



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/financialservicesforms/
- **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.

Supplier Information Form

Print Form
University of Texas
Clear Form

SUPPLIER INFORMATION FORM
(Replaces W-9)


Purpose of this form (Check One): Add as a New Vendor Update existing entry (ID o Short) Add as an employee to Vendor file (Evaluate with Payroll Office)

Completing form as (Check One): Vendor UTEP Student UTEP Faculty or Staff (for APS only)

PART I. GENERAL SUPPLIER INFORMATION

Doing Business As (DBA) or Individual's/Sole Proprietor's Legal Name:
University of Texas reserves the right to request photo identification to confirm legal name(s).

Individual <small>SSN or ITIN is required</small>	Sole Proprietor <small>SSN is required when providing EIN</small>	Partnership <small>Must provide at least two (2) Partner's legal name</small>	Corporation or other Entity <small>Employer ID Number (EIN):</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 **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/financialservicesforms/
- **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.

Student Information Form

Print Form

UNIVERSITY OF TEXAS AT EL PASO
STUDENT INFORMATION FORM
FOR STUDENTS ONLY

Clear Form


Reason for Request: Requestor: Name/Dept. Phone: Email:

PART I. STUDENT INFORMATION

Legal Name:
University of Texas at El Paso reserves the right to request photo identification to confirm legal name(s)

Social Security #: **Student ID#:**

Address:
Address:
City:
Country:
Phone:
E-Mail:



PeopleSoft Tips:

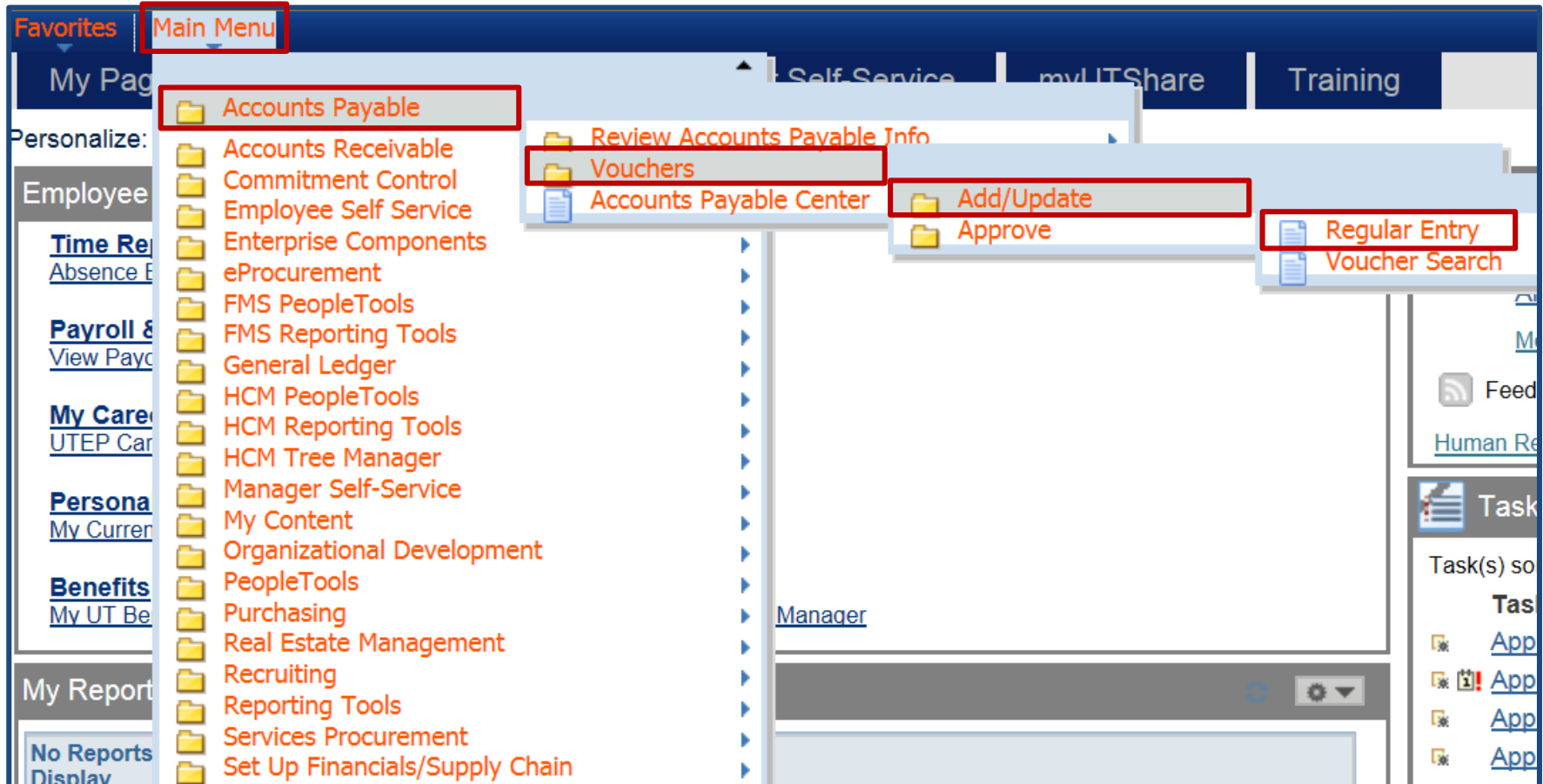
- Please enter a reason for the request.
- Student completes remaining parts.
- Wait for Accounts Payable confirmation before creating an IAP form.
- Do not email this form, print and drop off at Accounts Payable.

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

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



The screenshot displays the PeopleSoft navigation interface. The 'Main Menu' is highlighted in the top navigation bar. A dropdown menu is open, showing the following path: 'Accounts Payable' (folder), 'Vouchers' (folder), 'Add/Update' (folder), and 'Regular Entry' (document). Other visible options in the 'Vouchers' folder include 'Review Accounts Payable Info', 'Accounts Payable Center', and 'Approve'. The 'Regular Entry' option is highlighted with a red box. The left sidebar contains various navigation links such as 'My Page', 'Personalize', 'Employee', 'Time Re', 'Absence E', 'Payroll &', 'View Payc', 'My Care', 'UTEF Car', 'Persona', 'My Curren', 'Benefits', 'My UT Be', 'My Report', and 'No Reports Display'. The right sidebar shows a 'Task' section with 'Task(s) so' and 'Task' links.

Entering Vouchers

Voucher

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

1 Business Unit UTEP1
Voucher ID NEXT
Voucher Style Regular Voucher

2 Supplier Name DELL CITY ISD
Short Supplier Name DELL CITY-001
Supplier ID 0000038617
Supplier Location SHARED
Address Sequence Number 1

3 Invoice Number 2323
Invoice Date 06/10/2019
Gross Invoice Amount 100.00
Freight Amount 0.00
Misc Charge Amount 0.00

4 PO Business Unit
PO Number
Estimated No. of Invoice Lines 1

5 Add

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

Invoice Information

Payments

Voucher Attributes

Business Unit UTEP1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received

Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Invoice No 2323
 Accounting Date 06/12/2019
 *Pay Terms NET30
 Basis Date Type Inv Date

Control Group
 Pay Schedule Manual
 Incomplete Voucher

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	
Total	100.00
Difference	0.00

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

Save

Save For Later


Action

Run

Calculate

Print

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

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

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 100.00

SpeedChart: 14021600 (6)

Ship To: PPB 1.180

Description: Purchase of Laptop (7)

One Asset (8)

*Service Start Date: 06/12/2019 *Service End Date: 06/12/2019

Empl ID: Date:

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	100.00	<input type="text"/>	UTE1 <input type="text"/> <input type="button" value="🔍"/>	63003 <input type="text"/> <input type="button" value="🔍"/> (9)	2100 <input type="text"/> <input type="button" value="🔍"/>	301500 <input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	700 <input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>

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**.

Entering Vouchers

Invoice Information | Payments | Voucher Attributes

Business Unit UTEP1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received

Invoice No 2323
 Accounting Date 06/12/2019
 *Pay Terms NET30 Net 30 Day
 Basis Date Type Inv Date

DELL CITY ISD
 Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Control Group
 Pay Schedule Manual
 Incomplete Voucher
 Action

Invoice Total
 Line Total 100.00
 *Currency USD
 Miscellaneous
 Freight
 Total 100.00
 Difference 0.00

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

Save Save For Later Run Calculate Print

► Copy From Source Document

Invoice Lines

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 100.00

SpeedChart 14021600
 Ship To PPB 1.180
 Description Purchase of Laptop

*Service 06/12/2019 *Service 06/12/2019
 Start Date: End
 Empl ID: Date:

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)**

Entering Vouchers

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.




Adding Attachments

18. Under the **Invoice Information** tab, click the **Attachments** hyperlink.




Invoice Information
Payments
Voucher Attributes

Business Unit UTEP1
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019 
 Invoice Received 06/11/2019 

DELL CITY ISD
 Supplier ID 0000038617 
 ShortName DELL CITY-001 
 Location SHARED 
 *Address 1 

Invoice No 2323
 Accounting Date 06/12/2019 
 *Pay Terms NET30  Net 30 Day
 Basis Date Type Inv Date
 Control Group 
 Pay Schedule Manual ▼
 Incomplete Voucher

Action ▼

Invoice Total	
Line Total	100.00
*Currency	USD 
Miscellaneous	<input type="text"/> 
Freight	<input type="text"/> 
Total 100.00	
Difference 0.00	

[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#) 18
[Basis Date Calculation](#)
[Template List](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Supplier 360](#)

Adding Attachments

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

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

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

19 Add Attachment

OK Cancel Refresh

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).

File Attachment

20

Choose File Invoice_2323.docx

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

21 Upload Cancel

Details

File Name	Show to Approver?	Description	User
Invoice_2323.docx	<input checked="" type="checkbox"/>		6001205272

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

Add Attachment

22 OK Cancel Refresh

Saving Vouchers

Invoice Information
Payments
Voucher Attributes

Business Unit UTEP1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/10/2019
Invoice Received 06/11/2019

DELL CITY ISD
Supplier ID 0000038617
ShortName DELL CITY-001
Location SHARED
*Address 1

Invoice No 2323
Accounting Date 06/12/2019
*Pay Terms NET30
Basis Date Type Inv Date
Control Group
Pay Schedule Manual

Incomplete Voucher
Action

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

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

23

Save Save For Later

Run Calculate Print

23. Click on **Save**. Note that Voucher ID number appear at top of page (next slide).

Saving Vouchers

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit UTEP1 Voucher ID 00088221 Voucher Style Regular voucher Invoice Date 06/10/2019 Invoice Received 06/11/2019 <u>DELL CITY ISD</u> Supplier ID 0000038617 ShortName DELL CITY-001 Location SHARED *Address 1	Invoice No 2323 Accounting Date 06/12/2019 *Pay Terms NET30 Basis Date Type Inv Date Pay Schedule Manual	Invoice Total <table border="1"> <tr><td>Line Total</td><td>100.00</td></tr> <tr><td>*Currency</td><td>USD</td></tr> <tr><td>Miscellaneous</td><td></td></tr> <tr><td>Freight</td><td></td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td>100.00</td></tr> <tr><td>Difference</td><td>0.00</td></tr> </table>	Line Total	100.00	*Currency	USD	Miscellaneous		Freight		<hr/>		Total	100.00	Difference	0.00	Non Merchandise Summary Session Defaults Comments(0) Attachments (1) Basis Date Calculation Template List Advanced Supplier Search Preview Approval Supplier Hierarchy Supplier 360
Line Total	100.00																
*Currency	USD																
Miscellaneous																	
Freight																	
<hr/>																	
Total	100.00																
Difference	0.00																

Save Action Run Calculate Print Submit Approval

Approval Comments

Business Unit UTEP1
 Voucher ID 00088221

Additional Details

254 characters remaining

24 OK Cancel Refresh

24. Click OK.

Budget Checking Voucher

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

Business Unit UTEP1
 Voucher ID 00088221
 Voucher Style Regular Voucher
 Invoice Date 06/10/2019
 Invoice Received 06/11/2019
 Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1

Invoice No 2323
 Accounting Date 06/12/2019
 *Pay Terms NET30
 Basis Date Type Inv Date

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

25 Action
 Budget Checking
 Voucher Post

Save Run Calculate Print

Copy From Source Document
 Invoice Lines ?

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

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

Business Unit UTEP1 Invoice No 2323a
 Voucher ID 00088222 Accounting Date 06/13/2019
 Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Day
 Invoice Date 06/10/2019 Basis Date Type Inv Date
 Invoice Received 06/11/2019
 DELL CITY ISD
 Supplier ID 0000038617
 ShortName DELL CITY-001
 Location SHARED
 *Address 1
 Pay Schedule Manual

Invoice Total	
Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

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

Save Action Run Calculate Print **Submit Approval**

27


Approval Comments

Business Unit UTEP1
 Voucher ID 00088222

Additional Details

254 characters remaining

OK Cancel Refresh

 **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.

28

Viewing Payments

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

Business Unit UTEP1 Invoice No 2323
 Voucher ID 00088221 Invoice Date 06/10/2019 Action [v] Run
 Voucher Style Regular Voucher
 Total Amount 100.00 *Pay Terms NET30 Net 30 Day Schedule Payments
 Supplier Name DELL CITY ISD IPAC

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000038617
 Location SHARED
 *Address 1
 DELL CITY ISD
 PO BOX 37
 DELL CITY, TX 798370037

Schedule ID
 Gross Amount 100.00 USD
 Discount 0.00 USD
 Scheduled Due 07/12/2019
 Net Due 07/12/2019
 Discount Due
 Accounting Date

Payment Inquiry
 Discount Denied
 Late Charge
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options

*Bank WF
 *Account 2AP1
 *Method CHK Check
 Message

Pay Group
 *Handling US Mail
 Hold Reason

Message will appear on remittance advice. Supplier Of

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

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK **29**

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.

30

Summary | Related Documents | Invoice Information | Payments

Business Unit: UTEP1
Voucher ID: 00019085
Voucher Style: Regular
Contract ID:
Vendor Name: DELL CITY ISD
 PO BOX 37
 DELL CITY, TX 79837-0037
Entry Status: Postable
Match Status: No Match
Approval Status: Pending
Post Status: Unposted

Budget Status: **Exceptions** **31**
Budget Misc Status: Valid
 *View Related | Payments

Voucher Exceptions | Line Exceptions

Business Unit: UTEP1 **Voucher ID:** 00019085

***Exception Type:** Error **Override Transaction**
Maximum Rows: 100 **More Budgets Exist**

Search [Advanced Budget Criteria](#)

Budgets with Exceptions

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception
1		UTEP1	OPE	Exceeds Budget Tolerance



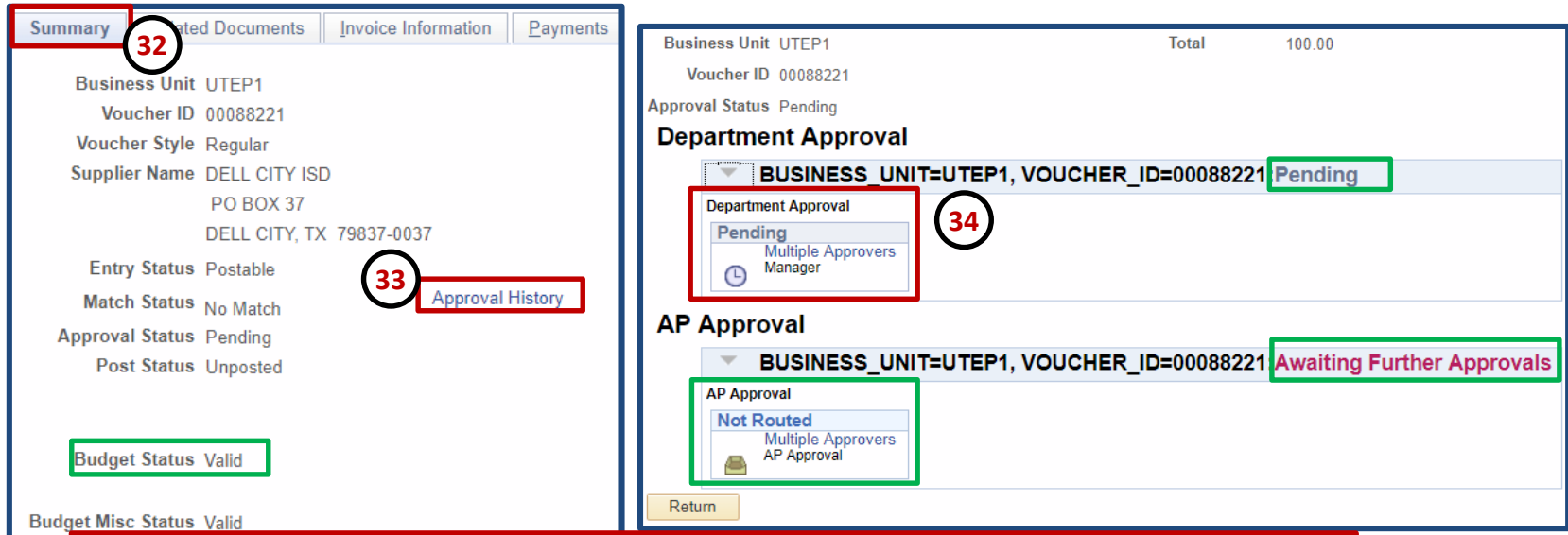
PeopleSoft Tips

- 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

Error Type	Document Message	Error	Error Description	Solutions/Actions
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	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 1) Review effective dates for project. <ol style="list-style-type: none"> 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	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Required key CF is blank (CF= Chartfield)	A required chartfield is missing.	<ol style="list-style-type: none"> 1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. <ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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

Viewing Workflow



Summary (32) | Related Documents | Invoice Information | Payments

Business Unit UTEP1
 Voucher ID 00088221
 Voucher Style Regular
 Supplier Name DELL CITY ISD
 PO BOX 37
 DELL CITY, TX 79837-0037

Entry Status Postable
 Match Status No Match
 Approval Status Pending
 Post Status Unposted

Budget Status Valid

Budget Misc Status Valid

Approval History (33)

Business Unit UTEP1 Total 100.00
 Voucher ID 00088221
 Approval Status Pending

Department Approval

BUSINESS_UNIT=UTEF1, VOUCHER_ID=00088221 Pending (34)

Department Approval
 Pending (34)
 Multiple Approvers
 Manager

AP Approval

BUSINESS_UNIT=UTEF1, VOUCHER_ID=00088221 Awaiting Further Approvals

AP Approval
 Not Routed
 Multiple Approvers
 AP Approval

Return

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

Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = UTEP1

Voucher ID: begins with 00019110

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive


Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	Entry Status	In
UTEP1	00019110	Postable	7

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

Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Delete Voucher
Voucher Details

Business Unit: UTEP1 **Voucher:** 00019110 5

Vendor

Vendor: 0000038617 DELL CITY ISD

ShortName: DELL CITY-001

Voucher Information

Invoice: 78417 **Origin:** ON

Date: 07/14/2015 **Group:**

Gross Amount: 150.00 USD

Related Voucher

6

Message

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

7


Message

Budget transactions related to this voucher have been deleted. (7030,473)

Please review your budget account balance and activity.

8

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

Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search

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.

Voucher Search

Voucher Information

*Business Unit	<input type="text" value="UTEP1"/>			
Voucher ID	<input type="text" value="00019116"/>	Entry Status	<input type="text"/>	
Invoice Number	<input type="text"/>	Voucher Style	<input type="text"/>	
Related Voucher	<input type="text"/>	Voucher Source	<input type="text"/>	

Vendor Detail

Vendor ID	<input type="text"/>			
Short Vendor Name	<input type="text"/>	<input checked="" type="checkbox"/> New window		
Name	<input type="text"/>	<input type="button" value="Search"/>		

Search Results
Personalize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Gross Invoice Amount	Transaction Currency
UTEP1	00019116	78418	07/14/2015	Regular	Online	Postable	150.00	USD

Modify Denied Vouchers

Summary | Related Documents | **3 Invoice Information** | Payments

Business Unit: UTEP1
 Voucher ID: 00019116
 Voucher Style: Regular
 Contract ID:
 Vendor Name:

Entry Status:
 Match Status:
 Approval Status:
 Post Status:

Budget Status:
 Budget Misc Status:
 *View Related

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.

Invoice Lines Find | View All | First

Line: 1 Item: UOM: Quantity:

*Distribute by: Amount Unit Price: Line Amount: 150.00

Ship To: PPB 1.180 Description:

SpeedChart: Description:

4 Calculate

*Service Start Date: 07/21/2015 *Service End Date: 07/21/2015

Empl ID:

Distribution Lines Personalize | Find | View All | First

GL Chart	Exchange Rate	Statistics	Assets										
				Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Cost Cent	Function
				<input type="checkbox"/>	1	150.00		UTEP1	63003	4700	300000	29237500	500



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!

