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***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

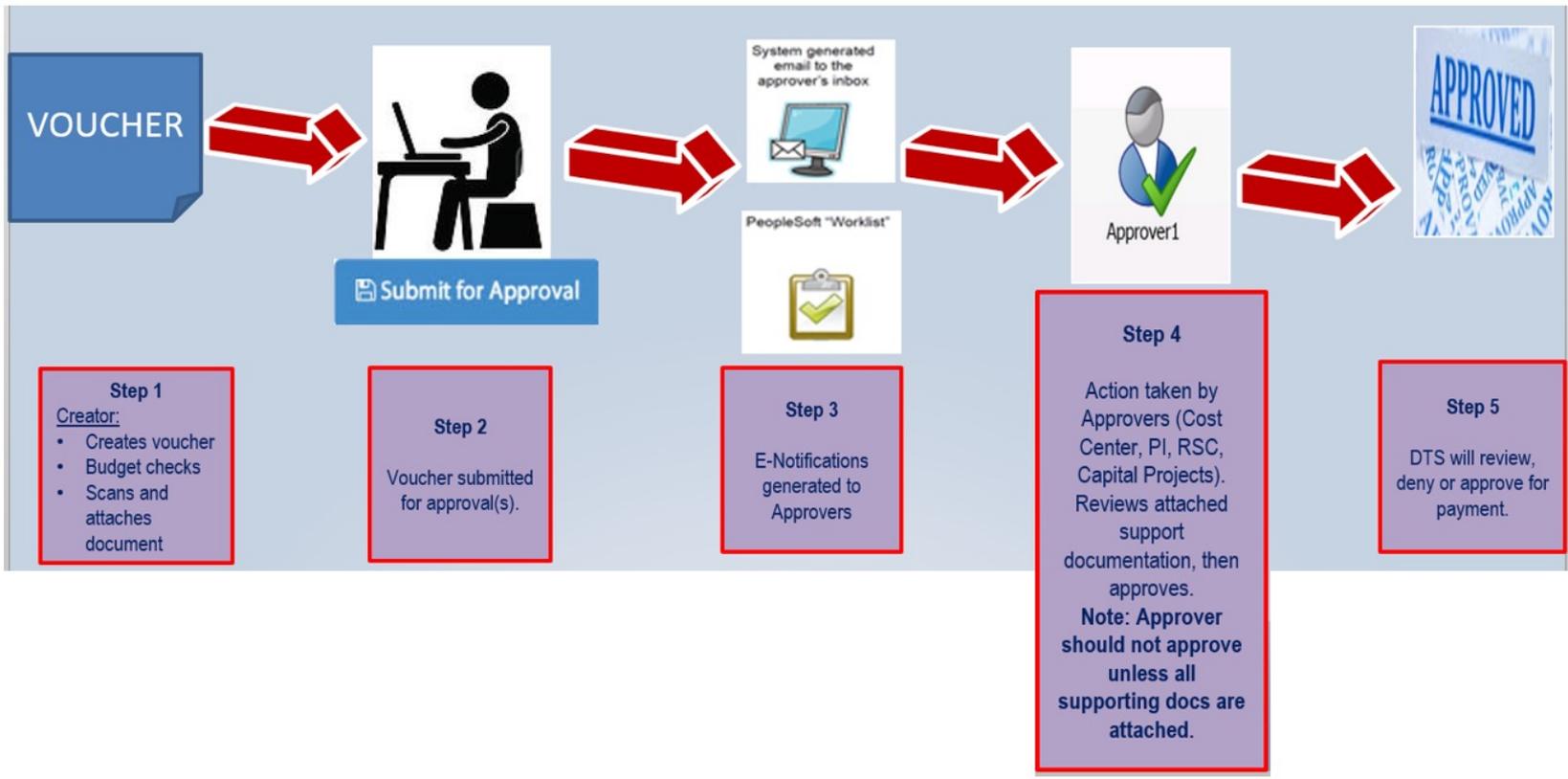
Terminology


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


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

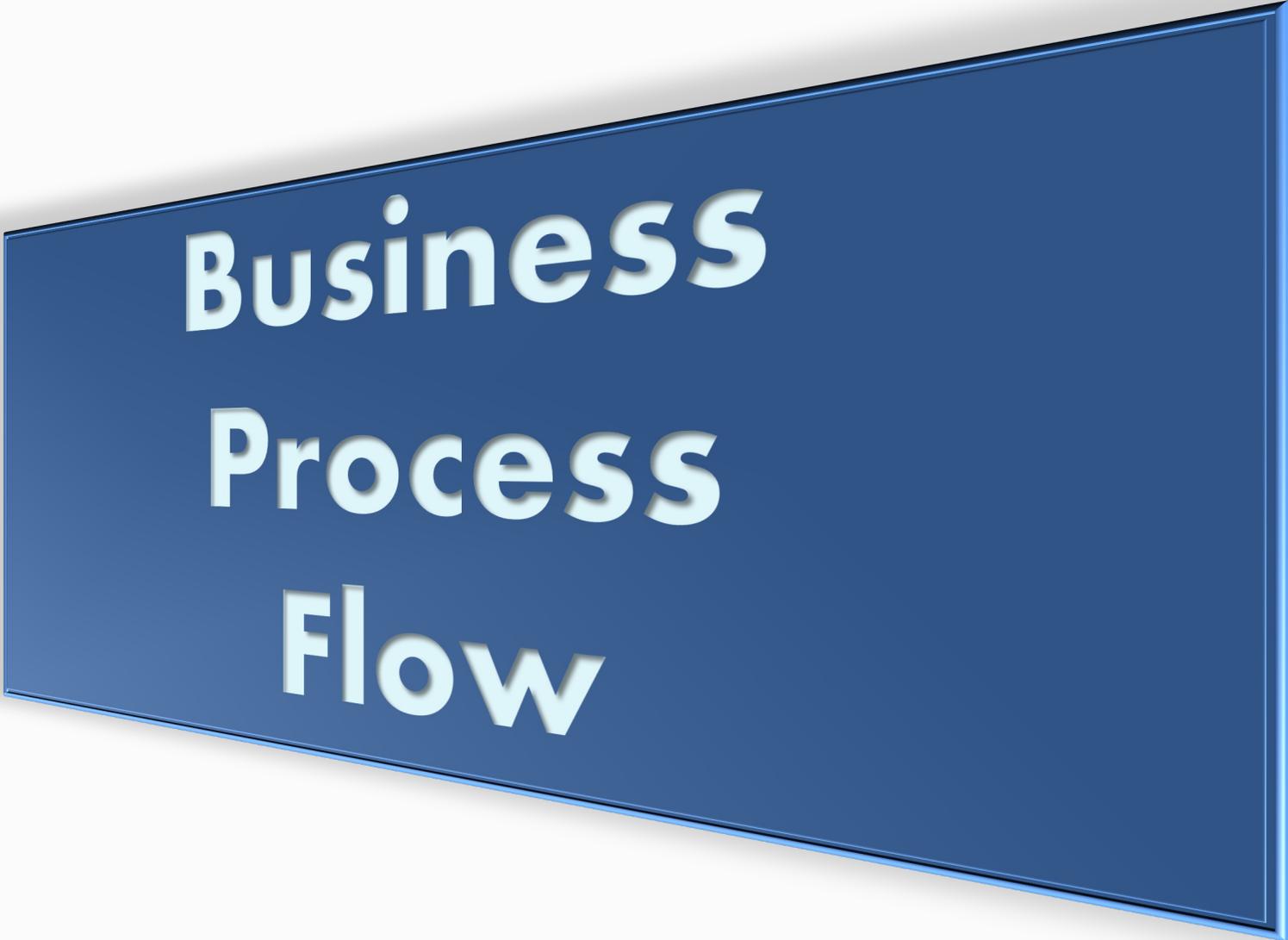
Note: *Vouchers with incomplete, illegible scans or missing documentation will be returned or denied and will have to reroute for approval. Hard copies are not accepted for processing.*

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.

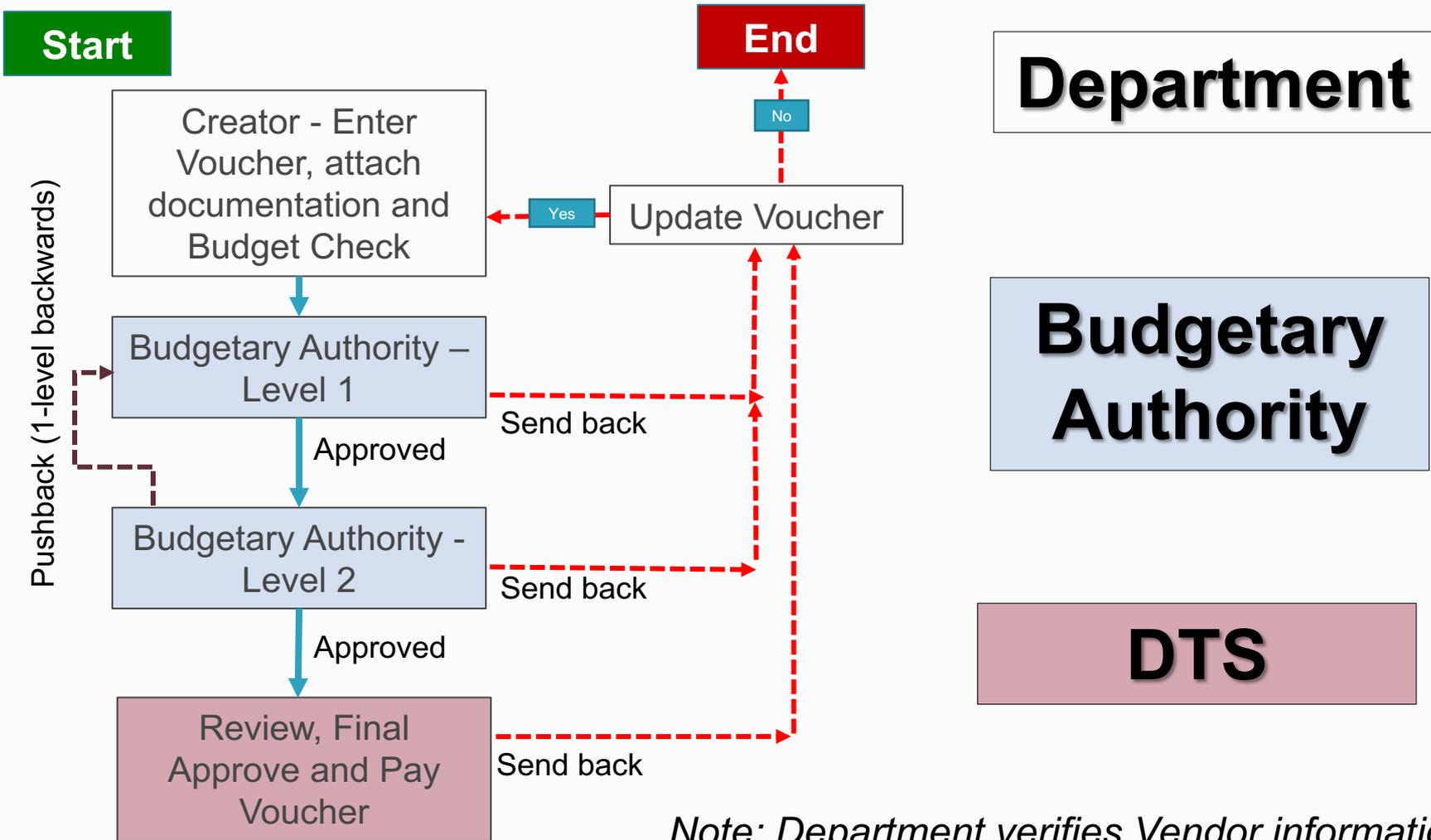






**Business
Process
Flow**

Business Process Flow



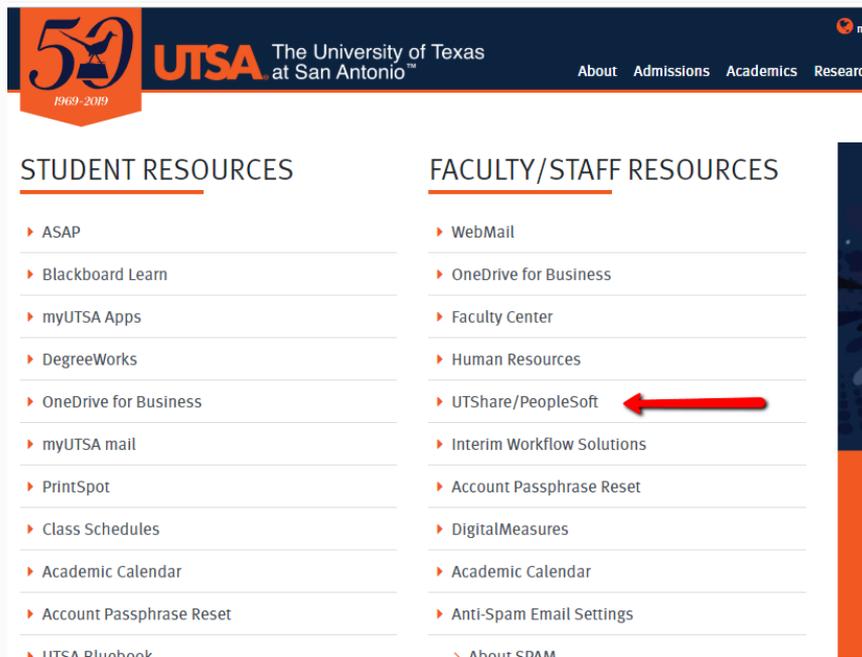
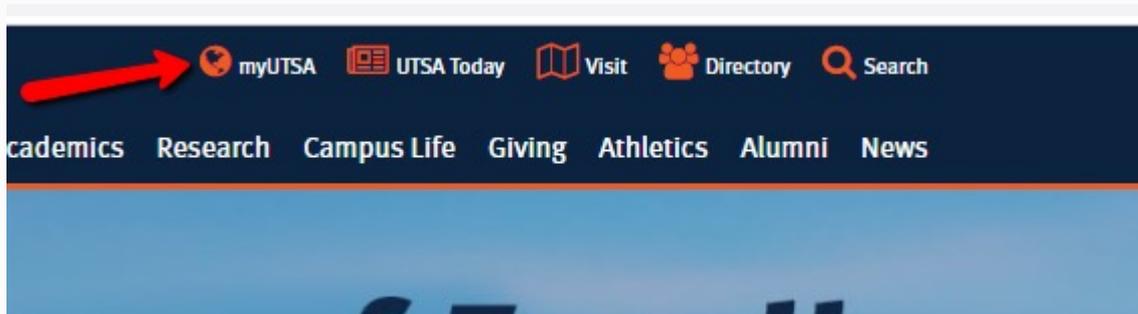


UTShare
PeopleSoft
Navigation

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

UTSA
The University of Texas at San Antonio™

Log in to zap.shared.utsystem.edu

myUTSA ID (in "abc123" format)

abc123

Passphrase

.....

Login

> Forgot your password?
> Need Help?
> Acceptable Use Policy

For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.

This is a logon server for multiple web services, please do not bookmark this page

UTSA Settings

Send Me a Push

Call Me

Enter a Passcode

Remember me for 7 days

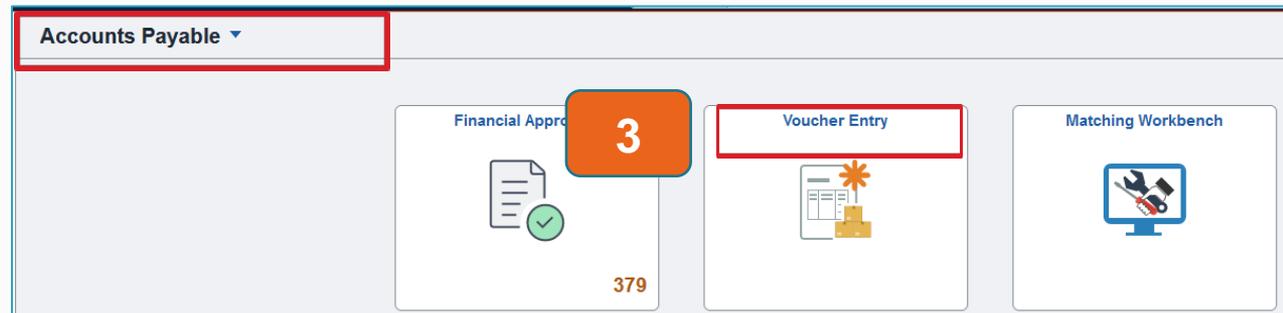
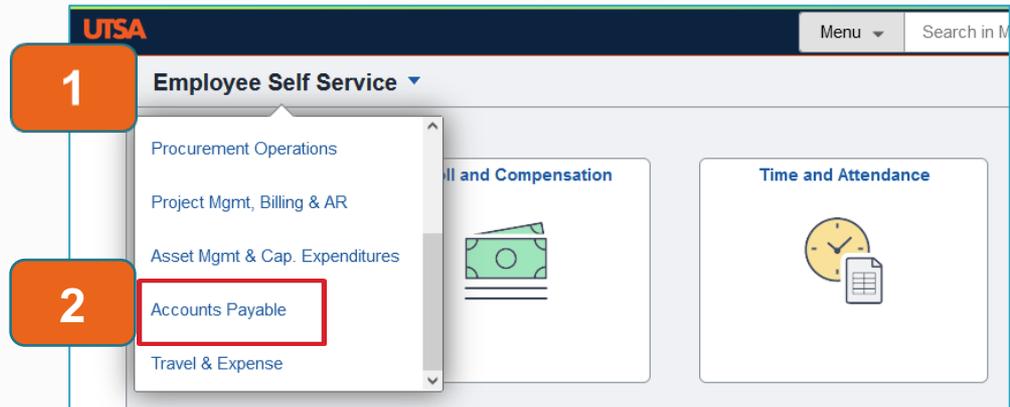
Navigation to Vouchers

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

Voucher

Find an Existing Value Keyword Search **Add a New Value** 4

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

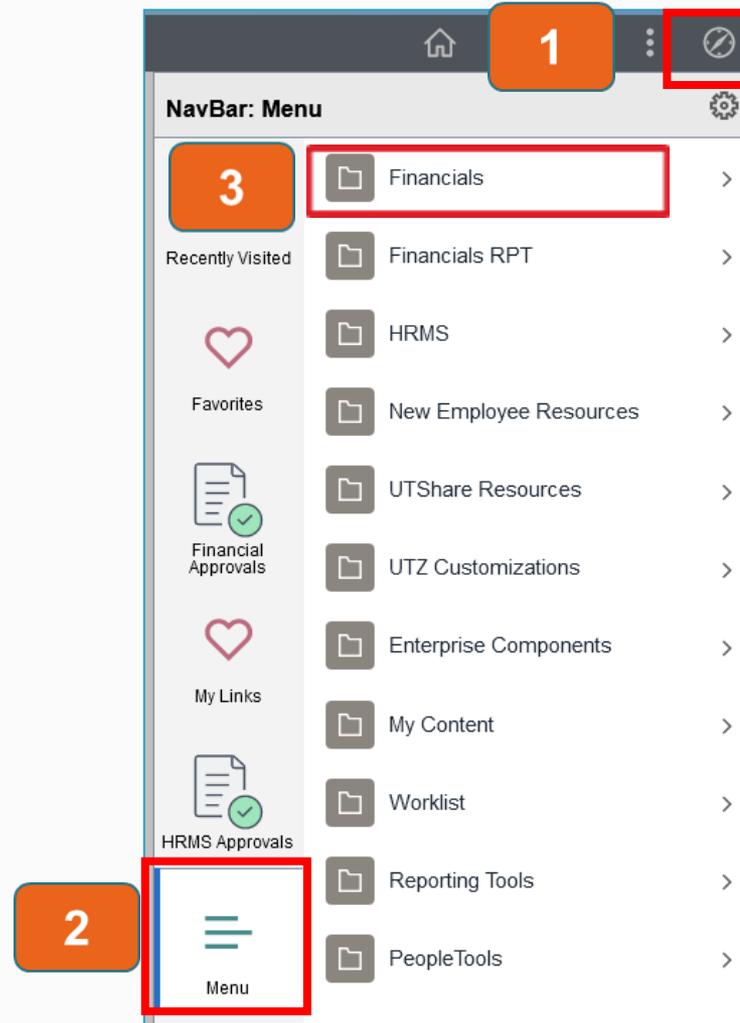
Estimated No. of Invoice Lines

Add 5

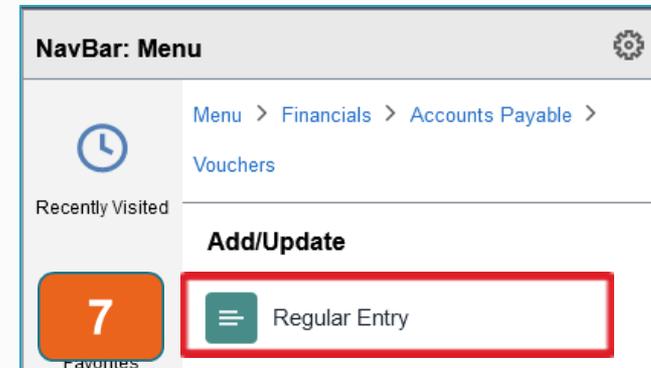
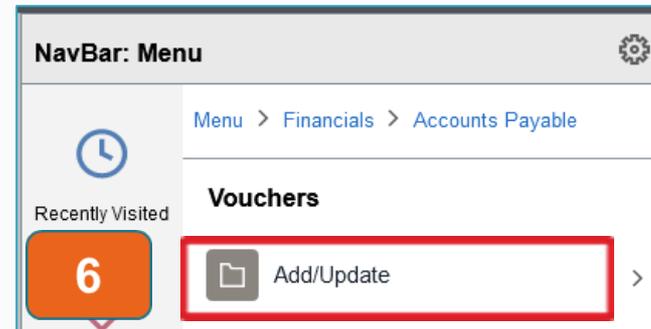
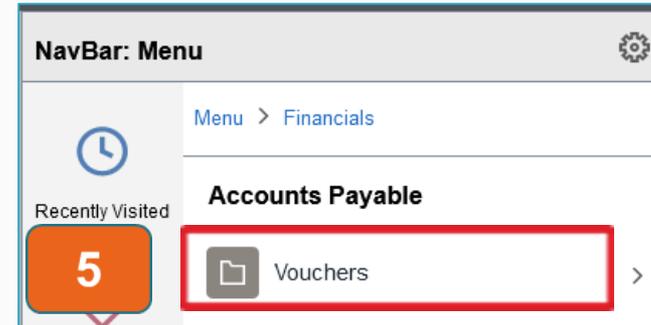
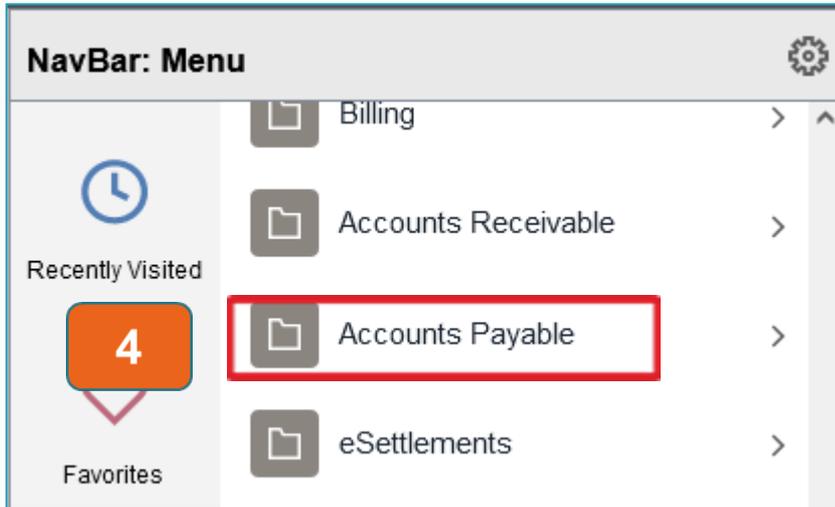
Navigation to Vouchers

METHOD #2 Using Navigator

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



Navigation to Vouchers



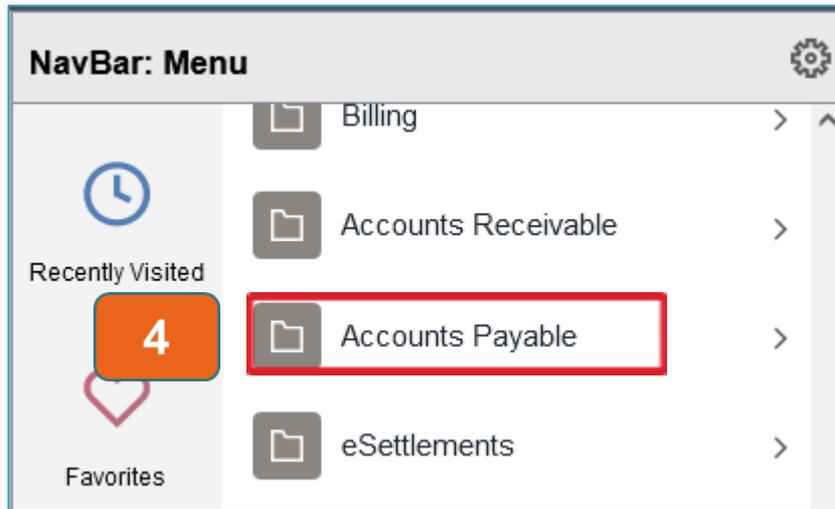
4. Select **Accounts Payable**

5. Select **Vouchers**

6. Select **Add/Update**

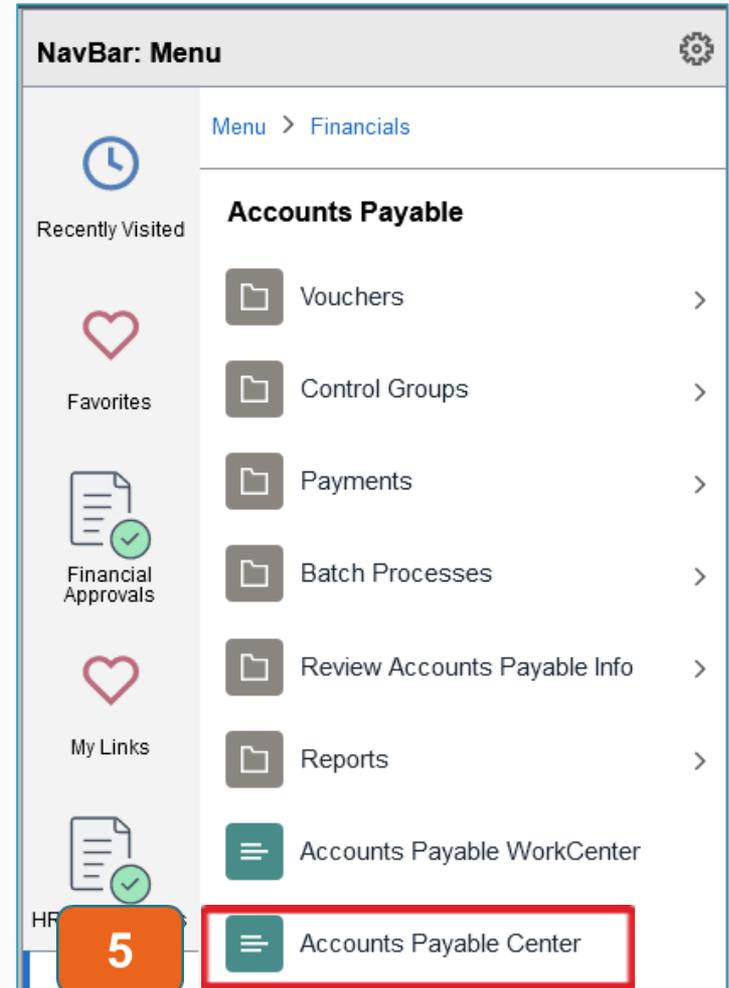
7. Select **Regular Entry**

Navigation to Vouchers

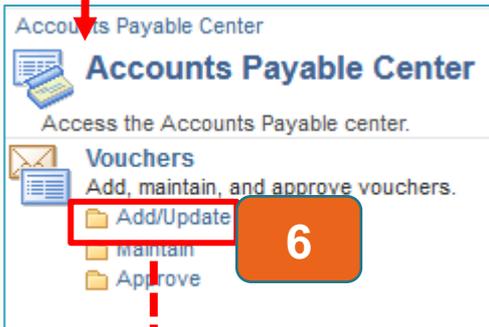
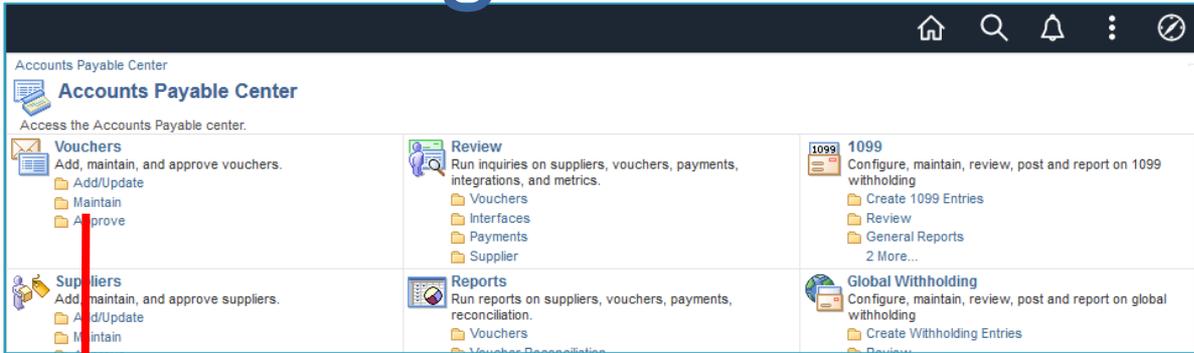


4. Select **Accounts Payable**

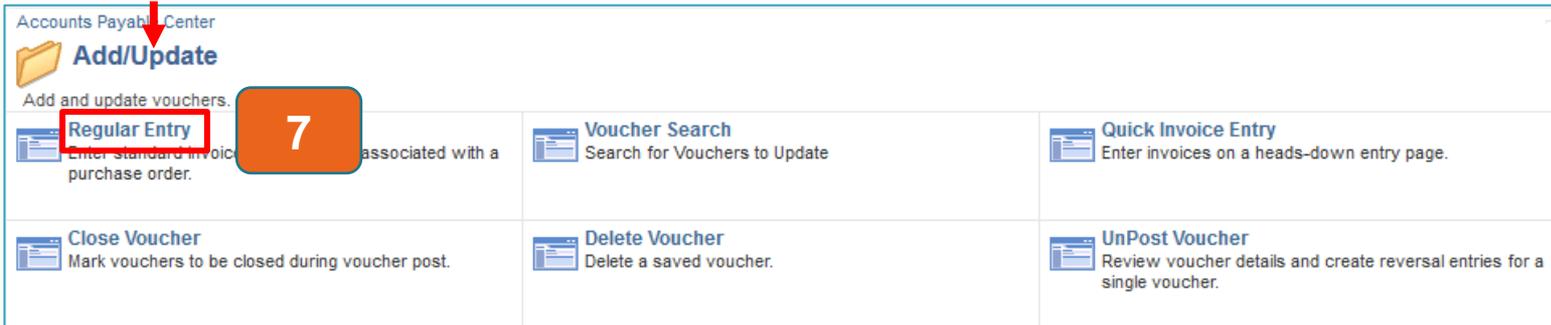
5. Select **Accounts Payable Center**



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



Find an Existing Value | Keyword Search | **Add a New Value**

Business Unit **Default Entries**
 Voucher ID
 Voucher Style

Supplier Name
 Short Supplier Name
 Supplier ID
 Supplier Location
 Address Sequence Number
 Invoice Number
 Invoice Date
 Gross Invoice Amount
 Freight Amount
 Misc Charge Amount
 PO Business Unit
 PO Number
 Estimated No. of Invoice Lines

Find an Existing Value | Keyword Search | **Add a New Value**

▼ **Search Criteria**

*Business Unit =
 Voucher ID begins with
 Invoice Number begins with
 Invoice Date =
 Short Supplier Name begins with
 Supplier ID begins with
 Supplier Name begins with
 Voucher Style =
 Related Voucher begins with
 Entry Status =
 Voucher Source =
 Incomplete Voucher =
 Case Sensitive

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

Find an Existing Value | Keyword Search | Add a New Value

Business Unit:

Voucher ID:

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

PO Business Unit:

PO Number:

Estimated No. of Invoice Lines:

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

Look Up Supplier ID

SetID UTSA1

Supplier ID begins with

Short Supplier Name begins with

Supplier Name begins with

Classification =

Persistence =

Basic Lookup

Search Results

View 100

Supplier ID	Short Supplier Name	Supplier Name
0000037975	SOUTHWEST -073	SOUTHWEST CONTRACT, INC.
0000043624	SOUTHWEST-003	SOUTHWEST DELI GROUP INC
0000035915	SOUTHWEST-004	SOUTHWEST EDUCATIONAL DEVELOPMENT CORP

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**

Voucher

Find an Existing Value | Keyword Search | Add a New Value

*Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Invoice Information Tab

Full View of Page Broken Down in three sections

Invoice Information | Payments | Voucher Attributes

Business Unit: UTSA1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 11/01/2021
 Invoice Received: []

Invoice No: 98765
 Accounting Date: 11/01/2021
 *Pay Terms: NET30 (Net 30 Day)
 Basis Date Type: Inv Date

Supplier: SOUTHWEST DELI GROUP INC
 Supplier ID: 0000043624
 ShortName: SOUTHWEST-003
 Location: UTSA01
 *Address: 2

Control Group: []
 Pay Schedule: Manual

Incomplete Voucher

Save | Save For Later | Action: [] | Run | Calculate | Print

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	[]
Freight	[]
Total	200.00
Difference	-200.00

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

Copy From Source Document

Invoice Lines

Line 1 Copy Down
 *Distribute by: Amount
 Item: []
 Quantity: []
 UOM: []
 Unit Price: []
 Line Amount: 0.00

SpeedChart: []
 Ship To: CR10104
 Description: []

*Service Start: 02/08/2022
 *Service End Date: 02/08/2022
 Date: []
 Emp ID: []

One Asset Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC
[]	[]	[]	[]	<input type="checkbox"/>	1	0.00	[]	UTSA1	[]	[]	[]	[]	[]	[]	[]

Save | Save For Later

Section 1

Section 2

Section 3

Invoice Information Tab (cont'd)

Invoice Information

6

Voucher Attributes

Section 1

Details

<p>Business Unit UTSA1</p> <p>Voucher ID NEXT</p> <p>Voucher Style Regular Voucher</p> <p>Invoice Date 11/01/2021</p> <p>Invoice Received</p> <p>SOUTHWEST DELI GROUP INC</p> <p>Supplier ID 0000043624</p> <p>ShortName SOUTHWEST-003</p> <p>Location UTSA01</p> <p>*Address 2</p>	<p>Invoice No 98765</p> <p>Accounting Date 11/01/2021</p> <p>*Pay Terms NET30 Net 30 Day</p> <p>Basis Date Type Inv Date</p> <p>Control Group</p> <p>Pay Schedule Manual</p> <p><input type="checkbox"/> Incomplete Voucher</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Invoice Total</th> </tr> </thead> <tbody> <tr> <td>Line Total</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>*Currency</td> <td style="text-align: right;">USD</td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Freight</td> <td></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Total</td> </tr> <tr> <td></td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Difference</td> <td style="text-align: right;">-200.00</td> </tr> </tbody> </table>	Invoice Total		Line Total	0.00	*Currency	USD	Miscellaneous		Freight		Total			200.00	Difference	-200.00	<p>Non Merchandise Summary</p> <p>Session Defaults</p> <p>Comments(0)</p> <p>Attachments (0)</p> <p>Basis Date Calculation</p> <p>Template List</p> <p>Advanced Supplier Search</p> <p>Supplier Hierarchy</p> <p>Supplier 360</p>
Invoice Total																			
Line Total	0.00																		
*Currency	USD																		
Miscellaneous																			
Freight																			
Total																			
	200.00																		
Difference	-200.00																		

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)

Invoice Information	Payments	Voucher Attributes
Business Unit	UTSA1	
Voucher ID	NEXT	
Voucher Style	Regular Voucher	
Invoice Date	11/01/2021	31
Invoice Received		31
SOUTHWEST DELI GROUP INC		
Supplier ID	0000043624	
ShortName	SOUTHWEST-003	
Location	UTSA01	
*Address	2	
Save		Save For Later

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

Invoice Information Payments Voucher Attributes

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

Net 30 Day

Invoice Total

Line Total 0.00

*Currency USD

Miscellaneous

Freight

Total 200.00

Difference -200.00

Invoice Information Tab (cont'd)

Invoice Information | Payments | Voucher Attributes

Business Unit UTSA1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 11/01/2021
Invoice Received
Supplier ID 0000043624
SOUTHWEST DELI GROUP INC

Invoice No 98765
Accounting Date 11/01/2021
*Pay Terms NET30 Net 30 Day
Basis Date Type Inv Date
Control Group
Pay Schedule Manual
 Incomplete Voucher

Action

Invoice Total	
Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	200.00
Difference	-200.00

9

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

9. Attach support documentation

Run Calculate Print

Invoice Information Tab (cont'd)

Voucher Header Attachment

Business Unit UTSA1 Voucher ID NEXT

Details		
File Name	Show to Approver?	Description
View	<input type="checkbox"/>	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

File Attachment

Help

No file selected.
 No file selected.

- 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)

Voucher Header Attachment

Business Unit UTSA1 Voucher ID NEXT

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

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
UTSA_AP_SOUTHWEST_DELI_GROUP_98765_2.8.22.pdf	9d	UTSA_AP_SOUTHWEST_DELI_GROUP_	6001279041	Ana Anaya	02/08/2022 12:03:47PM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

9e

- 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)

Invoice Information | Payments | Voucher Attributes

Business Unit UTSA1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 11/01/2021
Invoice Received
SOUTHWEST DELI GROUP INC
Supplier ID 0000043624
ShortName SOUTHWEST-003
Location UTSA01
*Address 2

Invoice No 98765
Accounting Date 11/01/2021
*Pay Terms NET30 Net 30 Day
Basis Date Type Inv Date

Invoice Total	
Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Total	200.00
Difference	-200.00

- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (1)
- Basis Date Calculation
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

10

Save Save For Later Action Run Calculate Print

Copy From Source Document

10. Input comments as applicable

Voucher Comments

Comments

Invoice will be paid according to agreement, the balance is due by 11/31/2021

OK Cancel

10

Invoice Information Tab (cont'd)

Invoice Information | Payments | Voucher Attributes

Business Unit: UTSA1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 11/01/2021
 Invoice Received: []

Invoice No: 98765
 Accounting Date: 11/01/2021
 *Pay Terms: **NET30** (highlighted in red)
 Basis Date Type: Inv Date

Supplier: **SOUTHWEST DELI GROUP INC**
 Supplier ID: 0000043624
 ShortName: SOUTHWEST-003
 Location: UTSA01
 *Address: 2

Control Group: []
 Pay Schedule: Manual

Invoice Total:
 Line Total: 0.00
 *Currency: USD
 Miscellaneous: []
 Freight: []
 Total: 200.00
 Difference: -200.00

Non Merchandise Summary
 Session Defaults
 Comments(1)
 Attachments (1)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

11 Day (highlighted in orange)

Save | Save For Later | Action: Look Up Pay Terms

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

SetID: UTSHR

Payment Terms ID: begins with []
 Short Description: begins with []
 Description: begins with []
 Payment Terms Type: []
 Terms Applicability: []

Look Up | Clear | Cancel | Basic Lookup

Search Results

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)

Invoice Information | Payments | Voucher Attributes

Business Unit UTSA1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 11/01/2021
 Invoice Received

Invoice No 98765
 Accounting Date 11/01/2021
 *Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date

Supplier ID 0000043624
 ShortName SOUTHWEST-003
 Location UTSA01
 *Address 2

SOUTHWEST DELI GROUP INC

Control Group
 Pay Schedule Manual

Incomplete Voucher

Action

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Total	200.00
Difference	-200.00

Non Merchandise Summary
 Session Defaults
 Comments(1)
 Attachments (1)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Save For Later Run Calculate Print

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

Date Calculation

13d

Back to Invoice

Date Calculation Basis

Texas Prompt Pay

Fed Pymnt Basis Date

11/01/2021

13a

Invoice Receipt Date

11/01/2021

Invoice Date

11/01/2021

Goods/Services Receipt

10/15/2021

Acceptance

13b

Date

Date

Cancel

Calculate

Service Dates

13c

Service Start Date

10/15/2021

Service End Date

10/31/2021

Edit Project Service Dates

Update ALL Voucher Lines

- 13a. Enter **Invoice Receipt Date** and **Goods/Service Receipt Date**
- 13b. Select **Calculate** to derive at the **Pymnt Basis Date**
- 13c. Enter **Services Start Date/Service End Date** and select **Update ALL Voucher Lines** (to reflect these dates on all voucher lines)
- 13d. Select **Back to Invoice** to return to the Invoice Information Tab

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

Invoice Information Tab (cont'd)

Section 2 Invoice Lines

Invoice Lines 1 of 2 Last

14 Line 1 Copy Down

*Distribute by Amount 15

Item

Quantity

UOM

Unit Price

Line Amount

SpeedChart 17

Ship To CR10104 16

Description

One Asset

Search Results

View 100 First 1-8 of 8 Last

Ship To Location	Description
ADHOC	Adhoc - Rowdy Exchange
CR10104	Central Receiving
DB0104	Durango Building 0.104
FS1402	Frio Street Bld 1.402
FW1001A	Facilities Warehse 1.001A
GN11	ITC Grounds Storage 1.1
IT101	Inst Texan Cultures 1.01
VQ17101A	Chaprrl Vil Cty Ctr 17.101A

*Service 06/0:

Start Date:

Empl ID:

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)

Invoice Lines ? Find | View All Find 2 of 2 Last

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To CR10104

Description

*Service Start 10/15/2021 *Service End Date: 10/31/2021

Date:

Empl ID:

Calculate

+ -

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

Invoice Information Tab (cont'd)

Section 2 & 3

View of Multiple Lines

Each Line has a dedicated Distribution Line

Invoice Lines ? Find | View All First 1-2 of 2 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00

SpeedChart
 Ship To CR10104
 Description

One Asset
 Calculate

*Service Start 10/15/2021 *Service End Date: 10/31/2021
 Date:
 Empl ID:

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC
<input type="checkbox"/>	1	0.00		UTSA1							

Line 2 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00

SpeedChart
 Ship To CR10104
 Description

One Asset
 UPN
 Calculate

*Service Start 10/15/2021 *Service End Date: 10/31/2021
 Date:
 Empl ID:

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC B
<input type="checkbox"/>	1	0.00		UTSA1							

Save Save For Later

Invoice Information Tab (cont'd)

Section 3

Distribution Lines

Invoice Lines ? Find | View All First 1 of 1

Line 1 Copy Down
*Distribute by: Amount
Item:
Quantity:

SpeedChart: DXM024
Ship To: CR10104
Description:

One Asset Calculate

22. Enter Account code
23. Select Calculate to compute Line Amounts to Distribution Lines

Service Start: 10/15/2021 *Service End Date: 10/31/2021
Date:
Empl ID:

23

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

GL Chart	Exchange Rate	Statistics	Assets		*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC
<input type="checkbox"/>				<input type="checkbox"/>	UTSA1	63003	3105	BFA012	DXM024	700		

Invoice Information Tab (cont'd)

Invoice Information **Payments** 26

Business Unit UTSA1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 11/01/2021
 Invoice Received

Accounting Date 11/01/2021
 *Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date

Supplier ID 0000043624
 ShortName SOUTHWEST-003
 Location UTSA01
 *Address 2

Control Group
 Pay Schedule Manual
 Incomplete Voucher

Invoice Total

Line Total	200.00
*Currency	USD
Miscellaneous	
Freight	
Total	200.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(1)
 Attachments (1)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

24 Calculate 25

Save Save For Later Action Print

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

Invoice Information

Payments

Voucher Attributes

Business Unit	UTSA1	Invoice No	98765	Invoice Date	11/01/2021	Action	<input type="button" value="Run"/>
Voucher ID	NEXT	<input type="checkbox"/>	Incomplete Voucher				<input type="button" value="Schedule Payments"/>
Voucher Style	Regular Voucher	*Pay Terms	NET30	Net 30 Day			
Total Amount	200.00						
Supplier Name	SOUTHWEST DELI GROUP INC						IPAC

Payment Information Find | View All | First 1 of 1 Last

<p>Payment 1</p> <p>*Remit to 0000043624</p> <p>Location UTSA01</p> <p>*Address 1</p> <p style="margin-top: 10px;">SOUTHWEST DELI GROUP INC 2002 E 42ND ST ODESSA, TX 797625841</p>	<p>Schedule ID</p> <p>Gross Amount 0.00 USD</p> <p>Discount 0.00 USD</p>	<p>Scheduled Due</p> <p>Net Due</p> <p>Discount Due</p> <p>Accounting Date</p>	<p>Payment Inquiry</p> <p><input type="checkbox"/> Discount Denied</p> <p>Late Charge</p> <p>Express Payment</p> <p>Payment Note(0)</p> <p>Holiday/Currency</p>
---	--	--	---

Payment Options

*Bank CHASE	Pay Group	*Netting Not Applicable	<p>Supplier Bank Messages</p> <p><input type="checkbox"/> Hold Payment</p> <p><input checked="" type="checkbox"/> Separate Payment</p> <p><input type="checkbox"/> Inbound IPAC</p> <p>Select IPAC</p>
*Account 3AP1	*Handling US Mail	L/C ID	
*Method CHK Check	Hold Reason		
Message	<input type="checkbox"/> Supplier Offset TOP		

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment	Payment Date	Reference
Pay		
Ref Voucher		Ref Payment

27

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

Office of Financial Affairs

Disbursements and Travel Services

Payment Tab (cont.)



Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | **Error Summary** 28

Business Unit UTSA1
Voucher ID 00295008 29
 Voucher Style Regular Voucher

Invoice No 98765
 Invoice Date 11/01/2021 30

Total Amount 200.00
 Supplier Name SOUTHWEST DELI GROUP INC

*Pay Terms NET30 Net 30 Day

Action [v] 31

Run 31

Schedule Payments

IPAC

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

32

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes No

Summary Tab Budget Checking

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	
<p>Business Unit UTSA1</p> <p>Voucher ID 00295008</p> <p>Voucher Style Regular</p> <p>Voucher Name SOUTHWEST DELI GROUP INC 3501 BILLY HEXT RD ODESSA, TX 79765-8939</p> <p>Status Postable</p> <p>Status No Match Preview Approval</p> <p>Status Pending</p> <p>Status Unposted</p>				<p>Invoice Date 11/01/2021</p> <p>Invoice No 98765</p> <p>Invoice Total 200.00 USD</p> <p>Pay Terms Net 30 Day</p> <p>Voucher Source Online</p> <p>Origin APB</p> <p>Created On 02/08/2022 11:38AM</p> <p>Created By 6001279041</p> <p>Last Update 02/08/2022 1:11PM</p> <p>Modified By 6001279041</p> <p>ERS Type Not Applicable</p> <p>Close Status Open</p>		
<p>Budget Status Valid</p>						
<p>Budget Misc Status Valid</p> <p>*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/></p>						

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

SOUTHWEST DELI GROUP INC
2002 E 42ND ST
ODESSA, TX 797625841

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

Payment Options

*Bank CHASE
*Account 3AP1
*Method CHK Check
Message

Pay Group
*Handling US Mail
Hold Reason

*Netting
L/C ID

- 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

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

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

Business Unit Invoice No
 Voucher ID Invoice Date
 Voucher Style Action
 Total

<p>Voucher Processing</p> <input checked="" type="checkbox"/> Post Voucher <input type="checkbox"/> Close Voucher <input checked="" type="checkbox"/> Revalue Voucher <input type="checkbox"/> Delete Voucher	<p>Tax Group</p> Tax Group <input type="text"/> Tax Pymnt Type <input type="text"/>
<p>Accounting Instructions</p> Account At <input type="text" value="Gross"/> *Template <input type="text" value="STANDARD"/> <input type="button" value="Q"/>	<p>Transaction Currency</p> *Source <input type="text" value="Tables"/> <input type="button" value="v"/> *Currency <input type="text" value="USD"/> <input type="button" value="Q"/> Rate Type <input type="text" value="CRRNT"/> <input type="button" value="Q"/> Exchange Rate <input type="text" value="1.00000000"/>
<p>Match Action</p> Match Due Date <input type="text"/> *Status <input type="text" value="Not Applicable"/> <input type="button" value="v"/> Match Action Comments <input type="text"/> <input type="button" value="Match Action History"/> <input type="checkbox"/> Pay UnMatched	<p>Letter of Credit</p> L/C ID <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Actions"/>
<p>Workflow Approval</p> *Approval Rules <input type="text" value="Approval Framework"/> <input type="button" value="v"/> *Voucher Priority <input type="text" value="Medium"/> <input type="button" value="v"/> <input type="button" value="Preview Approval"/> <input type="button" value="Submit For Approval"/>	<p>Self Billing Invoice</p> *SBI <input type="text" value="Individual Voucher (Auto-Num"/> <input type="button" value="v"/> SBI Number <input type="text"/>
<p>Prepayment</p> Prepaid Ref <input type="text"/> <input type="button" value="Q"/> <input checked="" type="checkbox"/> Automatically Apply Prepayment <input type="checkbox"/> Postpone Withholding	

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

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	UTSA1	Invoice Number	98765		
Voucher ID	00295008	Invoice Date	11/01/2021		
Style	Regular Voucher	Total	200.00	USD	
This Voucher does not have any errors.					
Return to Search	Notify	Refresh	Add	Update/Display	

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



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: UTSA1
 Voucher ID: 00295008
 Additional Details: Services for 10/15/21 event
 227 characters remaining

33

Save

Invoice Total

Line Total	200.00
*Currency	USD
Miscellaneous	
Freight	
Total	200.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(1)
 Attachments (1)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Preview Approval
 Supplier Hierarchy
 Supplier 360

Run Calculate 32 Submit Approval

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

Summary Tab

Approval History

Business Unit UTSA1

Total

200.00

Voucher ID 00295008

Approval Status Pending

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](#)



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.

1

Approval is requested for Voucher ID "00060997" Business Unit "UTSA1"

Dennis.Layman@utsa.edu

To: Douglas.Hartzler@utsa.edu; Orth, Cynthia - UT San Antonio

Retention Policy: UT-90Day_Inbox (90 Days) Expires: 4/18/2016

A voucher has been entered that requires your attention.

Business Unit:	UTSA1
Voucher ID:	00060997
Invoice ID:	Test 2016-01-19
Invoice Date:	2016-01-19
Gross Amount:	5
Vendor:	WILLIAM S HEIN & CO INC
Entered by:	Dennis Layman
Updated by:	Dennis Layman

Email Notification - What action for a document is required

Click on link in email to log into PeopleSoft for Budget Review/Approval

2

You can navigate to the Voucher Approval page by clicking the link below.

https://zap-ga.shared.utsystem.edu/psp/ZAPQA/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.GBL?Page=VCHR_APPRVL_AF&Action=U&BUSINESS_UNIT=UTSA1&VOUCHER_ID=00060997

Processing Non-PO Voucher E-Notifications

Voucher

13.80 USD Approve Send Back More

In Process - Multiple Approvers

Summary

Business Unit UTSA1	Voucher ID 00198257
Invoice Number 9959537292	Created By Veronica Castellanos
Supplier Name AIRGAS USA LLC	Modified By Cynthia A Schweers
Due Date 03/02/19	Invoice Date 01/31/19
Voucher Source Online	Voucher Style Regular Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		Large nitrogen cyl rental	4	EA	3.45 USD	13.80 USD

More Information

View Attachments (1) >

Approver Comments

Approval Chain

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

Voucher

13.80

Approve Send Back More

Voucher ID 00198257
Created By Veronica Castellanos
Modified By Cynthia A Schweers
Invoice Date 01/31/19
Voucher Style Regular Voucher

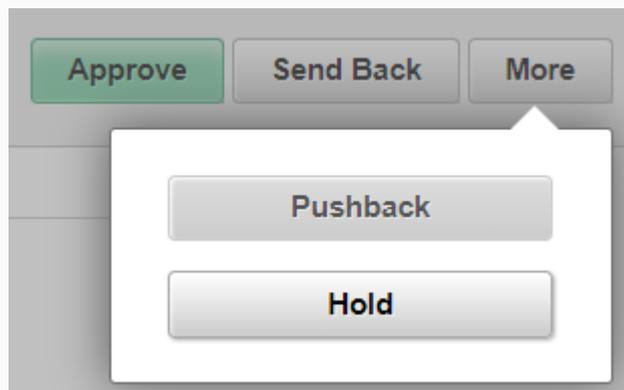
Cancel Deny Submit

You are about to deny this request.

Approver Comments

Approval Chain >

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

Approval | Line Information | Charge Information

Business Unit UTSA1 Invoice Number 123
 Voucher 00198835 Supplier VOLGISTICS, INC
 Invoice Date 06/04/2019 ID 0000049490

Voucher Details

Transaction Currency USD Terms Net Due 30 Days
 Total 4,440.00 Approval Status Pending
 Misc Amt 0.00 Added By 6001026390
 Freight 0.00 Susanne L Davidson
 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
UTSA1	0000049490	Remitting Address	06/05/2019	4440.00	USD	VOLGIS

AP Approval

Business Unit=UTSA1, VOUCHER_ID=00198835:Pending Start New Path

AP Approval

Pending Multiple Approvers + AP Approval

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

https://zafi-uat.utshare.utsystem.edu/psc/Z... — □ ×

https://zafi-uat.utshare.utsystem.edu/psc/ZAFIUAT_1/E...

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: 🔍

Insert as: Approver Reviewer

Insert **Cancel**

Related Documents Tab Payment Reference

Summary
Related Documents
Invoice Information
Payments
Vouch

Select this Tab to review the payment status

Business Unit UTSA1

Voucher ID 00198833

Voucher Style Regular Voucher

Supplier ID 0000035649

Invoice No

Invoice Date

Action

▼ **Payment Details** Personalize | Find | View All | First 1 of 1 Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Not Selected for Payment	06/03/2019		UTSA1	0000035649		1 ACH	200.00		USD

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

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit UTSA1

Voucher ID 00119999

Voucher Style Regular Voucher

Supplier ID 0000041275

Invoice No

Invoice Date

Action

Payment Details Personalize | Find | View All | |

First 1 of 1 Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
<input type="button" value="Actions"/>	<input type="button" value="Print"/> Paid	04/14/2017	3100086119	UTSA1	0000041275		1 ACH	363.61	363.61	USD

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:

Look Up Location

SetID: UTSA1
Supplier ID: 0000011664
Supplier Location: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Supplier Location	Description
SHARED	Shared - Converted Location
UTSA01	ROWDY EXCHANGE
UTSA1	UTSA Procard Account
UTSA2	UTSA CLIBA ACCOUNT
UTSA3	CITIBANK TAC
UTSA4	CITIBANK ONE CARD

Voucher

Find an Existing Value | Keyword Search | Add a New Value

*Business Unit: UTSA1
Voucher ID: NEXT
Voucher Style: Regular Voucher
Supplier Name: CITIBANK NA
Short Supplier Name: CITIBANK N-001
Supplier ID: 0000011664
Supplier Location: UTSA4
Address Sequence Number: 1
Invoice Number: 1234567890
Invoice Date: 09/03/2020
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
PO Business Unit:
PO Number:
Estimated No. of Invoice Lines: 1

Add

**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

Voucher

Find an Existing Value Keyword Search Add a New Value

*Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Creating Non-PO Voucher (Citibank payment cont.)

Section 1

Invoice Information | Payments | Voucher Attributes

Business Unit: UTSA1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 11/03/2021
 Invoice Received: 11/04/2021

Invoice No: 1234567890
 Accounting Date: 11/12/2021
 *Pay Terms: N4EOM
 Basis Date Type: Inv Date

Supplier ID: 0000011664
 ShortName: CITIBANK N-001
 Location: UTSA4
 *Address: 1

Invoice Total: Line Total 150.00, *Currency USD, Total 150.00, Difference 0.00

Control Group: []
 Pay Schedule: Manual

Save | Save For Later | Action: [] | Run | Calculate | Print

Copy From Source Document

Section 2

Invoice Lines

Line 1 Copy Down
 *Distribute by: Amount
 Item: []
 Quantity: []
 UOM: []
 Unit Price: []
 Line Amount: 150.00

SpeedChart: []
 Ship To: CR10104
 Description: TA123456 registration fee

*Service: 11/12/2021
 *Service End: 11/12/2021
 Start Date: []
 Date: []
 Empl ID: 600102 Compean, Nora V

One Asset Calculate

Section 3

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project
<input type="checkbox"/>	1	150.00		UTSA1	67645	3100	BFA012		700		

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**

Invoice Lines ? Find | View All First 1 of 2 Last

Line 1 Copy Down

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

SpeedChart

Ship To

Description

One Asset + -

*Service

Start Date: End

Empl ID:

▼ 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	Function	PC Bus Unit	Project	Activity	Cost Center
<input type="checkbox"/>	1	0.00		UTSA1								

Creating Non-PO Voucher (Citibank Payment Cont.)

Invoice Information
Payments
Voucher Attributes

Business Unit

Voucher ID

Voucher Style

Invoice Date

Invoice Received

CITIBANK NA

Supplier ID

ShortName

Location

*Address

Invoice No

Accounting Date

*Pay Terms N4d PR EOM

Basis Date Type

Control Group

Pay Schedule

Incomplete Voucher

Invoice Total

Line Total	150.00
*Currency	USD
Miscellaneous	
Freight	
Total	150.00
Difference	0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Basis Date Calculation

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Action

► Copy From Source Document

Invoice Lines Find | View All | First 1 of 1 Last

Line 1	<input type="checkbox"/> Copy Down	SpeedChart <input type="text"/>	Ship To <input type="text" value="CR10104"/>		<input type="checkbox"/> One Asset
*Distribute by	<input type="text" value="Amount"/>	Description	<input type="text" value="TA123456 registration fee"/>		<input type="button" value="Calculate"/>
Item	<input type="text"/>				
Quantity	<input type="text"/>				
UOM	<input type="text"/>				
Unit Price	<input type="text"/>				
Line Amount	150.00				

*Service *Service End
 Start Date: _____ Date: _____
 Empl ID: Compean, Nora V

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		
<input type="checkbox"/>	1	150.00		UTSA1	67645	3100	BFA012		700				

Office of Financial Affairs

Disbursements & Travel Services



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

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 Paul Verma, Zane R Lybrand, Meteh C Antole and Jenny Hsieh, published in "Frontiers in Neuroscience-Neuroinformatics".			
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.			
D. Wire Transfer Details			
Description			Unit Price
1 x Article Processing Fee Title "Novel targets of SARS-CoV-2 spike protein in human fetal brain development suggest early progne			\$ 2,950.00
			Quantity
			1
			Total
			\$ 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	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Wire Transfer Fee:	\$ 7.00		<input type="checkbox"/>
Total:	\$ 2,957.00		
CERTIFICATION			
<input checked="" type="checkbox"/> 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			Date: 01/05/21
DTS OFFICE USE ONLY			
Date Approved for Payment:	Approver Signature: James Sims	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**

Voucher 1

Business Unit

 Voucher ID

 Voucher Style

 Supplier Name

 Short Supplier Name

 Supplier ID

 Supplier Location

 Address Sequence Number

 Invoice Number

 Invoice Date

 Gross Invoice Amount

 Freight Amount

 Misc Charge Amount

 PO Business Unit

 PO Number

 Estimated No. of Invoice Lines

How to Process a Prepaid Voucher

Invoice Information | Payments | Voucher Attributes

Business Unit: UTSA1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 06/03/2019
 Invoice Received: []

Invoice No: PS951630319
 Accounting Date: 06/03/2019
 *Pay Terms: NET30
 Basis Date Type: Inv Date
 Control Group: []
 Pay Schedule: Manual

Supplier: DELL FINANCIAL SERVICES LLC
 Supplier ID: 0000037802
 ShortName: DELL FINAN-001
 Location: UTSA01
 *Address: 14

Invoice Total
 Line Total: 7,000.00
 *Currency: USD
 Miscellaneous: []
 Freight: []
 Total: 12,000.00
 Difference: -5,000.00

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

Save | Save For Later | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Line 1 | Copy Down
 *Distribution by Amount
 Item: []
 Quantity: []
 UOM: []
 Line Amount: 7,000.00

SpeedChart: DXM024
 Ship To: CR10104
 Description: []

*Service: 06/03/2019
 Start Date: []
 End Date: []
 Empl ID: []

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity
[]	1	7,000.00	[]	UTSA1	60155	3105	BFA012	[]	700	[]	[]	[]

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

The screenshot displays a financial system interface with several key elements highlighted by orange boxes and numbered callouts:

- Step 5:** A box around "Line 2" and "Copy Down" in the top left.
- Step 6:** A box around the "Line Amount" field, which contains the value "5,000.00".
- Step 6a:** A box around the "*Service" date fields, showing "09/01/2019" and "10/01/2019".
- Step 7:** A box around the "Account" field in the "Distribution Lines" table, which contains the value "60155".

The "Distribution Lines" table is as follows:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity
	1	5,000.00		UTSA1	60155	105	BFA012		700			

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



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