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

Three ways for you to check-in:
- Click link in Chat Box provided by facilitator
- Use QR code (open camera on your smart phone)
- Open your browser and type in the web address below

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

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

Enjoy your class!
Processing Non-Purchase Order Vouchers
(PS 203.04)

Disbursements and Travel Services

disbursements.travel@utsa.edu

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

Summer 2022
Overview

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

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

• Become familiar with Accounts Payable terminology, concepts and navigation in UTShare/PeopleSoft

• Understand the Roles and Responsibilities within the Non-PO Voucher process

• Learn how to process a Non-PO Voucher
Introduction to UTShare/PeopleSoft

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

- Introduction to The Chart of Accounts
- Review Basic Structure and Concepts
- Use of Shortcuts
- Chartfield String/SpeedCharts
- Identify Resources and Forms
Introduction to UTShare/PeopleSoft

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

- **Front Office** – same as “Department”

- **Back Office** – another term for a central processing unit (i.e., Disbursements & Travel Services (DTS), Purchasing, Distribution Services, and Accounting)

- **Approver** – also referred to as “Reviewer” and “Budgetary Authority”. Electronic approval by Department, Cost Center, Project/Grants, PI or Capital Projects approver

- **Originator** – also referred to as “Requester” or “Creator”. Individual who creates electronic voucher
Introduction to UTShare/PeopleSoft

- **APPROVE** – document approval button; document moves to the next workflow step (inserting comments is optional); Generates e-notifications to all approvers in routing path

- **PUSH BACK** – returns voucher a step back to prior approver. Only available at multiple budgetary authority levels

- **HOLD** – suspends the voucher from moving forward in the workflow path

- **SEND BACK/DENY** – document is not approved and will be returned to creator for modifications. Voucher can then be rerouted for approvals (requires comments).
General Terminology

- **Workflow**

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

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

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

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

• An electronic document used to generate payments to Vendors and/or individuals for **Goods** or **Services** received
Types of Non-PO Expenses

• One Card payments

• Memberships/Subscriptions
  ➢ (Not to include Chamber of Commerce memberships)

• Registrations

• Publications

• Entertainer, Artist or Promoter Contracts

• Service Agreements

• Non-employee reimbursements

• Participant and Team/Group Travel Advance Requests
Types of Non-PO Expenses

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

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

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

<table>
<thead>
<tr>
<th>Business Unit (UTSA1)</th>
<th>Voucher ID = NEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Style = Regular</td>
<td></td>
</tr>
<tr>
<td>Short Supplier Name</td>
<td></td>
</tr>
<tr>
<td>Supplier ID</td>
<td></td>
</tr>
<tr>
<td>Address Sequence Number</td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td></td>
</tr>
<tr>
<td>Invoice Date</td>
<td></td>
</tr>
<tr>
<td>Gross Invoice Amount</td>
<td></td>
</tr>
<tr>
<td>Freight Amount</td>
<td></td>
</tr>
<tr>
<td>Misc Charge Amount</td>
<td></td>
</tr>
<tr>
<td>PO Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scheduled Date</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Comments (254 Character limit)</td>
<td></td>
</tr>
<tr>
<td>Basis Date Calculation</td>
<td></td>
</tr>
<tr>
<td>SpeedChart (Project Id or Cost Center)</td>
<td></td>
</tr>
<tr>
<td>Attachment</td>
<td></td>
</tr>
<tr>
<td>Budget Check</td>
<td></td>
</tr>
<tr>
<td>Supplier Bank</td>
<td></td>
</tr>
<tr>
<td>Pay Terms</td>
<td></td>
</tr>
</tbody>
</table>
Roles and Responsibilities

Step 1
Creator:
- Creates voucher
- Budget checks
- Scans and attaches document

Step 2
Voucher submitted for approval(s).

Step 3
E-Notifications generated to Approvers

Step 4
Action taken by Approvers (Cost Center, PI, RSC, Capital Projects). Reviews attached support documentation, then approves.
Note: Approver should not approve unless all supporting docs are attached.

Step 5
DTS will review, deny or approve for payment.
Roles and Responsibilities

• Departmental **Creator** Responsibilities

  • **PaymentWorks** is the vendor onboarding process for the university. First, verify vendor profile is setup in PeopleSoft otherwise send out an invitation using PaymentWorks to setup new vendors or update existing vendor profiles

  • Sends and monitors registration invitation to set up or update vendors using PaymentWorks

  • For a list of all scheduled AM0591 PaymentWorks Vendor Onboarding Process classes, please go to **MyTraining**

  **Note:** Effective Feb. 4, 2021 SIFs are no longer accepted.
Roles and Responsibilities

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

Benefits

• Front Office does not need to request copies of payment support

• Voucher documentation is readily available electronically for review at any time during and after approval process

• Eliminates potential for lost vouchers/documentation via campus mail
Roles and Responsibilities (cont.)

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

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

• Process Non-PO payments within 15 business days

• Prepayments: must be submitted at least 5 business days prior to requested payment date. Prepayments equal or > $10k require additional approval from Director of DTS

• For PO vouchers, prepayment terms must be referenced on PO.

• WIRE payments: must be submitted at least 15 business days prior to requested payment date.
Time for a break
Business Process Flow
Business Process Flow

Start

Creator - Enter Voucher, attach documentation and Budget Check

Budgetary Authority – Level 1

Approved

Budgetary Authority - Level 2

Approved

Review, Final Approve and Pay Voucher

Update Voucher

Yes

No

End

Note: Department verifies Vendor information

Department

Budgetary Authority

DTS

Office of Financial Affairs

Disbursements and Travel Services
UTShare
PeopleSoft
Navigation
Navigation to Vouchers

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

2. Click on UTShare/Peoplesoft link
Navigation to Vouchers

3. Login to UTShare/Peoplesoft
   Enter myUTSA ID
4. Enter your passphrase
5. DUO authentication
Navigation to Vouchers
PS 9.2 Fluid Upgrade

Method #1
Drop down menu
Using PS Tiles

1. Click on Employee Self Service to bring up drop down menu

2. Go to Accounts Payable and click on it

3. Select Voucher Entry tile
Navigation to Vouchers

4. Click on **Add a New Value**
   (Defaults to Regular Voucher style)
   Enter all required info

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

Default Entries

Office of Financial Affairs
Disbursements and Travel Services
Creating a Non-PO Voucher (Selecting a Supplier)

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

1. Enter Supplier Name, Supplier ID or perform a Lookup
   a. Select the Lookup
Creating a Non-PO Voucher (cont’d) (Selecting a Vendor)

b. Enter the Search Criteria under **Short Supplier Name**
c. Select the **Lookup** button
d. Select the appropriate supplier
Creating a Non-PO Voucher (cont’d)

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

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

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

5. Select **Add**
Invoice Information Tab

Full View of Page Broken Down in three sections

Section 1

Section 2

Section 3
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
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
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.
9. Attach support documentation
**Invoice Information Tab (cont’d)**

- 9a. Once the **Add Attachment** has been pressed
- 9b. Another screen will prompt the user to **Browse** for the support documentation
- 9c. Upon locating the support documentation, **Upload**
### Invoice Information Tab (cont’d)

**9d.** Once uploaded, add description
- UTSA_AP_(vendor name)_INV#_date
- UTSA_AP_Service Agreement_(vendor name)date

**9e.** Press **OK**, the documents have been successfully attached
Scanning Requirements

• Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Requests.

• All supporting documentation must be scanned and individually attached to electronic voucher by “type of document or category” (e.g. invoice, TRS form plus travel receipts, signed contract or service agreement, BEF plus required receipts, entire One Card payment)

• Limit each scanned file to no more than 30-40 pages
Scanning Requirements

• Must use “type of document and vendor/employee name” as part of naming convention for quick identification – see examples below:
  - UTSA_AP_TRS_John Smith
  - UTSA_AP_BEF_Catering Kate
  - UTSA_AP_Service Agreement_Rowdy
  - UTSA_AP_OneCard_M.Morgan

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

• Layout image must be in upright position and ready for viewing. Documents must be legible. If document are not legible, they will be returned for re-scanning.
10. Input comments as applicable
11. Pay Terms defaults to NET30, on occasions other options will need to be used.
12. Pay Schedule equals “Manual”

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

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

Office of Financial Affairs

Disbursements and Travel Services
Invoice Information Tab (cont’d)

Section 3: Distribution Lines

22. Enter **Account** code
23. Select **Calculate** to compute **Line Amounts** to Distribution Lines
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
27. Review payment information and select **Save**.
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
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

Business Unit: UTSA1
Voucher ID: 00295008
Voucher Style: Regular Voucher
Total Amount: 200.00
Supplier Name: SOUTHWEST DELI GROUP INC

Payment Information
Payment 1
*Remit to: 0000043624
Location: UTSA01
*Address: 1

Payment Options
*Bank: CHASE
*Account: 3AP1
*Method: CHK

Payment Options
*Handling: US Mail
Hold Reason:

Schedule Payment
*Action: Schedule Payment
Payment Date
Reference

Office of Financial Affairs
Disbursements and Travel Services
Note: Pay Cycle is processed daily (ACH) at noon; the printing of checks is processed two times a week (Tues/Fri).
An additional location for Submit for Approval
Error Summary Tab

This Tab will display any errors that exist in the voucher; if successfully Created, Saved, Budget Checked and Assigned a Voucher ID, there will not be an error.
32. Select **Submit For Approval**
33. Able to enter approval comments before submitting, then click **OK**
Summary Tab

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UTSA1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>00295008</td>
</tr>
<tr>
<td>Voucher Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>SOUTHWEST DELI GROUP INC</td>
</tr>
<tr>
<td></td>
<td>3501 BILLY HEXT RD</td>
</tr>
<tr>
<td></td>
<td>ODESSA, TX 79765-8939</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Postable</td>
</tr>
<tr>
<td>Match Status</td>
<td>No Match</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Post Status</td>
<td>Unposted</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>11/01/2021</td>
</tr>
<tr>
<td>Invoice No</td>
<td>98765</td>
</tr>
<tr>
<td>Invoice Total</td>
<td>200.00 USD</td>
</tr>
<tr>
<td>Pay Terms</td>
<td>Net 30 Day</td>
</tr>
<tr>
<td>Voucher Source</td>
<td>Online</td>
</tr>
<tr>
<td>Origin</td>
<td>APB</td>
</tr>
<tr>
<td>Created On</td>
<td>02/08/2022 11:38AM</td>
</tr>
<tr>
<td>Created By</td>
<td>6001279041</td>
</tr>
<tr>
<td>Last Update</td>
<td>02/08/2022 1:22PM</td>
</tr>
<tr>
<td>Modified By</td>
<td>6001279041</td>
</tr>
<tr>
<td>ERS Type</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Close Status</td>
<td>Open</td>
</tr>
</tbody>
</table>
Summary Tab

Approval History

Business Unit: UTSA1
Voucher ID: 00295008
Approval Status: Pending

Cost Center Approval

BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198833: Pending
- Pending
  - Multiple Approvers
  - Cost Center Approver

AP Approval

BUSINESS_UNIT=UTSA1, VOUCHER_ID=00198833: Awaiting Further Approvals
- Not Routed
  - Multiple Approvers
  - AP Approval
Time for a break
Processing Non-PO Voucher E-Notification

1. Requester will be able to follow history of voucher

2. Approver will receive e-notification from requester.
Processing Non-PO Voucher E-Notifications

<table>
<thead>
<tr>
<th>Voucher Line</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Large nitrogen cyl rental</td>
<td>4</td>
<td>EA</td>
<td>3.45 USD</td>
<td>13.80 USD</td>
<td></td>
</tr>
</tbody>
</table>

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

If approved, document will route to next budget authority.
Processing Non-PO Voucher
E-Notification – Send Back/Deny

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

Approver Comments are required

Voucher will be returned for modifications

The document can be resubmitted for approval
Processing Non-PO Voucher E-Notification Pushback

Note: Secondary approvers can push voucher approval back to prior approver for review.
Processing Non-PO Voucher Adhoc Approver

Click on “plus” sign to adhoc another approver.

An approver can “ad hoc” another approver as either “Reviewer” or “Approver.”

Key in Employee ID or use the Search Feature.

“Reviewer” option → viewing

“Approver” option → requires action

Click “Insert” button
Related Documents Tab Payment Reference

Select this Tab to review the payment status

After saving the voucher, the Payment Status will reflect “Not Selected for Payment” until the payment has been final approved and posted.
After Payment is made, the **Payment Reference** will display the Check # or ACH Ref #
Creating a Non-PO Voucher (Citibank)

NOTE: Vendor Location defaults to “UTSA4” One Card:

ON-DEMAND TRAINING - One Card Reconciliation and Payment Process (AM0590)
Creating a Non-PO Voucher (Citibank payment cont.)

- Enter the ten(10) digit One Card number in the Invoice **Number Field**
- Enter the One Card statement date in the **Invoice Date** field
- Enter the One Card statement balance due in the **Gross Invoice Amount** field
- Enter the number of estimated invoice lines
- Select the **Add** button
Creating Non-PO Voucher (Citibank payment cont.)

Section 1

Invoice Information

- 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: N4DPR EOM

Invoice Total
- Line Total: 150.00
- Currency: USD
- Miscellaneous: 0.00
- Freight: 0.00
- Total: 150.00
- Difference: 0.00

Section 2

Invoice Lines

- Line 1
  - Copy Down: Yes
  - Item: SpeedChart
  - Quantity: 1
  - UOM: EA
  - Unit Price: 150.00
  - Description: TA123456 registration fee

- Line 2
  - Copy Down: Yes
  - Item: Service
  - Quantity: 1
  - UOM: EA
  - Unit Price: 11/12/2021
  - Description: Start Date: 11/12/2021
  - Email ID: compie32

Section 3

Distribution Lines

- GL Chart
- Exchange Rate
- Statistics
- Assets

- Line 1
  - GL Account: 57845
  - Account: 3100
  - Fund: 800
  - Dept: BFA012
  - Program: 208
  - Function: 300
  - PC Bus Unit: 700
  - Project: 0

Office of Financial Affairs
Disbursements and Travel Services
Creating Non-PO Voucher (Citibank payment cont.)

Enter the Empl ID:

- If related to Travel, each Invoice Line should have an Empl ID and TA # must be referenced in the Description box.
- Enter the Traveler Empl ID.
- If Student/Guest (Non-Employee) leave it blank.
Creating Non-PO Voucher (Citibank Payment Cont.)
Wire Transfer Request

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

Section B: Invoice Information

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

Section D: Vendor Banking Information

Certification: Signed by the department budgetary authority

Approval: DTS will review, sign, and process.

Note: Department creator and approver should be two different individuals.
### Completed Wire Transfer Request

**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: [Instructions on Process]
- Invoice Number: 2020-032190-2
- Date: 12/21/20
- Amount: $2,950.00
- Foreign Used:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. Wire Transfer Details**
- Currency: US Dollars
- Processing Date: 01/05/2021
- Wire Transfer Total: $2,950.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**C. Account(s) To Be Charged**
- Cost Center/Project ID: G0088
- Amount: $2,950.00
- Account: 03001
- Wire Transfer Fee: $7.00
- Total: $2,957.00

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

- Department Manager Name: Dr. Jenny Hsieh
- Signature: 01/05/21

**DTS OFFICE USE ONLY**
- Date Approved for Payment: 
- Approver Signature: James Sims
- Date Wire Processed: 
- Comments: 
- Currency Exchange Rate: 
- U.S. Dollar Equivalent: 
- Processed By: 

---

Office of Financial Affairs
Disbursements and Travel Services
How to Process a Prepaid Voucher

1. Calculate prepaid costs for each Fiscal Year and create a Regular Voucher as previously instructed.

Enter the full amount of the voucher in **Gross Invoice Amount**.
How to Process a Prepaid Voucher

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