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

Three ways for you to check-in:

Click link in Chat Box provided by facilitator

Use QR code (open camera on your smart phone)

•Open your browser and type in the web address below



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

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

Enjoy your class!

Office of Financial Affairs

Disbursements and Travel Services

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

Disbursements and Travel Services



Overview



Disbursements and Travel Services





Disbursements and Travel Services



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

- <u>UTShare</u> is synonymous with <u>PeopleSoft</u>:
 - <u>*PeopleSoft*</u> is the software
 - <u>UTShare</u> 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 <u>The Chart of Accounts</u>
 - Review Basic Structure and Concepts
 - Use of Shortcuts
 - Chartfield String/SpeedCharts
 - Identify Resources and Forms

- <u>Prepaid Transactions</u> payment made for goods/services that overlap Fiscal Years
- <u>Accounting Date</u> indicates when a transaction is recognized and determines the period in the general ledger to which the transaction is to be posted
- <u>Asterisks</u>(*) identifies mandatory fields to be completed in UTShare/PeopleSoft



General Info Terminology & Roles and Responsibilities

Office of Financial Affairs

Disbursements and Travel Services

General Terminology

- Front Office same as "Department"
- <u>Back Office</u> another term for a central processing unit (i.e., Disbursements & Travel Services (DTS), Purchasing, Distribution Services, and Accounting)
- <u>Approver</u> also referred to as "Reviewer" and "Budgetary Authority". Electronic approval by Department, Cost Center, Project/Grants, PI or Capital Projects approver
- <u>Originator</u> also referred to as "Requester" or "Creator". Individual who creates electronic voucher

- <u>APPROVE</u> document approval button; document moves to the next workflow step (inserting comments is optional); Generates e-notifications to all approvers in routing path
- <u>PUSH BACK</u>– returns voucher a step back to prior approver. Only available at multiple budgetary authority levels
- <u>HOLD</u> suspends the voucher from moving forward in the workflow path
- <u>SEND BACK/DENY</u> 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 <u>Goods</u> or <u>Services</u> 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 <u>Scholarships Department</u> 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 <u>Travel Advance Request (TAR)</u> form
 - A completed, signed TAR must be submitted at least 10 business days prior to departure date
 - Departments complete a <u>Participant Advance form</u>
 - 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

<u>Terminology</u>

U T 🎇 S H A R E

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

U T 🐹 S H A R E

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

Office of Financial Affairs

Disbursements and Travel Services



Disbursements and Travel Services

Roles and Responsibilities



Disbursements and Travel Services



Roles and Responsibilities

- Departmental <u>Creator</u> Responsibilities
 - <u>PaymentWorks</u> 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 <u>MyTraining</u>

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

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Disbursements and Travel Services



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. <u>Do not</u> <u>send original copies to DTS</u>
 - 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)
 - <u>Approve</u> or <u>Send Back/Deny</u> document for payment

Note: Vouchers with incomplete, illegible scans or missing documentation will be <u>returned</u> or <u>denied</u> 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.



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Disbursements & Travel Services



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Disbursements and Travel Services

The University of Texas at San Antonio UTSA. Business Affairs

Business Process Flow



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Disbursements and Travel Services





Disbursements and Travel Services

Navigation to Vouchers

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

2. Click on UTShare/ Peoplesoft link

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| 💛 😵 myUTSA 🔲 UTSA Today 🌔 | 🗍 Visit 👑 Directory 🔍 Search |
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| | of Texas |
| 1969-2019 | About Admissions Academics Research |
| STUDENT RESOURCES | FACULTY/STAFF RESOURCES |
| ► ASAP | ▶ WebMail |
| Blackboard Learn | OneDrive for Business |
| myUTSA Apps | Faculty Center |
| DegreeWorks | Human Resources |
| OneDrive for Business | UTShare/PeopleSoft |
| ▶ myUTSA mail | Interim Workflow Solutions |
| ► PrintSpot | Account Passphrase Reset |
| Class Schedules | ▶ DigitalMeasures |
| Academic Calendar | Academic Calendar |
| Account Passphrase Reset | Anti-Spam Email Settings |
| ITCA Plushook | About CDAM |

Disbursements and Travel Services

Navigation to Vouchers

3. Login to UTShare/ Peoplesoft

Enter myUTSA ID

4. Enter your passphrase

5. DUO authentication

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UTSA. The University of Texas at San Antonio[™]

Log in to zap.shared.utsystem.edu

| myUTSA ID (in "abc123" format) | |
|--------------------------------|-------------------------|
| | > Forgot your password? |
| apc123 | > Need Help? |
| Passphrase | > Acceptable Use Policy |
| ••••• | |
| | |
| Login | |

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 pa

| | UTSA. = Settings |
|-------------------|------------------------|
| k. s pa | Send Me a Push |
| | Call Me |
| | Enter a Passcode |
| | Remember me for 7 days |
| | |
| | |

Disbursements and Travel Services

Navigation to Vouchers PS 9.2 Fluid Upgrade



Disbursements and Travel Services

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Disbursements and Travel Services

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| | | | Worklist | > |
| | | | Reporting Tools | > |
| 2 | Menu | | PeopleTools | > |

Disbursements and Travel Services

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



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- 4. Select Accounts Payable
- 5. Select Accounts Payable Center

| NavBar: Menu | | | | | | |
|------------------------|------------|----------------------------|---|--|--|--|
| | Menu > Fin | ancials | | | | |
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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

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a. Select the Lookup

| Find an Existing Value Keyword Search Add a New Value | |
|---|---|
| | |
| Business Unit | |
| Voucher ID NEXT | |
| Voucher Style Regular Voucher | |
| Supplier Name | Q |
| Short Supplier Name | |
| Supplier ID | |
| Supplier Location | |
| Address Sequence Number 0 🔍 | |
| Invoice Number | |
| Invoice Date | |
| 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 | |

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

a als Lin. Complian ID

- b. Enter the Search Criteria under **Short Supplier Name**
- c. Select the **Lookup** button

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d. Select the appropriate supplier

| LOOK UP S | | |
|---------------|------------------------|--|
| | | |
| | SetID | UTSA1 |
| Su | pplier ID begins wit | h 🗸 |
| Short Supplie | er Name begins wit | h 🗸 SOUTHWEST |
| Supplie | er Name begins wit | h 🗸 |
| Class | sification = | ×] [v] |
| Per | sistence = | ×] |
| | | |
| Look Up | Clear C | ancel Basic Lookup |
| Search Res | sults | |
| 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 CORF |

Creating a Non-PO Voucher (cont'd)

- 2. Perform <u>Lookup</u> 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

| Find an Existing Value | eyword Search Add a New Value |
|-------------------------------|-------------------------------|
| | |
| *Business Un | it UTSA1 Q |
| Voucher I | NEXT |
| Voucher Styl | Regular Voucher 🗸 |
| Supplier Nam | SOUTHWEST DELI GROUP INC |
| Short Supplier Nam | e SOUTHWEST-003 Q |
| Supplier I | 0000043624 Q |
| Supplier Locatio | n UTSA01 |
| Address Sequence Numbe | er 2 Q |
| Invoice Numbe | r |
| Invoice Dat | e |
| Gross Invoice Amour | 0.00 |
| Freight Amou | 0.00 |
| Misc Charge Amou | nt 0.00 |
| PO Business Un | it 🔍 🔍 |
| PO Numbe | er 🔍 |
| Estimated No. of Invoice Line | s 1 |

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The University of Texas at San Antonio UTSA, Business Affairs

Invoice Information Tab

| | Full View of Page Broken Down in th | nree sections |
|-----------|---|--|
| | Invoice Information Payments Voucher Attributes | |
| | Business Unit UTSA1 Invoice No 98765 Voucher ID NEXT Accounting Date 11/01/2021 ii) Voucher Style Regular Voucher *Pay Terms NET30 Q Net 30 Day Invoice Received Invoice Received Invoice No 98765 Net 30 Day | Invoice Total Non Merchandise Summary Line Total 0.00 *Currency USD Miscellaneous Image: Calculation Template List |
| Section 1 | Supplier ID 0000043624 Control Group Q ShortName SOUTHWEST-003 Pay Schedule Manual V Location UTSA01 Control Group Incomplete Voucher | Total 200.00 Advanced Supplier Search Difference -200.00 Supplier Hierarchy Supplier 360 Supplier 360 |
| | Convertor Later Action | Run Calculate Print |
| | P copy from source bocument | |
| | Invoice Lines (?) | Find View All First 🕚 1 of 1 🕑 Last |
| Section 2 | Line 1 Copy Down *Distribute by Amount V Item Quantity UOM Unit Price Line Amount 0.00 SpeedChart Q CR10104 Q Description | Calculate |
| | | *Service Start 02/08/2022) *Service End Date: 02/08/2022) 3 |
| | ▼ Distribution Lines GL Chart Exchange Rate Statistics Assets Copy Line Merchandise Amt Quantity *GL Unit Account | Personalize Find View All 🔄 🔡 First 🕢 1 of 1 🕑 Last |
| Section 3 | | |
| | Save Save For Later | |

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The University of Texas at San Antonio **UTSA** Business Affairs

| Invoice | Information | Tab (| (cont'd) |
|---------|-------------|-------|----------|
| | | IGN (| |

| nvoice Information | D uct | her Attributes | | | Sectio | on 1 🔰 | Details | | |
|--|--|------------------------------------|--|--|--------|------------|---|---|--|
| Business Unit Voucher ID Voucher Style Invoice Date Invoice Received | UTSA1 NEXT Regular Voucher 11/01/2021 | i i | Invoice No Accounting Date *Pay Terms Basis Date Type | 98765 11/01/2021 NET30 Inv Date |) (| Net 30 Day | Invoice Total Line Total Currency Miscellaneous Freight | 0.00 USD Q IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List |
| Supplier ID ShortName Location *Address | SOUTHWEST DE 0000043624 SOUTHWEST-000 UTSA01 2 | LI GROUP INC Q 3 Q Q Q | Control Group | Manual | Q | v | Total Difference | 200.00 -200.00 | Advanced Supplier Search Supplier Hierarchy Supplier 360 |

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

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Invoice Information Tab (cont'd)



7. Verify the accuracy of the following

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

Invoice Information Tab (cont'd)



Invoice Information Tab (cont'd)

| nvoice information Paym | ents <u>V</u> oucher Attributes | | | | | | 9 |
|--|--|--|--|------------|--|-------------------|---|
| Business Unit U Voucher ID Ni Voucher Style Ro Invoice Date 11, | SA1 EXT Igular Voucher 01/2021 | Invoice No Accounting Date *Pay Terms Basis Date Type | 98765 11/01/2021 NET30 Inv Date | Net 30 Day | Invoice Total Line Total *Currency Miscellaneous | 0.00 USD Q | Non-Contandise Summar Session Defaults Comments(0) Attachments (0) |
| Invoice Received | DUTHWEST DELIGROUP INC Inch support Umentation | Control Group ay Schedule Action | Manual | ~ | Freight Total Difference | 200.00 -200.00 | Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 |

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The University of Texas at San Antonio UTSA. Business Affairs

Invoice Information Tab (cont'd)

Voucher Header Attachment

| | inner Heit same s | Vaushas ID, UEVE | | File Atta | achment | × | |
|------------------------------|---|--|------------------|-----------|-------------------|------|---------------------------|
| Bus | iness Unit UTSA1 | Voucher ID NEXT | | | | Help | |
| Details | | | 9h | Browse | No file selected | | 🔜 🛛 First 🕚 1 of 1 🕑 Last |
| File Name | Show to Approver? | Description | USEI | DIOWSE | No me selected. | | Date/Time Stamp |
| View | ~ | | | Browse | No file selected. | | - |
| | | | | Browse | No file selected. | | |
| | | | | Browse | No file selected. | | |
| Adding large before addin | e attachments can take so g large attachments. | ome time to upload, therefore, it is advisable | to save the trar | Browse | No file selected. | | |
| Add A | ttachment 9a | | 9c | Upload | Cancel | | |
| OK | Cancel Refre | sh | | | | | |

- 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

Office of Financial Affairs

Invoice Information Tab (cont'd)

| Details | | | | Personalize | e Find View All 🔄 🔢 💦 First 🕚 |
|---|--|--|--------------------------------------|---|---------------------------------------|
| File Name | Show to Approv | ver? Description | User | Name | Date/Time Stamp |
| UTSA_AP_SOUTHWEST_DELI_GROUP_98765_2.8.22.pdf | 90 | UTSA_AP_SOUTHWEST_DEL | _GROUP_ 6001279041 | Ana Anaya | 02/08/2022 12:03 |
| Add Attachment OK Cancel Refresh | • 9d. Or • UT | ice uploaded SA_AP_(vender | d, add de or name)_I | scription NV#_date | |
| Add Attachment OK Cancel Refresh | 9d. Or UT UT | ice uploaded SA_AP_(vendo SA_AP_Servic | d, add de or name)_I æ Agreeme | scription NV#_date ent_(vendor na | ame)date |

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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 <u>plus</u> travel receipts, signed contract or service agreement, BEF <u>plus</u> 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 P | ayments <u>V</u> oucher Attributes | | | | | | | |
|--|---|---|--|------------------------|----------------------------|--|--|--|
| Business Unit Voucher ID Voucher Style Invoice Date Invoice Received Supplier ID ShortName Location | UTSA1 NEXT Regular Voucher 11/01/2021 SOUTHWEST DELI GROUP INC 0000043624 SOUTHWEST-003 UTSA01 | Invoice No Accounting Date *Pay Terms Basis Date Type Control Group Pay Schedule | 98765 11/01/2021 NET30 Inv Date Manual | Net 30 Day | Invoice Tota * Misco | Line Total Currency ellaneous Freight Total ifference | 0.00 USD Q 9 9 200.00 -200.00 | Non Merchandise Summary Session Defaults Comments(0) Attachments (1) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 |
| *Address | 2 Q | | Incomplete Vouch | ier | | | | |
| Save | Save For Later | Action | | ~ | Run | Calculate | Print | |
| Copy From Source | e Document | | Voucher Co | mments | | | | × |
| 10. Input as app | t comments blicable | | Comments Invoice will be | e paid according to ag | reement, the b | palance is due by 1 | 1/31/2021 | Help |
| | | 10 | ОК | Cancel | | | | |

Office of Financial Affairs

The University of Texas at San Antonio UTSA. Business Affairs

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Invoice Information Tab (cont'd)

Invoice Total Non Merchandise Summary Invoice No 98765 Business Unit UTSA1 Session Defaults Accounting Date 11/01/2021 0.00 Voucher ID NEXT Line Total 31 Comments(1) *Pay Terms NET30 S. \bigcirc Voucher Style Regular Voucher *Currency USD Q Day Attachments (1) ģ Miscellaneous Invoice Date 11/01/2021 Basis Date Type Inv Date 31 Basis Date Calculation , mi Invoice Received Freight 31 Template List SOUTHWEST DELI GROUP INC Advanced Supplier Search Total 200.00 Control Group Supplier ID 0000043624 Q Q Supplier Hierarchy -200.00 Difference ShortName SOUTHWEST-003 Q Pay Schedule Manual \sim Supplier 360 Location UTSA01 Q *Address 2 Q Incomplete Voucher Save For Later Save Look Up Pay Terms Action Help 11. Pay Terms defaults to **NET30**, on

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

| | SetID | UTS | SHR | | |
|---------------|----------------|-------------|-------------------|---------------|---------------|
| Payment Ter | ms ID begins (| with 🔻 | | | |
| Short Desc | ription begins | with 🔻 | | | |
| Desc | ription begins | with V | | | |
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| Payment lerms | s Type = | • | | • |] |
| Terms Applic | ability = | • | | • |] |
| | | | | | |
| Look Up | Clear | Cancel | Basic Lookup | | |
| | | | | | |
| Search Resu | Its | | | | |
| View 100 | | | | First 🕚 1-1 | 2 of 12 🕑 Las |
| Payment Terms | Short | Description | | Payment Terms | Terms |
| ID | Description | Description | | Туре | Applicability |
| 11030 | 1-10-Net30 | 1% - 10 day | ys, Net 30 | Single | Supplier |
| 15N30 | 1.5-10-N30 | 1.5% - 10 d | ays, Net 30 | Single | Supplier |
| 21030 | 2-10-Net30 | 2% - 10 day | ys, Net 30 | Single | Supplier |
| 31030 | 3-10-Net30 | 3% - 10 day | ys, Net 30 | Single | Supplier |
| N4EOM | N4d PR EOM | Net Due 4 d | days prior to EOM | Single | Supplier |
| N7EOM | N7d PR EOM | Net Due 7 d | 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 | Davs | Single | Supplier |

Invoice Information Tab (cont'd)

| In | voice Information Payments Voucher Attributes | | | | | |
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| | Business Unit UTSA1 | Invoice No 98765 | | Invoice Total | | Non Merchandise Summary |
| | Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 11/01/2021 | Accounting Date 11/01/2021 *Pay Terms NET30 Basis Date Type Inv Date | Net 30 Day | Line Total *Currency Miscellaneous Freight | 0.00 USD Q | Session Defaults Comments(1) Attachments (1) Basis Date Calculation |
| | SOUTHWE ST DELI GROUP INC Supplier ID 0000043624 Q ShortName SOUTHWEST-003 Q Location UTSA01 Q *Address 2 Q | Control Group O Pay Schedule Manual | | Total Difference | 200.00 -200.00 | Advanced Supplier Search Supplier Hierarchy Supplier 360 |
| | Save Save For Later | Action | ~ | Run Calculate | Print | |
| | 12. Pay Schedule eq 13. Select to decide E | uals "Manual" Basis Date Calculati | on | | | |

Office of Financial Affairs

Invoice Information Tab (cont'd)

| D | etails of Step 13 | Defaults to Texas Prompt Pay |
|-------------------|---|--|
| 13d 13a 13b | Date Calculation Back to Invoice Date Calculation Basis Texas Prompt Pay Fed Pymnt Basis Date 11/01/2021 Invoice Receipt Date 11/01/2021 Invoice Date 11/01/2021 Invoice Date 11/01/2021 Acceptance Date Cancel Calculate | Service Dates Image: Service Start Date Service End Date Update ALL Voucher Lines |
| • | 13a. Enter Invoice Receipt Date a 13b. Select Calculate to derive at t 13c. Enter Services Start Date/Se Voucher Lines (to reflect thes) | and Goods/Service Receipt Date the Pymt Basis Date ervice End Date and select Update ALL se 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**

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Invoice Information Tab (cont'd)



- 14. Navigate to applicable **Line** item or add (+) or delete (-) line(s) by using the navigation section
- 15. Distribute by select either "Amount" or "Quantity", as applicable
- 16. Select/enter applicable Ship To location from Lookup
- 17. Select/enter applicable SpeedChart

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Invoice Information Tab (cont'd)



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Invoice Information Tab (cont'd)

Section 2 & 3

View of Multiple Lines

| Invoice Lines 🕐 | | Find View All First 🥙 1-2 of | 2 🕑 |
|---|--|--|-----|
| Line 1 Copy Down *Distribute by Amount v Item Quantity | SpeedChart Q Ship To CR10104 Q Description | Calculate | |
| UOM Q Unit Price Line Amount 0.00 | | | |
| | | *Service Start 10/15/2021 (5) *Service End Date: 10/31/2021 (5) Date: Empl ID: Q | |
| Distribution Lines | | Personalize Find View All 🖾 🧱 🛛 First 🕚 1 of 1 🛞 Last | |
| GL Chart Exchange Rate Statistics | ssets 📖 | | |
| Copy Down Line Merchandise Amt | Quantity *GL Unit Account Fun | nd Dept Cost Center Function Program PC | |
| | | | |
| 1 | UTSA1 Q | | |
| • – 1 <u>0.00</u> | UTSA1 Q Q | | |
| Line 2 Copy Down *Distribute by Amount ~ Item Quantity UOM Unit Price Line Amount 0.00 | UTSA1 Q Q SpeedChart Q Ship To CR10104 Q Description | One Asset UPN Calculate | |
| Line 2 Copy Down *Distribute by Amount ~ Item Quantity UOM Quantity UOM Quantity Line Amount 0.00 | UTSA1 Q Q SpeedChart Q Ship To CR10104 Q Description | *Service Start 10/15/2021 ji *Service End Date: 10/31/2021 ji Empl ID: | |
| Line 2 Copy Down *Distribute by Amount ~ Item Quantity UOM Unit Price Line Amount 0.00 | SpeedChart Q Ship To CR10104 Q Description | Calculate *Service Start 10/15/2021 [6] *Service End Date: 10/31/2021 [6] Date: Empl ID: Personalize Find View All [2] [6] First (1) 10(1) (2) Last | |
| Line 2 Copy Down *Distribute by Amount Quantity UOM Unit Price Line Amount 0.00 | SpeedChart Q Ship To CR10104 Q Description | Calculate | E |
| Line 2 Copy Down *Distribute by Amount v Item Quantity UOM Unit Price Line Amount 0.00 V Distribution Lines GL Chart Exchange Rate Statistics A Copy Line Merchandise Amt | ssets cont state of the set of th | Calculate *Service Start 10/15/2021 Calculate *Service Start 10/15/2021 First 4 1 of 1 Last Dept Cost Center Function Program PC B | |
| Line 2 Copy Down *Distribute by Amount UM Quantity UOM Unit Price Line Amount 0.00 Unit Price Line Amount 0.00 UNIT Price Line Amount 0.00 | ssets TTTT Quantity *GL Unit Account Fund | Calculate *Service Start 10/15/2021 S *Service End Date: 10/31/2021 S Date: Empl ID: Q Personalize Find View All 2 3 First ④ 1 of 1 ④ Last Dept Cost Center Function Program PC B | E |

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Disbursements and Travel Services

Office of Financial Affairs

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Invoice Information Tab (cont'd)

Section 3 Distribution Lines

| Invoi | ce Li | nes 🕐 | | | | | | | | | | | | Find View A | dl First | 🕘 1 of 1 |
|-------|--------------------|--------------------------|--------------------------------|------------------------------|------------------------------|-----------------------|-------|------|--------------------------------|-----------------------------------|-----------------|-------------|------------|---------------|----------|----------|
| | * | Line 1 | Copy Down | Speed SI | Chart DXM024 | Q 1 Q | | | | | | | | | One / | Asset |
| | | Item | Q | Descri | ption | | | | | | | | | 23 | Cal | culate |
| | 2 2 A | 2. Ente 3. Sele | er Acco ect Calo ts to D | ount co culate istribu | ode to co ition | mpute Lines | e Lir | 10 | Service Sta Dat Empl ID: | urt 10/15/202 ⁻ te: | 1 🛐 *Servic | e End Date: | 10/31/2021 | j | , | |
| - | Distr | ibution Lines | | | | | | | | Personalize | Find View All | ي ک | First 🕚 |) 1 of 1 🕑 La | ast | |
| G | iL Cha | rt <u>E</u> xchange Rate | e <u>S</u> tatistics <u>/</u> | Assets 💷 | | | | | | | | | | | | |
| | | Copy Down Line M | Merchandise Amt | Quantity | *GL Unit | Account | | Fund | Dept | | Cost Center | Functio | on | Program | PC | |
| +. | - | | 200.00 | 22 | UTSA1 C | 63003 | ٩ | 3105 | Q BFA01 | 2Q | DXM024 | Q 700 | Q | | 2 | |

Office of Financial Affairs



Invoice Information Tab (cont'd)



24. Click the **Calculate** button located approximately 1/3 from top of the page; review and/or correct any discrepancies, as needed.

25. Ensure the Difference equal "0.00"

26. Select Payments Tab

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Payment Tab

| Motion Oshadula Davraad | Payment Date | |
|---|-------------------------------------|--------------------------|
| Schedule Payment | | |
| Message will appear on remittance advice. | Supplier Offset TOP | Select IPAC |
| Message | ✓ Actions | |
| *Method CHK Check | Hold Reason v | Hold Payment |
| *Account 3AP1 | *Handling US Mail v L/C ID | Messages |
| *Bank CHASE | Pay Group Not Applicable v | Supplier Bank |
| Payment Options | | |
| 2002 E 42ND ST ODESSA, TX 797625841 | | Holiday/Currency |
| SOUTHWEST DELI GROUP INC | | Payment Note(0) |
| | Accounting Date | Express Payment |
| *Address 1 Q | Discount Due | Late Charge |
| Location UTSA01 | Discount 0.00 USD Net Due | Discount Denied |
| *Remit to 0000043624 🔍 🛒 | Gross Amount 0.00 USD Scheduled Due | Payment Inquiry |
| Payment 1 | Schedule ID | + |
| ayment Information | Find View | All 💿 First 🕚 1 of 1 🕑 L |
| Supplier Name SOUTHWEST DELI GROUP INC | | IPAC |
| Total Amount 200.00 | *Pay Terms NET30 Q Net 30 Day | Schedule Payments |
| Voucher Style Regular Voucher | Incomplete Voucher | |
| Voucher ID NEXT | Invoice Date 11/01/2021 B Action ~ | Run |

Disbursements and Travel Services

Office of Financial Affairs

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Payment Tab (cont.)



- 28. Three additional Tabs are displayed
- 29. A Voucher ID is assigned
- 30. Go to Action; select Budget Checking
- 31. Select Run

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UTSA. Business Affairs

32. Select **Yes** from the pop-up message



Summary Tab Budget Checking

| | Summary | Related Documents | Invoice Information | <u>P</u> ayments | Voucher Attributes | Error Summary | |
|---|--------------------------------|--|-----------------------------------|------------------|--|---|--|
| Budget St | Busine Voi tatus | ess Unit UTSA1 Icher ID 00295008 er Style Regular r Name SOUTHWEST | DELI GROUP INC | | Invoice Date 11/01/ Invoice No 9876 Invoice Total 200. | 2021 5 00 USD | |
| ValidNot ChkError | ‹'d | 3501 BILLY HE ODESSA, TX 7 Status Postable Status No Match Status Pending Status Unposted | EXT RD 79765-8939 Preview A | pproval , | Pay Terms Net 3 Voucher Source Onlir Origin APB Created On 02/0 | 30 Day 1e 8/2022 11:38AM | |
| | Budget Budget Miso *View | t Status Valid : Status Valid Related Payment Inqui | гу | ✓ Go | Created By 6001 Last Update 02/0 Modified By 6001 ERS Type Not / Close Status Oper | 1279041 8/2022 1:11PM 1279041 Applicable | |

On Summary Tab verify Budget Status

If Budget Error exists, you will need to correct before submission

Office of Financial Affairs

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

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The University of Texas at San Antonio UTSA. Business Affairs

Payment Tab

| Summary | Related Documents | Invoice Information | Dayments | Voucher Attribut | tes Error Sur | many | | | | | | |
|-----------|---------------------------|---------------------|----------|------------------|---------------|-------------|-----------------|------------|-------------------|-----------|------------|------|
| ounnury | <u>Included Documents</u> | Invoice mornauon | ruymento | | | indiy | | | | | | |
| | Business Unit UTSA1 | | | Invoice No | 98765 | | | | | | _ | _ |
| | Voucher ID 00295 | 008 | | Invoice Date | 11/01/2021 | | 31, Action | | ~ | | Run | |
| | Voucher Style Regula | ar Voucher | | _ | | | | | | | | |
| | Total Amount 200.00 |) | | *Pay Terms | NET30 | Net 30 Day | | | | Schedu | le Payment | S |
| | Supplier Name SOUTH | HWEST DELI GROUP IN | С | | | | | | | IPAC | | |
| Payment I | nformation | | | | | | | | Find View All | First 🤇 | 🖲 1 of 1 🤅 | Last |
| | Payment 1 | | | Schedule ID | | | | | | | | + - |
| | *Remit to 00000 | 43624 | | Gross Amount | | 200.00 LISD | Scheduled Due | 02/08/2022 | 5 | Payment | nguin | |
| | Location UTSAC |)1 0 | | Discount | t | 0.00 USD | Net Due | 12/01/2021 | 29 | | unt Denied | |
| | *Address 1 | | | | | 005 | Discount Due | | | Late Char | | |
| | | | | | | | Accounting Date | | | Everess P | avment | |
| | 2011 | | 10 | | | | | US Mail | | Express r | ote(0) | |
| | 2002 | F 42ND ST | | | | | | Athletics | | | rrency | |
| | ODES | SA, TX 797625841 | | | | | | Attachme | nts | | | |
| Daymon | t Options | | | | | | | Bursar/Fi | scal Services | | | |
| raymen | l Options | | | | | | | Campus | Mail | | | |
| | *Bank CHAS | E Q | | Pay Group | | | *Netting | Downtow | n - Fiscal Servio | es | nk | |
| | *Account 3AP1 | Q | | *Handling | US Mail | ~ | L/C ID | Downtow | n - ITC | | | |
| | *Method CHK | Check | | Hold Reason | | ~ | | Foreign N | Aail | | yment | |
| | Message | | | | | | 1 | Grants ar | nd Contracts | | te Paymer | nt |
| | moodago | | | | | | | Guarante | ed Student Loa | n | TIPAC | |
| | | | | | | | | On Dema | ind at Support | | | |
| Message | will appear on remittance | ce advice. | | | | et TOP | | Participal | it Support | | | |
| Schedul | e Payment | | | | | | | Perkins | | | | |
| | ***** | | | Devenuent Deta | | | | Pickup | | | | |
| | ^Action Sche | edule Payment 🗸 | | Payment Date | | | | Student [| Deceased | | | |
| | Pay | ~ | | Reference | | | | Student F | Refunds | | | |
| | Rei voucher | | | Rei Payment | | | | Travel Re | eimbursement | | | |
| | | | | | | | | US Mail | | | | |

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Voucher Attributes Tab

| Summary Related Documents Invoice Information | Payments Voucher Attributes Error Summary | |
|---|---|-------------------------------------|
| Business Unit UTSA1 | Invoice No 98765 | |
| Voucher ID 00295008 | Invoice Date 11/01/2021 | Action V Run |
| Voucher Style Regular Voucher | | |
| Total 200.00 | | |
| Voucher Processing | | Tax Group |
| Post Voucher | Close Voucher | Tax Group |
| ✓ Revalue Voucher | Delete Voucher | Tax Pymnt Type |
| Accounting Instructions | | Transaction Currency |
| Account At Gross V | *Template STANDARD | *Source Tables v |
| Match Action | | *Currency USD |
| Match Due Date | *Status Not Applicable | Rate Type CRRNT |
| | Match Action Comments | Exchange Rate 1 00000000 |
| Match Action History | Pay UnMatched | |
| Workflow Approval | | Letter of Credit |
| *Approval Rules Approval Framework 🗸 🗸 | Preview Approval | L/C ID C + Actions |
| *Voucher Priority Medium V | Submit For Approval | |
| Prepayment | | Self Billing Invoice |
| Prepaid Ref | Automatically Apply Prepayment | *SBI Individual Voucher (Auto-Num 🗸 |
| | Postpone Withholding | SBI Number |
| | | |

Save

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

Office of Financial Affairs



Error Summary Tab

| <u>S</u> ummary | Related Documents | voice Information Payments Voucher Attributes Error Summary | |
|-----------------|------------------------------|---|------------|
| Business U | Jnit UTSA1 | Invoice Number 98765 | |
| Voucher | r ID 00295008 | Invoice Date 11/01/2021 | |
| St | yle Regular Voucher | Total 200.00 USD | |
| This Vouche | er does not have any errors. | | |
| Return t | to Search 🔚 Notify | Refresh | Update/Dis |

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

| | | | | | | -2/1/- |
|-----------------------------|------------------------|-----------------------------------|---------------|---------------|------------|--------------------------|
| Summary Related Do | cuments Invoice Inform | ation Payments Voucher Attributes | Error Summary | | | |
| - | | | | | | |
| Business Uni | Approval Comments | | × | Invoice Total | | Non Merchandise Summary |
| Voucher II | | | Heln | Line Total | 200.00 | Session Defaults |
| Voucher Styl | | | Telp | *Currency | USD Q | Comments(1) |
| ¹ 33 | Business Unit | UTSA1 | | Miscellaneous | <u></u> | Attachments (1) |
| Invoic e necen e | Voucher ID | 00295008 | | Freight | Ţ | Basis Date Calculation |
| | | Continue for 10/15/01 quant | | | | Advanced Supplier Search |
| Supplier II | Additional Details | Services for 10/15/21 event | | Total | 200.00 | Preview Approval |
| ShortNam | | | | Difference | 0.00 | Supplier Hierarchy |
| Locatio | | | | | | Supplier 360 |
| *Addres | | | | | | |
| Save | | | | Run Calculate | 22 | Submit Approval |
| | | | | | - <u> </u> | |
| | | | /// | | | |
| | | * | | | | |
| | OK Canaal | 227 characters remaining | | | | |
| | OK Cancel | Refresh | | | | |
| | | | | | | |
| | | | .:: | | | |

32. Select Submit For Approval

33. Able to enter approval comments before submitting, then click OK

Office of Financial Affairs


Office of Financial Affairs

Summary Tab

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





Approval History



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Processing Non-PO Voucher E-Notification

E-Notification

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

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| Jennis.Layman@ut | sa.edu | |
|---|---|---|
| Douglas.Hartzler@ | Putsa.edu; Orth, Cynthia- UT San Antonio | |
| • Retention Policy: UT-90Day_I | nbox (90 Days) Expires: 4/18/2016 | |
| Business Unit: Voucher ID: Invoice ID: Invoice Date: Gross Amount: Vondor: | UTSA1 00060997 Test 2016-01-19 2016-01-19 5 | Email Notification - What action for a document is required Click on link in email to log into PeopleSoft fo Budget Review/Approval |
| Entered by: | Dennis Layman | |

Processing Non-PO Voucher E-Notifications

| | | | Voucher | | | ^ (| २ 🚩 : 🙆 |
|--------------------------------------|-----------------------------|---------------------------|-------------|-----------------|----------------------|-------------|---------------|
| 13.80 USD | | | | | | Approve | and Back More |
| 🏥 In Process - Multiple App | provers | | | | | Approve | end back more |
| Summary | | | | | | | |
| | Business Unit UTSA1 | | | Voucher ID 0 | 0198257 | | |
| | Invoice Number 9959537292 | | | Created By V | /eronica Castellanos | | |
| | Supplier Name AIRGAS USA LL | _C | | Modified By C | Cynthia A Schweers | | |
| | Due Date 03/02/19 | | | Invoice Date 0 | 1/31/19 | | |
| | Voucher Source Online | | | Voucher Style R | Regular Voucher | | |
| Line Details | | | | | | | |
| Voucher Line | ltem | 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 | | | | | | | |
| | | nnrovor must | Approvo | Son | d Back | | imont |
| | / | hpiover musi | Approve Of | Sen | <u>u Dach</u> | | ument. |
| Approval Chain | | | | | | | |
| | I£ . | approved deer | mont will r | outo t | o povt | hudgot out | oority |
| | | approveu, doci | | oule l | .o next | buuyet auti | ionity |
| | | | | | | | |
| | | | | | | | |

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

| Voucher | | | | â | Q P | : Ø |
|--|-----|-------------------------------|--|---------|-----------|------|
| 13.80 | N N | | | Approve | Send Back | More |
| Should Approver Send Back/Deny the | | Voucher ID | 00198257 | • | | |
| document | | Created By | Veronica Castellanos Cynthia A Schweers | | | |
| Approver Comments are required | | Invoice Date | 01/31/19 Regular Voucher | | | |
| | C | Cancel | Deny | (| Submit | |
| Voucher will be returned for modifications | ty | You are about Approver Cor | to deny this request. nments | | t | > |
| The document can be resubmitted for approval | | | | | | |
| | | | | | | |
| Approval Chain > | | | | | | |

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Processing Non-PO Voucher E-Notification Pushback

| Pushback | |
|----------|--|
| Hold | |

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

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Processing Non-PO Voucher Adhoc Approver

| Approval | Line Information | Charge Information | | | | |
|-------------|---------------------------------|--------------------|------------------------|------------------|------------------|--------------|
| | Business Unit UT | SA1 | In | voice Number 1 | 123 | |
| | Voucher 00 | 198835 | | Supplier \ | VOLGISTICS, IN | IC |
| | Invoice Date 06/ | /04/2019 | | ID (| 0000049490 | |
| Voucher | Details | | | | | |
| Transa | ction Currency US | D | | Terms | Net Due 30 Day | /S |
| | Total 4,4 | 440.00 | A | pproval Status | Pending | |
| | Misc Amt 0.0 | 00 | | Added Dv | 004020200 | |
| | Freight 0.0 | 00 | | Added by | 0001020390 | |
| | Sales Tax 0.0 | 00 | | | Susanne L Davi | idson |
| | Use Tax 0.0 | 00 | | | Attachments (0) | 1 |
| | Entered VAT 0.0 | 00 | | | | |
| Details | | | Personalize Find V | /iew All 🖾 📗 | 🖌 🛛 First 🕚 | 1 of 1 🕑 Las |
| Remit SetID | Remit Supplier | Remitting Address | Scheduled to Pay | Gross Amt | Currency | Supplie |
| UTSA1 | 0000049490 | Remitting Address | 06/05/2019 | 44 | 40.00 USD | VOLGI |
| 4 | | | | | | |
| AP Ap | proval | | | | | |
| - | BUSINESS_ | UNIT=UTSA1, VOL | JCHER_ID=00198 | 835:Pending | Start g 🛨 New | |
| APA | oproval | | | | Path | |
| Pe | Multiple Approve AP Approval | ers | | | | |

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 \rightarrow viewing

"Approver" option \rightarrow 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 a | an approver or reviewer to insert |
|------------|--|
| User ID: | Q |
| Insert as: | Approver Reviewer |
| Insert | Cancel |

Related Documents Tab Payment Reference

| [| Summary | Relat | ed Documents | Invoice Information | Payments | Vouc Se | elect | this ⁻ | Tab to | o revi | ew the | payme | nt stat | tus |
|---|-----------------------------|-------|------------------|---------------------|---------------------|----------------------|----------------|-------------------|----------------------|-------------------|-------------------------|-------------|---------------------|-----------|
| Business Unit UTSA1 Invoice No TST-06032019 Voucher ID 00198833 Invoice Date 05/01/2019 Voucher Style Regular Voucher Supplier ID 000035649 | | | | | | | | | | | | | | |
| Supplier ID 0000035649 Payment Details Personalize Find View All [2] [3] First ④ 1 of 1 ④ 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 | ŀ | Not Selected for | Payment | 06/03/2019 | | UTSA1 | 0000035649 | | 1 ACH | 200.00 | | USD | |
| Save 05/11/2019 | | | | | | | | | | | | | | |
| | Return to | Searc | h Treviou | us in List 📕 Nex | t in List 🖺 🖺 | lotify 🤗 Ref | resh | | | | | Ad | id 🖉 Update | e/Display |

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

Office of Financial Affairs

Related Documents Tab Payment Reference

| <u>S</u> ummary | Relat | ted Documents | Invoice Information | <u>P</u> ayments | Voucher Attrit | outes | Error Summary | | | | | | | |
|-----------------|------------------------|---|-----------------------|---------------------|----------------------------|-------------------|-------------------|----------------------|------|-------------------|-------------------------|-------------|-------------------|----------|
| | Busine Vou Vouch | ess Unit UTSA1 Icher ID 001199 er Style Regular | 99 · Voucher | | Invoice No Invoice Date | 52848 03/22/20 |)17 | | | Action | | ¥ | R | JN |
| Payme | Sup nt Deta | oplier ID 000004 ails | 1275 | | | | | | Pers | onalize Fir | nd 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 | Paymen Currenc | t y |
| ✓ Actions | | Paid | | 04/14/2017 | 3100086119 | UTSA1 | 0000041275 | | 1 | ACH | 363.61 | 3 | 63.61 USD | |
| Vouche | r Line | - PO Informati | on | | | | | | | | | | | |
| Vouche | r Line | - Receiver Info | ormation | | | | | | | | | | | |
| Sa | ive | | | | | | | | | | | | | |
| After Chec | Pa k # | ymen [®] t or AC | t is made CH Ref # | e, the | Payn | nen | it Refe | ren | се | e will | displa | y the | | Update/D |

Disbursements and Travel Services

Office of Financial Affairs

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Creating a Non-PO Voucher (Citibank)

| | | Voucher | | | |
|---------------|--|----------------------------|---------------------|-----------------|---|
| | | | | | |
| NOTE | : Vendor Location | Find an Existing Value | Keyword Search | Add a New Value | |
| defaul | ts to " UTSA4 " One | *Pusiness | | | |
| Card: | Look Up Location | Vouch | | | |
| | SetID UTSA1 Supplier ID 0000011664 | Voucher | Style Regular Vouch | er v | |
| | Supplier Location begins with V | Short Supplier N | | 1 | Q |
| | Look Up Clear Cancel Basic Lookup | Suppli | er ID 0000011664 | | |
| | View 100 First 🕢 1-6 or 6 🕑 Last | Supplier Loca | ation UTSA4 | Q | |
| | Supplier Location Description SHARED Shared - Converted Location | Address Sequence wur | nber 1 🔍 | | |
| | UTSA01 ROWDY EXCHANGE UTSA1 UTSA Procard Account | Invoice Nur | nber 1234567890 | | |
| | UTSA2 UTSA CLIBA ACCOUNT UTSA3 CITIBANK TAC | Invoice | Date 09/03/2020 |) | |
| | UTSA4 CITIBANK ONE CARD | Gross Invoice Am | ount | 0.00 | |
| | | Freight Am | ount | 0.00 | |
| | | Misc Charge Am | ount | 0.00 | |
| | | PO Business | Unit 🔍 | | |
| ON-DEM | MAND TRAINING - | PO Nur | nber | Q | |
| One Ca | rd Reconciliation and | Estimated No. of Invoice L | ines 1 | | |
| Paymer | nt Process (AM0590) | | | | |
| - | | Add | | | |

Office of Financial Affairs

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

Office of Financial Affairs

| Find an Existing Value | Keyword Search Add a New Value |
|-----------------------------|--------------------------------|
| | |
| *Business | Unit UTSA1 Q |
| Vouche | er ID NEXT |
| Voucher | Style Regular Voucher 🗸 |
| Supplier N | ame CITIBANK NA |
| Short Supplier N | ame CITIBANK N-001 |
| Supplie | er ID 0000011664 🔍 |
| Supplier Loca | ation UTSA4 |
| Address Sequence Nun | nber 1 Q |
| Invoice Nun | nber 1234567890 |
| Invoice [| Date 09/03/2020 |
| Gross Invoice Am | ount 500.00 |
| Freight Am | ount 0.00 |
| Misc Charge Am | ount 0.00 |
| PO Business | Unit |
| PO Nun | nber 🔍 |
| Estimated No. of Invoice Li | ines 1 |

Creating Non-PO Voucher (Citibank payment cont.)

| Section 1 | Invoice Information Payments Voucher Attributes | |
|-----------|--|-------------|
| | Business Unit UTSA1 Invoice No 1234567890 Invoice Total Non Merchandise Summary Voucher ID NEXT Accounting Date 11/12/2021 Image: Control Group Image: Control Group Nad PR EOM Control Group Manual Supplier ID 0000011664 Control Group Advanced Supplier Search Supplier ID Supplier ID 0000011664 Control Group Image: Control Group Image: Control Group Control Group Voucher Voucher 0.00 Supplier 150.00 Supplier Advanced Supplier Search Supplier Advanced Supplier Search Supplier ID Voucher Strike Control Group Voucher Voucher Voucher Voucher Supplier Advanced Supplier Search Supplier Advanced Supplier Search Supplier Advanced Supplier Search Supplier Advanced Supplier Search Voucher Strike Voucher Strike Voucher Strike Voucher Strike Voucher Strike Supplier Advanced Supplier Search Supplier ID Voucher Strike Voucher Strike Voucher Strike Supplier Search Supplier Advanced Supplier Search Supplier ID Voucher Strike Voucher Strike Voucher Strike Supplier Strike Supplier Strike | |
| | Location 015A4 *Address 1 Save Save For Later Action Run Calculate Print | |
| Section 2 | Invoice Line 1 Copy Down *Distribute by Amount SpeedChart Item SpeedChart Quantity Description TA123456 registration fee UNIT Price 150.00 *Service 1/1/12/2021 Start Date: Date: | e Asset + - |
| Section 3 | Empl ID: 600102 Q Compean,Nora V Compean,Nora V Class First @ 1 of 1 @ Last GL Chart Exchange Rate Statistics Assets First @ 1 of 1 @ Last Copy Down Line Merchandise Amt Quantity *GL Unit Account Fund Dept Program Function PC Bus Unit Project | |
| | Image: 1 150.00 UTSA1 Q 67645 Q 3100 Q BFA012 Q 700 Q Q | |

Office of Financial Affairs

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

| Noice Lines (7) | | | | | Find View Al | First 🖤 1 of 2 🔮 |
|--|-------------------------------|-----------|--|------------------------------|--------------------|------------------|
| Line 1 Copy Down *Distribute by Amount | SpeedChart Ship To CR10104 | 0 0 | | | | One Asset |
| | Description | | | | | Calculate |
| | | | | | | |
| Unit Price | | | | | | |
| | | | *Service 06/03/2019 Start Date: Empl ID: | 9 🛐 *Service 06/0 | 03/2019 N | |
| Distribution Lines | | | Persor | nalize 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 P(| C Bus Project | Activity | Cost Center |
| + - 1 0.00 | UTSA1 Q | Q | Q | Q 0 | ۹. | |
| | • | | | | | ۱. |

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The University of Texas at San Antonio UTSA. Business Affairs

Creating Non-PO Voucher (Citibank Payment Cont.)

| Invoice Information Payments Voucher Attributes | | |
|--|---|--|
| Business Unit UTSA1 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 11/03/2021 | Invoice No LAST 10 DIGITS OF ONE CARD Accounting Date 11/12/2021 Basis Date Type Inv Date Inv Date Invoice Total Invoice Total Line Total ISO.00 Currency USD Miscellaneous Freight | Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List |
| Supplier ID 0000011664 Q ShortName CITIBANK N-001 Q Location UTSA4 Q *Address 1 Q | Control Group Q Total 150.00 Pay Schedule Manual Incomplete Voucher | Advanced Supplier Search Supplier Hierarchy Supplier 360 |
| Save Save For Later | Action Run Calculate Print | |
| Copy From Source Document | | |
| Invoice Lines 👔 | | Find View All First 🕢 1 of 1 🕟 Last |
| Line 1 Copy Down *Distribute by Amount Item Quantity | SpeedChart Q Ship To CR10104 Q Description TA123456 registration fee | One Asset |
| Unit Price | *Service 11/12/2021 Service End Start Date: Date: | 11/12/2021 |
| | Empl ID: 600102 Q 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 Quant | ity *GL Unit Account Fund Dept Program Function | PC Bus Unit Project |
| • - 1 150.00 | UTSA1 Q 67645 Q 3100 Q BFA012 Q Q 700 | QQ |
| | | • |

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Office of Financial Affairs

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 <u>disbursements.travel@utsa.edu</u>
- Departments create Non-PO vouchers in PS to record transaction
- DTS creates PO vouchers in PS to record transaction

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. KE | QUESTOR I | NFORM | ATION | N I | | |
|--|--|--|---------------------------|-------------------|----------|--|---------|
| Prepared By: | | | | | Phor | e: Date: | |
| Email: | | | Departm | ent Na | me: | | |
| | B. P | AYMENT IN | FORMA | TION | | | |
| Description: | | | | | | | |
| | | | | | | | |
| Invoice Number: | Date: | | | | Amount: | S Foreign USD | |
| Details (optional): If the invoice/service age transfer amount (i.e. partial payment) then | eement paym enter details l | ent amount do below. | oes not eo | qual th | e wire | D. Wire Transfer De | tails |
| Description | | Unit Price | Quantit | у То | otal | Currency: | |
| | | | | \$ | 0.00 | Processing Date: | |
| | | | | \$ (| 0.00 | (for future-dated wire transfers or | nly) |
| | | | | \$ (| 0.00 | Recipient | |
| | | | | \$ | 0.00 | Name and Address: | |
| | | | 1 | \$ (| 0.00 | 1 | |
| | | | 1 | \$ (| 0.00 | | |
| | Wire T | ransfer Total | \$ 0.00 | | | Account Number | |
| C Account(s) To Be Charged: | | Turister Total | | | | IRAN (international): | |
| account. If sending the wire transfer payment in Select the Cost Center that will be shareed for the | foreign current | ransfer payment cy, enter the esti | t and the n imated USI | elated Dieguiy | alent. | Recipient Bank | |
| select the cost center that will be charged for tr | e wire transfer | fee. | | o equit | | Bank Name and Address: | |
| Cost Center/Project ID | Amount | fee. Accoun | t T | ransfe | r Fee | Bank Name and Address: | |
| Cost Center/Project ID | Amount | fee. Accoun | t T | ransfe | r Fee | Bank Name and Address: | |
| Cost Center/Project ID | e wire transfer Amount | fee. Accoun | t T | ransfe | r Fee | Country: | |
| Cost Center/Project ID | e wire transfer Amount | fee. Accoun | t T | ransfe | r Fee | Country: | |
| Cost Center/Project ID | Amount | fee. Accoun | t T | | r Fee | Country: | |
| Cost Center/Project ID Cost Center/Project ID Wire Transfer Fee: Total: | s 7.00 | fee. Accoun | t T | | r Fee | Country: | |
| Cost Center/Project ID Wire Transfer Fee: Total: | s 7.00 \$ 7.00 | fee. Accoun | t T | | r Fee | Country: | tionall |
| Wire Transfer Fee: Total: I certify the above services were render | S 7.00 S 7.00 S 7.00 S 7.00 TIFICATION red or goods ru | fee. Accoun | t T | spond | r Fee | Country: | tional) |
| Wire Transfer Fee: Total: Certify the above services were render every particular with the contract under wh and unpaid. | S 7.00 S 7.00 S 7.00 TIFICATION red or goods re- lich they were | fee. Accoun | t T | spond i | n ue, | Country: | tional) |
| Wire Transfer Fee: Total: Certify the above services were render every particular with the contract under wh and unpaid. Department Manager Name: | s 7.00 \$ 7.00 \$ 7.00 TIFICATION red or goods ruich they were | fee. Accoun eceived, and the procured and | t T | spond i | r Fee | Country: Routing Number: Bank Code (optional): Sort Code (optional): SWIFT Code (international): Intermediary Bank (opt Bank Name and Address: | tional) |
| Wire Transfer Fee: Total: Certify the above services were render every particular with the contract under wh and unpaid. Department Manager Name: | \$ 7.00 \$ 7.00 \$ 7.00 TIFICATION red or goods ruich they were | fee. Accoun eceived, and th procured and | t T | spond i | n ue, | Country: | tional) |
| Wire Transfer Fee: Total: Certify the above services were render every particular with the contract under wh and unpaid. Department Manager Name: Signature | \$ 7.00 \$ 7.00 \$ 7.00 TIFICATION red or goods ruich they were | fee. Accoun eceived, and th procured and | tt T | spond i | n ue, | Country: | tional) |
| Cost Center/Project ID Cost Center/Project ID Wire Transfer Fee: Total: CER I certify the above services were render every particular with the contract under wh and unpaid. Department Manager Name: Signature | s 7.00 \$ 7.00 \$ 7.00 \$ 7.00 TIFICATION red or goods ruich they were | fee. Accoun countered and the procured a | tt T | spond i | n ue, | Country: | tional) |
| Cost Center/Project ID Cost Center/Project ID Wire Transfer Fee: Total: CER I certify the above services were render every particular with the contract under wh and unpaid. Department Manager Name: Signature Date Approved for Payment: | Amount Amount \$ 7.00 \$ 7.00 \$ 7.00 TIFICATION red or goods ro lich they were Lich they were Lich they were Lich they were Lich they were Signa (Lich State) | fee. Accoun counters | tt T | spond i | n ue, | Country: | tional) |
| Cost Center/Project ID Cost Center/Project ID Wire Transfer Fee: Total: CER I certify the above services were render every particular with the contract under wh and unpaid. Department Manager Name: Signature Date Approved for Payment: Currency Exchange Rate: | Amount Amount S 7.00 S 7.00 S 7.00 S 7.00 S 7.00 IFICATION red or goods ro ich they were U.S. Dollar E | fee. Accoun eceived, and th procured and DTS OFFICE I gnature: | tt T | spond i | n ue, | Country: | tional) |

Section A: Creator information

Section B: Invoice Information

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

Section D: Vendor Banking Information

Certification: Signed by the department budgetary authority

Approval: DTS will review, sign, and process.

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

Office of Financial Affairs

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. RE | QUESTOR I | NFORM | IATION | | | | | |
|---|-----------------------------------|-------------------------------|------------------------------------|--|--|----|--|--|--|
| Prepared By: Jacob Payne | | | | Phone: (210) 458-4450 Date: 01/05/21 | | | | | |
| Email: Jacob.Payne@utsa.edu | | | Departr | nent Name: | COS Business Center | | | | |
| | B. P. | AYMENT IN | FORM/ | ATION | | | | | |
| Description: 1x Adde Processing Fee Title "Novel largets of SARS-CoV-2 spk | e protein in human fetal brain de | welopment suggest early pregn | ancy vulnerability | r, by Parul Verma, Zane R Lyb | mend, Mariah C Antopia and Jenny Haleh", published in "Frontiers in Neuroscience-Neurogenomics | e. | | | |
| | | | | | | _ | | | |
| Invoice Number: 2020-0321380-2 | | | | 12/21/20 | Amount: \$ 2,950.00 | n | | | |
| Details (optional): If the invoice/service agreement payment amount of | | | | equal the wire | D. Wire Transfer Details | | | | |
| transfer amount (i.e. partial payment) then enter details below. | | | Quant | Tatal | Curronge US Dollars | | | | |
| Description | | Unit Price | Quantity Total Currency, 05 Donars | | Processing Date: 01/05/2021 | | | | |
| 1 x Article Processing Fee Title "Novel bargets of SARS-CoV-2 spike protein in human Mal brain d | evelopment suggest early pregna | \$ 2,950.00 | 1 | \$ 2,950.00 | (for future-dated wire transfers only) | - | | | |
| | | | | \$ 0.00 | Recipient | | | | |
| | | | | \$ 0.00 | Name and Address: | | | | |
| | | | | \$ 0.00 | Transform Madie CA. Assessed to | | | | |
| | | | | \$ 0.00 | Frontiers Media SA, Avenue du | | | | |
| | | | | \$ 0.00 | Lauxanna Switzerland | ÷ | | | |
| | Wire T | ransfer Total | \$ 2,950 | 0.00 | Account Number: | | | | |
| C. Account(s) To Be Charged: | | | | | IBAN (international): | | | | |
| Enter the Cost Center(s), amount(s) to be charge | d for the wire t | ansfer payment | t and the | related | Recipient Bank | | | | |
| account. If sending the wire transfer payment in | foreign currenc | y, enter the esti | imated U | SD equivalent. | Bank Name and Address: | _ | | | |
| Select the Cost Center that will be charged for th | ne wire transfer | ree. | | Tronsfor For | UBS Switzerland AG Place St | | | | |
| Cost Center/Project ID | Amount | Accoun | nt Transfer Fe | | François 16 CH-1003 Lausanne | | | | |
| G03088 | \$ 2,950.00 | 00 63001 | | ✓ | Switzerland | | | | |
| | | | | | Country: Switzerland | | | | |
| | | | | | Routing Number: | | | | |
| | | | | | Bank Code (optional): | | | | |
| Wire Transfer Fee: \$ 7.00 | | | | | Sort Code (optional): | | | | |
| Total: \$ 2,957.00 | | | | SWIFT Code (international): | | | | | |
| CERTIFICATION | | | | | Intermediary Bank (optional) | | | | |
| ✓ 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. | | | | | Bank Name and Address: | | | | |
| Department Manager Name: Dr. Jenny Hs | sieh | | | | _ | | | | |
| - | | | | /05/21 | Country: | | | | |
| Signature | | | | e | SWIFT Code (international): | | | | |
| | 0 | TS OFFICE | USE ON | ILY | | | | | |
| Date Approved for Payment: | _ Approver Sig | nature: Jame | es Sim | S Digitally signed by Jan Date: 2021.01.11 10:4 | **# Gims Date Wire Processed: | | | | |
| Currency Exchange Rate: | U.S. Dollar Equivalent: Processe | | | Processe | d By: | | | | |
| Comments: | | | | | | | | | |
| | | | | | | | | | |

Office of Financial Affairs

How to Process a Prepaid Voucher

Disbursements and Travel Services

Office of Financial Affairs

The University of Texas at San Antonio UTSA, Business Affairs

How to Process a Prepaid Voucher

- 2. Fill-in invoice information for Line 1
- 3. Enter Line Amount for current Fiscal Year, per calculations
- 4. Enter applicable Expense Account code (Expenses=6xxxx)

Office of Financial Affairs

The University of Texas at San Antonio UTSA, Business Affairs

How to Process a Prepaid Voucher

- 5. Fill-in invoice information for Line 2
- 6. Enter Line Amount for future Fiscal Year, per calculations
 - a. Create a new distribution line to reflect the new FY Entries
- 7. Enter the appropriate Account code

Office of Financial Affairs

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)
- <u>Travel Reimbursement Guideline</u>
- <u>Travel Advance Guideline</u>
- Hospitality and Entertainment Guideline
- Memberships Paid by University Funds
- <u>Texas Prompt Payment Law</u>
- One Card Program Guideline
- <u>Clickwrap Agreements Guideline</u>

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QUESTIONS

Office of Financial Affairs

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

Office of Financial Affairs

Thank you!

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Your partner for successful solutions

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