Accounts Payable

Vendors and Vouchers
Agenda

- Entering Vouchers
  - Budget Checking
  - Submitting for Approval
  - Viewing Workflow
- Viewing Voucher Status
- Denying (returning) Vouchers
Supplier Information Form

- **Purpose:** Required to set up a vendor record for vendors doing business with the University that are not in vendor table.
- **Location:** Forms Library on University web site  
  – admin.utep.edu/financialservices/forms/

- **Processing Steps:**
  1) *Department:* Enters purpose of the form and has the vendor complete remaining sections.
  2) *Department:* Faxes or drops off form at the Purchasing Office.
  3) *Purchasing Office:* Notifies department when vendor record has been entered into the system.
  4) *Department:* Can proceed to process a payment using the Vendor Payment IAP form.
PeopleSoft Tips:

- Department completes top line fields before Part I.
- Have vendor complete remaining parts.
- Fax or drop off completed form at the Purchasing Office.
- Do not send any emails.
Student Information Form

- **Purpose:** Required to set up a vendor record for non-employee students for creating travel authorizations or processing payments.
- **Location:** Forms Library on University web site.
  - admin.utep.edu/financialservices/forms/

- **Processing Steps:**
  1) **Department:** Enters reason for request fields and has student complete remaining sections.
  2) **Department:** Faxes or drops off form at Accounts Payable.
  3) **Accounts Payable:** Notifies department when student record has been entered into the system.
  4) **Department:** Can proceed to process payment using the Vendor Payment or Employee Reimbursement IAP form.
**PeopleSoft Tips:**
- Please enter a reason for the request.
- Student completes remaining parts.
- Wait for Accounts Payable confirmation before creating an IAP form.
- Do not email this form, print and drop off at Accounts Payable.
Vouchers

• **Process Non-PO voucher** for:
  – Memberships
  – Registration Fees
  – Refund to a vendor
  – FRT charges/Payment to Federal Express, UPS etc.
  – US Postmaster (payment for Stamps)

• **All other Purchases should be made through a PO.**

• **Prepayments** go directly to Purchasing Office.
Entering Vouchers

1. On **Employee Self Service** home page click on the drop down to open the **Accounts Payable** home page.
2. Click on the “Voucher Entry” tile.
1. Under the **Add a New Value** tab, verify the following default values:
   a. Business Unit – UTEP1
   b. Voucher ID – NEXT
   c. Voucher Style – Regular Voucher

2. Search by **Supplier Name** or **Supplier ID**.

3. Enter required information for processing:
   a. Invoice Number.
   b. Invoice Date.
   c. Gross Invoice Amount.

4. Enter total number of invoice lines.

5. Click the **Add** button.

**PeopleSoft Tip**
- If multiple Invoice Lines exists enter the total number of purchased lines in Step 4. Please reference your invoice before adding additional invoice lines.
- **PLEASE** leave Freight Amount and Misc Charge Amount blank.
Entering Vouchers

PeopleSoft Tip

- **Vendor ID, ShortName, & Location** are pre-populated.
- Mailing address can be changed on this screen.
- **Pay Terms** are defaulted to NET30. **(DO NOT CHANGE)**
Entering Vouchers

6. Enter SpeedChart number or search using icon.
7. Enter brief Description.
8. Click Calculate to populate chart fields below.
9. Enter Account number or search using icon.

PeopleSoft Tips
- Do not change any chart fields populated by the SpeedChart.
- If available, click View All to view additional distribution lines.
- Merchandise Amount total should match the invoice Line Amount.
10. Under the **Invoice Information** tab, click on **Basis Date Calculation** hyperlink.

**PeopleSoft Tip**
- **Vendor ID, ShortName, & Location** are pre-populated.
- Mailing address can be changed on this screen.
- **Pay Terms** are defaulted to **NET30. (DO NOT CHANGE)**
11. Enter the Invoice Receipt Date. (Date invoice was received)
12. Enter Goods/Services Receipt Date. (The date goods & services were received)
13. Service Start Date and Service End Date should match step 12.
14. Click Update ALL Voucher Lines.
15. Verify Date Calculation Basis displays: Texas Prompt Pay.
16. Click the Calculate button to generate the Fed Pymnt Basis Date.
17. Click Back to Invoice link to return to the Invoice Information page.

PeopleSoft Tip
• Invoice Date & Fed Pymnt Basis are pre-populated.
• Leave Acceptance Date blank.
18. Under the **Invoice Information** tab, click the **Attachments** hyperlink.
Adding Attachments

19. Click on **Add Attachment**.
20. Choose file you would like to upload.
21. Click on **Upload** (file name will now appear).
22. Click **OK** (this will take you back to main page).
23. Click on **Save**. Note that Voucher ID number appear at top of page (next slide).
Saving Vouchers

24. Click OK.
25. From the **Invoice Information** tab, select **Budget Checking** from the **Action** dropdown menu & click **Run**.

26. Message box will appear. Click **Yes** to wait for budget checking process to complete.

**PeopleSoft Tips**
- Budget Checking is performed **after** Voucher has been successfully **Saved** with Voucher ID.
- Please wait for the Voucher to complete the **Budget Checking** process.
- If voucher passes Budget Check, go to slide 19. If errors occur, please see error slides 21 & 22.
Submit for Approval

PeopleSoft Tips
- Click on Preview Approval to see where voucher routes to next.

27. Click **Submit For Approval**, after voucher has passed Budget Checking.
28. Enter additional details (if necessary). Click **Ok** to process.
PeopleSoft Tips

- Checks are mailed to the address under the Payment Information tab.
- After clicking Schedule Payments, a Net Due date is generated.
- Payment Methods:
  - CHK – Check mailed to the vendor
  - ACH – Direct deposit set up.
Budget Checking Errors

29. If a budget error exists, a message box will appear. Click Ok.
30. Click the Summary tab to view budget checking errors.
31. Click the Exceptions hyperlink to view budget error details.

PeopleSoft Tips
• The budget error description is explained under the Exception column.
• Please see next slide for a list of budget errors and descriptions.
• Please submit a help desk ticket for any override requests.
# Common Non-PO Voucher Errors

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Document Message</th>
<th>Error</th>
<th>Error Description</th>
<th>Solutions/Actions</th>
</tr>
</thead>
</table>
| Budget     | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | Exceeds Budget Tolerance | Transaction exceeds available budget | 1) Verify speedchart & re-budget check  
2) Verify speedchart funds in Budget Overview  
3) Use another speedchart & re-budget check  
4) If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form) |
| Budget     | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | No Budget Exists | Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string. | 1) Verify speedchart & re-budget check  
2) Verify speedchart funds in Budget Overview  
3) Use another speedchart & re-budget check  
4) Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form) |
| Budget     | Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page. | Budget Date out of Bounds | Budget date on transaction is not within project Effective date. (Error only impacts grant/project) | 1) Review effective dates for project.  
a) If Service dates are within effective dates; then re-budget check  
b) If Service dates outside effective dates; use another funding source.  
c) Notify Contracts & Grants of service date issues  
2) Verify speedchart & re-budget check  
3) Use another speedchart & re-budget check |
| Chart Field | Chart Field Checking Errors Exist (18021,91) Chart field checking errors were logged for this document. Please check budget exception page. | Required key CF is blank (CF= Chartfield) | A required chartfield is missing. | 1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check.  
a) Cost Center field + Fund, Function, Dept  
b) Project field + Fund, Function, Dept, PC Busn Unit, Activity  
2) Verify speedchart & re-budget check  
3) Use another speedchart & re-budget check |
| Chart Field | At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved. | Missing Account Value | Missing Account number in the Distribution lines section. | 1) The Account portion of the Chart field was not entered. Go to the Distribution lines section and search Account field using magnifying glass. |
| Chart Field | Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink | Invalid Value | One of the chartfields contain an invalid value. | 1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check.  
2) Verify speedchart funds in Budget Overview  
3) Use another speedchart & re-budget check |
32. Select the **Summary** tab to navigate to the workflow history link.
33. Click the **Approval History** hyperlink to view complete routing history.
34. Please verify document is routing to the intended approvers.

**PeopleSoft Tips**
- If the budget checking process is approved, the **Budget Status** will read **Valid**.
- If the budget checking process failed, the **Budget Status** will read **Exceptions**.
- Identify next routing approval steps in workflow.
- The Accounts Payable Office will be the final approver.
Delete Denied Vouchers

(Homepage)Nav Bar> (Tile)Navigator> (link)Financials> Accounts Payable > Vouchers > Add/Update > Delete Voucher

3. Enter Voucher ID to delete in the blank field and click Search.
4. Select the Voucher ID hyperlink to open the Delete voucher page.

PeopleSoft Tip
- You may be directed to the Delete voucher page automatically if the document is currently open in the Worklist page.
Delete Denied Vouchers

5. Verify Voucher, Vendor, and Invoice ID is correct before deleting.

6. After verification is complete, click Delete to process.

7. A confirmation message will appear, Click Ok to confirm deletion.

8. After deleting voucher, a review budget balance message will appear. Your balances in the Budget Overview will be corrected. Click Ok to complete.

PeopleSoft Tip

- The Delete button will permanently remove all the voucher information from PeopleSoft. Please make sure you are deleting the correct voucher.
Modify Denied Vouchers

(Homepage) Accounts Payable > (Tile) Vouchers Entry > (tab) Find an Existing Value

1. Enter Voucher ID in the blank field and click Search.
2. Select the Voucher ID hyperlink to open the voucher to Modify and resubmit.
Modify Denied Vouchers

3. Click the **Invoice Information** tab to modify document.
4. Modify or edit voucher document as instructed by approver.
5. Please note, all modified/corrected documents will need to:
   1) Re-Budget Check  
   2) Re-Submit for Approval.
   This will return the document to the Approver for approval.

**PeopleSoft Tips:**
- Use the **SpeedChart** field and press **Calculate** to update all the Distribution Lines fields.
- **Account** field is the only field that can be updated individually without using the SpeedChart.
- Please refer to slides 4 through 9 for **Budget Checking** and **Submitting for Approval**.
Help Desk

- Helpdesk – helpdesk@utep.edu
  - Call ext. - 747-5257
- Your email or call initiates the resolution process.
- Depending on the complexity, the ticket will be escalated to the subject matter experts.
- You will receive a response within 1 business day.
- By using helpdesk, we can ensure that:
  1. Requests are tracked and monitored.
  2. Common issues are identified.
  3. Requests are assigned to the correct subject matter specialists.
  4. Issues are resolved in a timely manner.
  5. Solutions are consistent across departments.
Thank You!