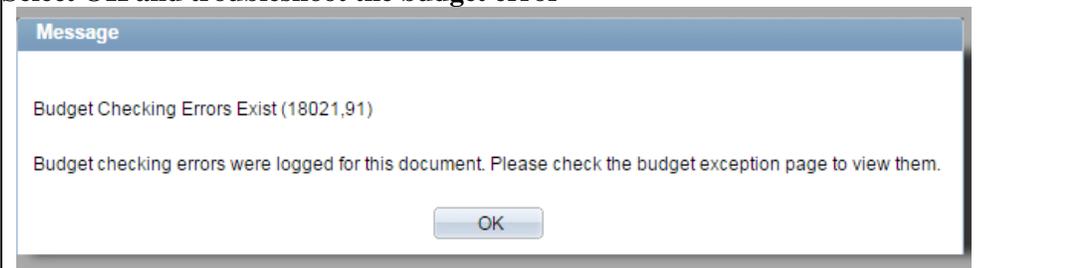
Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print
 Copy From Source Document

Step	Action
12.	<p>Select Add Attachment</p> <p>Voucher Header Attachment</p> <p>Business Unit UTSA1 Voucher ID 00198826</p> 
13.	<p>Select the “Choose File” button, then select the file(s) to upload (repeat this step for multiple attachments then select the “Upload” button</p> 
14.	<p>Once the upload has completed, you will notice the attachments are available to open</p> <p>Select “OK” to go back to the Voucher</p> <p>Select the “minus” sign to delete the file if necessary.</p> <p>Voucher Header Attachment</p> <p>Business Unit UTSA1 Voucher ID 00198826</p> 

Step	Action																																																																													
15.	<p>Select the Payments tab</p>																																																																													
16.	<p>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</p>																																																																													
17.	<p>Select the correct address</p> <table border="1"> <thead> <tr> <th>Remitting Address</th> <th>Description</th> <th>Address Line 1</th> <th>City</th> <th>County</th> <th>State</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Converted - 00001</td> <td>801 E CESAR E CHAVEZ BLVD</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>2</td> <td>Converted - 00002</td> <td>9800 FREDERICKSBURG RD D-3-E</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>3</td> <td>Converted - 00003</td> <td>1 UTSA CIR # MB3.214</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>4</td> <td>Converted - 00004</td> <td>1 UTSA CIR # 1.02.04</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>5</td> <td>Converted - 00005</td> <td>14545 ROADRUNNER WAY</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>6</td> <td>Converted - 00006</td> <td>501 W CESAR E CHAVEZ BLVD</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>7</td> <td>Converted - 00007</td> <td>Office of Extended Education</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>8</td> <td>Converted - 00008</td> <td>6900 N LOOP 1604 W</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>9</td> <td>Converted - 00009</td> <td>1 UTSA CIR</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> <tr> <td>10</td> <td>UTEP</td> <td>IDSER INSTITUTE FOR DEMOGRAPHIC AND SOCIOECONOMIC RESEA</td> <td>SAN ANTONIO</td> <td>(blank)</td> <td>TX</td> <td>USA</td> </tr> </tbody> </table>	Remitting Address	Description	Address Line 1	City	County	State	Country	1	Converted - 00001	801 E CESAR E CHAVEZ BLVD	SAN ANTONIO	(blank)	TX	USA	2	Converted - 00002	9800 FREDERICKSBURG RD D-3-E	SAN ANTONIO	(blank)	TX	USA	3	Converted - 00003	1 UTSA CIR # MB3.214	SAN ANTONIO	(blank)	TX	USA	4	Converted - 00004	1 UTSA CIR # 1.02.04	SAN ANTONIO	(blank)	TX	USA	5	Converted - 00005	14545 ROADRUNNER WAY	SAN ANTONIO	(blank)	TX	USA	6	Converted - 00006	501 W CESAR E CHAVEZ BLVD	SAN ANTONIO	(blank)	TX	USA	7	Converted - 00007	Office of Extended Education	SAN ANTONIO	(blank)	TX	USA	8	Converted - 00008	6900 N LOOP 1604 W	SAN ANTONIO	(blank)	TX	USA	9	Converted - 00009	1 UTSA CIR	SAN ANTONIO	(blank)	TX	USA	10	UTEP	IDSER INSTITUTE FOR DEMOGRAPHIC AND SOCIOECONOMIC RESEA	SAN ANTONIO	(blank)	TX	USA
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<p>18.</p>	<p>Budget Checking You are able to budget check from any of the following tabs: Related Documents, Invoice Information, Payments, and Voucher Attributes.</p> 
<p>19.</p>	<p>To begin the Budget Check process, locate the “Action” drop down list on any of the specified tabs</p> 
<p>20.</p>	<p>Select “Budget Check” from Action drop down list then select “RUN”</p> 
<p>21.</p>	<p>A pop-up window will appear displaying the following message.</p>  <p>Select Yes and the process will run Notice the processing button in the upper right corner of the page</p>

	
Step	Action
22.	<p>If voucher encountered a budget error, you will receive the pop up window below. Select OK and troubleshoot the budget error</p> 
Note:	<p>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</p>
23.	<p>Select the Summary tab</p> 
24.	<p>You are able to view the budget status if there are errors, you can select the Exceptions link</p>

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit UTSA1 **Invoice Date** 05/23/2019
Voucher ID 00198826 **Invoice No** TESTING 123
Voucher Style Regular **Invoice Total** 1,000,000.00 USD
Supplier Name UNIVERSITY OF TEXAS AT SAN ANTONIO
 801 E CESAR E CHAVEZ BLVD
 SAN ANTONIO, TX 78205-3209

Entry Status Postable **Pay Terms** Net 30 Day
Match Status No Match **Voucher Source** Online
Approval Status Pending **Origin** ONL
Post Status Unposted **Created On** 05/23/2019 11:18AM
Created By 6001018830
Last Update 05/24/2019 8:21AM
Modified By 6001018830
ERS Type Not Applicable
Close Status Open

Budget Status Exceptions
Budget Misc Status Valid
 *View Related Go

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

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

[Voucher Exceptions](#) | [Line Exceptions](#)

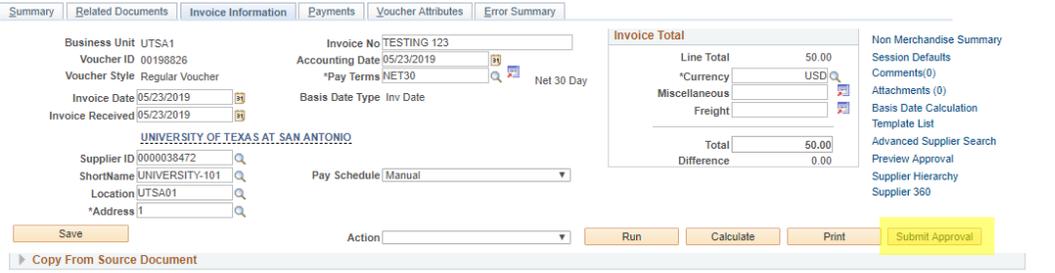
Business Unit UTSA1 **Voucher ID** 00198826 Actions

*Exception Type Override Transaction More Budgets Exist
 Maximum Rows Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1 of 1 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
		<input type="button" value="Details"/>	UTSA1	OPE	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Step	Action										
26.	<p>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.</p> <p>Payables Voucher Line Drill Down</p> <div data-bbox="354 499 1239 537" style="border: 1px solid #ccc; padding: 2px;"> <p>Transaction Line Identifiers</p> </div> <div data-bbox="467 552 1125 609" style="display: flex; justify-content: space-between;"> Business Unit UTSA1 Voucher ID 00198826 </div> <div data-bbox="472 583 1029 609" style="display: flex; justify-content: space-between;"> Voucher Line 1 Distribution Line 1 </div> <div data-bbox="354 625 1239 655" style="border: 1px solid #ccc; padding: 2px;"> <p>Additional Source Information</p> </div> <div data-bbox="505 669 789 697" style="text-align: center;"> <p>Invoice Number TESTING 123</p> </div> <div data-bbox="548 722 774 747" style="text-align: center;"> <p>Supplier ID 0000038472</p> </div> <div data-bbox="354 781 1378 814" style="border: 1px solid #ccc; padding: 2px;"> <p>Transaction Line Details</p> </div> <table border="1" data-bbox="354 823 1273 926"> <thead> <tr> <th>Account</th> <th>Fund Code</th> <th>Department</th> <th>Cost Center</th> <th>Function</th> </tr> </thead> <tbody> <tr> <td>67106</td> <td>4200</td> <td>BUP001</td> <td>AX0029</td> <td>500</td> </tr> </tbody> </table> <div data-bbox="467 949 812 1037" style="margin-top: 10px;"> <p>Line Status Error</p> <p>Budget Date 05/23/2019</p> <p>Line Amount 1,000,000.00 USD</p> </div> <div data-bbox="354 1058 505 1125" style="background-color: yellow; text-align: center; padding: 5px; margin-top: 10px;"> <p>OK</p> </div>	Account	Fund Code	Department	Cost Center	Function	67106	4200	BUP001	AX0029	500
Account	Fund Code	Department	Cost Center	Function							
67106	4200	BUP001	AX0029	500							
Note:	<p>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.</p> <div data-bbox="342 1289 1369 1843" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Business Unit UTSA1</p> <p>Voucher ID 00198826</p> <p>Voucher Style Regular</p> <p>Supplier Name UNIVERSITY OF TEXAS AT SAN ANTONIO 801 E CESAR E CHAVEZ BLVD SAN ANTONIO, TX 78205-3209</p> <p>Entry Status Postable</p> <p>Match Status No Match Preview Approval</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> </div> <div style="width: 45%;"> <p>Invoice Date 05/23/2019</p> <p>Invoice No TESTING 123</p> <p>Invoice Total 50.00 USD</p> <p>Pay Terms Net 30 Day</p> <p>Voucher Source Online</p> <p>Origin ONL</p> <p>Created On 05/23/2019 11:18AM</p> <p>Created By 6001018830</p> <p>Last Update 05/24/2019 8:30AM</p> <p>Modified By 6001018830</p> <p>ERS Type Not Applicable</p> <p>Close Status Open</p> </div> </div> <div style="margin-top: 10px;"> <p style="background-color: yellow; display: inline-block; padding: 2px 10px;">Budget Status Valid</p> </div> <p>Budget Misc Status Valid</p> <p>*View Related Payment Inquiry Go</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Return to Search Notify Refresh Add Update/Display </div> <p style="font-size: small; margin-top: 5px;">Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p> </div>										
27.	Select the Invoice Information or Voucher Attributes tab										

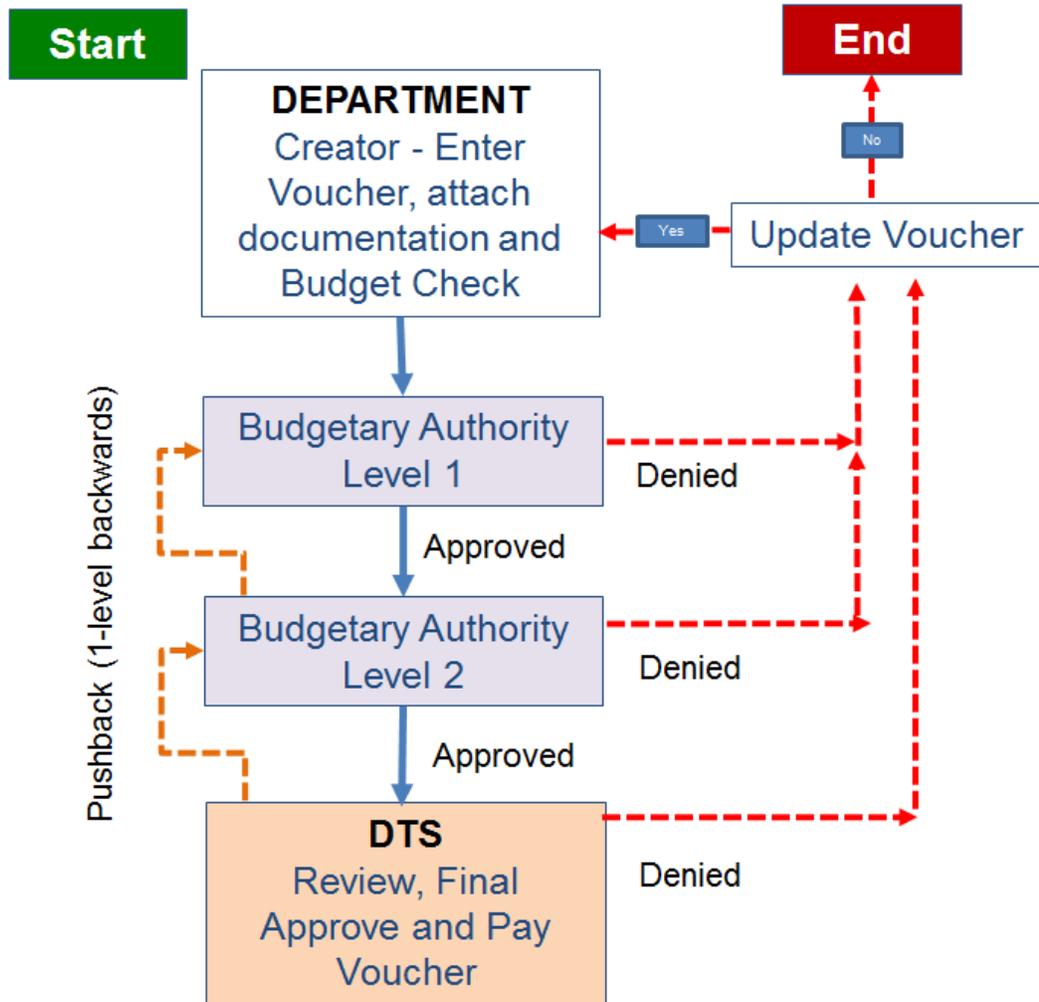
	<p>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p>
<p>28.</p>	<p>Locate and select the “Submit Approval” or “Submit for Approval” button to move the voucher into workflow.</p>  <p>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</p> <p>Business Unit UTSA1 Invoice No TESTING 123 VoucherID 00198826 Accounting Date 05/23/2019 Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day Invoice Date 05/23/2019 Basis Date Type Inv Date Invoice Received 05/23/2019</p> <p>UNIVERSITY OF TEXAS AT SAN ANTONIO Supplier ID 0000038472 ShortName UNIVERSITY-101 Location UTSA01 *Address 1</p> <p>Pay Schedule Manual</p> <p>Invoice Total Line Total 50.00 *Currency USD Miscellaneous Freight Total 50.00 Difference 0.00</p> <p>Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Basis Date Calculation Template List Advanced Supplier Search Preview Approval Supplier Hierarchy Supplier 360</p> <p>Save Action Run Calculate Print Submit Approval</p> <p>Copy From Source Document</p> <p>Invoice Lines Find View All First 1 of 1</p>

Step	Action									
Note:	<p>The voucher will begin to follow the approval workflow path.</p> <p>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.</p> <p>An approver can “Send Back” a voucher if voucher corrections are required.</p> <p><i>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/opguidelines/2.6.1.html).</i></p>									
29.	<p>Creators may follow up on the status of a voucher to ensure all approvals have occurred and the voucher is processed for payment.</p> <p>To view workflow status of document at a later time, follow the same navigation to voucher, and click on Summary tab and under <i>Match Status</i> click link “Preview Approval.”</p> <div data-bbox="354 814 1404 1381" style="border: 1px solid #ccc; padding: 10px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary </div> </td> <td></td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <p>Business Unit UTSA1</p> <p>Voucher ID 00198826</p> <p>Voucher Style Regular</p> <p>Supplier Name UNIVERSITY OF TEXAS AT SAN ANTONIO 801 E CESAR E CHAVEZ BLVD SAN ANTONIO, TX 78205-3209</p> <p>Entry Status Postable</p> <p>Match Status No Match</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> <p>Budget Status Valid</p> <p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> Go</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Invoice Date 05/23/2019</p> <p>Invoice No TESTING 123</p> <p>Invoice Total 50.00 USD</p> <p>Pay Terms Net 30 Day</p> <p>Voucher Source Online</p> <p>Origin ONL</p> <p>Created On 05/23/2019 11:18AM</p> <p>Created By 6001018830</p> <p>Last Update 05/24/2019 8:30AM</p> <p>Modified By 6001018830</p> <p>ERS Type Not Applicable</p> <p>Close Status Open</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"> Preview Approval </td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> Return to Search Notify Refresh </div> <div style="display: flex; gap: 5px;"> Add Update/Display </div> </div> <p style="font-size: small; margin-top: 5px;"> Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary </p> </td> </tr> </table> </div> <p><i>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).</i></p>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary </div>			<p>Business Unit UTSA1</p> <p>Voucher ID 00198826</p> <p>Voucher Style Regular</p> <p>Supplier Name UNIVERSITY OF TEXAS AT SAN ANTONIO 801 E CESAR E CHAVEZ BLVD SAN ANTONIO, TX 78205-3209</p> <p>Entry Status Postable</p> <p>Match Status No Match</p> <p>Approval Status Pending</p> <p>Post Status Unposted</p> <p>Budget Status Valid</p> <p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> Go</p>	<p>Invoice Date 05/23/2019</p> <p>Invoice No TESTING 123</p> <p>Invoice Total 50.00 USD</p> <p>Pay Terms Net 30 Day</p> <p>Voucher Source Online</p> <p>Origin ONL</p> <p>Created On 05/23/2019 11:18AM</p> <p>Created By 6001018830</p> <p>Last Update 05/24/2019 8:30AM</p> <p>Modified By 6001018830</p> <p>ERS Type Not Applicable</p> <p>Close Status Open</p>	Preview Approval		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> Return to Search Notify Refresh </div> <div style="display: flex; gap: 5px;"> Add Update/Display </div> </div> <p style="font-size: small; margin-top: 5px;"> Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary </p>	
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Appendices

A.

Workflow Chart for Non-PO Vouchers



Step	Action
B.	<p>Required support documentation:</p> <ul style="list-style-type: none"> • Non-Employee Reimbursements and Vendor Payments <ul style="list-style-type: none"> - Invoice and/or Receipts - Service Agreement (signed) - Business Expense Form (BEF) <ul style="list-style-type: none"> - Include invoices/receipts - Travel Reimbursement Settlement Form (TRS) <ul style="list-style-type: none"> - Include required receipts - For Travel Advances (Group/Team Travel) <ul style="list-style-type: none"> - An Approved Request for Travel Authorization (RTA) - A TAR with Budgetary Authority(s) Signature/Approval -Participant Advance Forms and additional support docs <p><i><u>Note:</u> Do not attach SIF forms to voucher.</i></p>
C.	<p>UTSA Scanned Document Attachment Requirements for PeopleSoft/UTShare</p> <ul style="list-style-type: none"> • Scan Supporting Documentation <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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

	<ul style="list-style-type: none">• Types of Non-PO Voucher supporting scanned documentation/receipts to include<ul style="list-style-type: none">▪ 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 <i>plus receipts</i>▪ CLIBA Card Citi Payment by traveler by Statement date <i>plus support receipts</i>▪ Travel Settlement Form (TRS) <i>plus receipts</i>▪ TRS to settle Group, Student or Guest Travel <i>plus receipts</i>▪ Include official and important documentation to substantiate payment▪ Exclude <u>all</u> 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<ul style="list-style-type: none">○ Rename scanned supporting documentation file with the following naming conventions applicable to Non PO and PO vouchers (DTS only for PO Vouchers)<ul style="list-style-type: none">▪ UTSA_AP_ followed by type of document to identify all UTSA documents<ul style="list-style-type: none">• 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<ul style="list-style-type: none">▪ Non PO Voucher Payments to Citibank:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• UTSA_AP_Ricoh 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
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D.	<p style="text-align: center;">Concepts and workflow functionality:</p> <p>Workflow: electronic approval routing on vouchers</p> <p>Characteristics of Workflow:</p> <ul style="list-style-type: none">• 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 <p>Workflow functionality:</p> <ul style="list-style-type: none">• 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) <p>Types of Access to Vouchers for Approval:</p> <ul style="list-style-type: none">• 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
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E.

Send Back Documents:

Approval | Line Information | Charge Information

Business Unit UTSA1 Invoice Number Test 9.2 050919
 Voucher 00198820 Supplier STAPLES INC
 Invoice Date 05/09/2019 ID 0000051309

Voucher Details

Transaction Currency USD Terms Net Due 30 Days
 Total 15.00 Approval Status Pending
 Misc Amt 0.00 Added By 6001016348
 Freight 0.00 Ana R Rodriguez
 Sales Tax 0.00 Attachments (0)
 Use Tax 0.00
 Entered VAT 0.00

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier N
UTSA1	0000051309	Remitting Address	06/08/2019	15.00	USD	STAPLES

Cost Center Approval

BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198820:Approved [Start New Path](#)

AP Approval

BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198820:Pending [Start New Path](#)

AP Approval Pending [Multiple Approvers](#) [AP Approval](#)

comments are required to Send Back a voucher

254 characters remaining

Submit Approve **Send Back** Pushback Add Comments Hold

F.

Denied Documents:

Approval | Line Information | Charge Information

Business Unit UTSA1 Invoice Number Test 9.2 050919
 Voucher 00198820 Supplier STAPLES INC
 Invoice Date 05/09/2019 ID 0000051309

Voucher Details

Transaction Currency USD Terms Net Due 30 Days
 Total 15.00 Approval Status Pending Resubmit
 Misc Amt 0.00 Added By 6001016348
 Freight 0.00 Ana R Rodriguez
 Sales Tax 0.00 Attachments (0)
 Use Tax 0.00
 Entered VAT 0.00

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier N
UTSA1	0000051309	Remitting Address	06/08/2019	15.00	USD	STAPLES

Cost Center Approval

BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198820:Denied

Cost Center Approval

Approved Approved
 Dennis Layman Rene Paniagua
 Cost Center Approver Inserted Approver
 05/09/19 - 4:16 PM 05/10/19 - 3:11 PM

AP Approval

BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198820:Denied [View/Hide Comments](#)

AP Approval Denied
 Elisabeth M Cuadros
 AP Approval
 05/24/19 - 11:30 AM

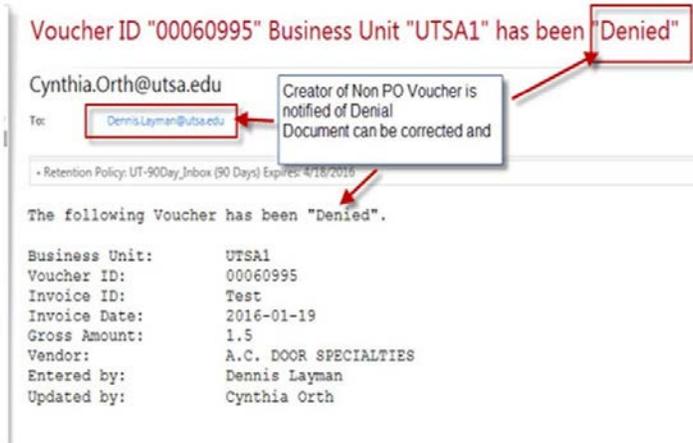
Comments
 Elisabeth M Cuadros at 05/24/19 - 11:30 AM
 Send Back for Testing

254 characters remaining

Submit Approve Send Back Pushback Add Comments Hold

G.

Denied documents:



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

