Accounts Payable

Vendors and Vouchers
Agenda

- Searching for Vendors
- Entering Vouchers
  - Budget Checking
  - Submitting for Approval
  - Viewing Workflow
- Viewing Voucher Status
- Approving Vouchers
- Denying (returning) Vouchers
Searching for Vendors

Main Menu > Vendors > Vendor Information> Add/Update > Vendor
Searching for Vendors

1. Under the **Find an Existing Value** tab, verify the SetID field is **UTSHR**.
2. Enter search criteria in either the **Vendor ID**, **Short Vendor Name**, or the **Name 1** fields to search for vendor.
3. Click on **Search**.
4. Select vendor from **Search Results** below.

**PeopleSoft Tip**

The drop down icons allow you to refine your search when searching for **Vendors**.
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.
Supplier Information 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/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

**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
Entering Vouchers

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 **Vendor Name** or **Vendor 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.

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**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.
6. Under the **Invoice Information** tab, click the **Calc Basis Date** 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

7. Enter the **Invoice Receipt Date**. (Date invoice was received)
8. Enter **Goods/Services Receipt Date**. (The date goods & services were received)
9. Enter **Service Date** and **Service End Date**. (Steps 8 & 9 should match)
10. Click **Update ALL Voucher Lines**.
11. Verify **Date Calculation Basis** displays: **Texas Prompt Pay**.
12. Click the **Calculate** button to generate the **Fed Pymnt Basis Date**.
13. 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.
Entering Vouchers

14. Under the Payments tab, click Schedule Payments.

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.
15. Enter **SpeedChart** number or search using icon.
16. Click **Calculate** to populate the chart fields below.
17. Enter **Account** number or search using icon.
18. Click **Save**. Please note that the Voucher ID number will appear at the top of the page (see next slide).

**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**.
- Voucher ID number will be generated after clicking **Save**.
19. From the Invoice Information tab, select Budget Checking from the dropdown menu & click Run.
20. 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 23. If errors occur, please see error slides 21 & 22.
Budget Checking Errors

1. If a budget error exists, a message box will appear. Click Ok.
2. Click the Summary tab to view budget checking errors.
3. 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 | 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. | 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 |
21. Click **Attachments(0)** link to upload invoice.
22. Click **Add Attachment** button.
23. Click **Browse...** button to search for invoice and then click the **Upload** button.
24. Click **Ok** to complete upload.
Submit for Approval

25. Click **Submit For Approval**, after voucher has passed Budget Checking.
26. Enter additional details (REQUIRED) to process. Click **Ok** to process.

**PeopleSoft Tips:**
- The **Submit For Approval** button only appears after a successful budget check.
- Please enter a detailed description of items invoiced in Additional Details.
- Workflow approvers will see this description in the approval stage.
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.
Classroom Questions & Answers

• What do you do before creating a Voucher document in PeopleSoft?
• What is a Speed Chart? What is not included in the Speed Chart?
• Where do you verify and change the remit to address for a vendor?
• When should you change a SpeedChart?
Reviewing Voucher Status

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

1. Enter Voucher ID or search using icon.
2. Click Search.
3. Open voucher by clicking Voucher ID hyperlink.

PeopleSoft
- Vouchers can be searched by either the Invoice Number, Vendor ID, or by Short Vendor Name.
Reviewing Voucher Status

4. Review Budget Status:
   • **Valid** - Voucher passed budget check and document has been submitted for approval.
   • **Not Ck’d** - Awaiting budget checking.
   • **Exceptions** - Document contains budget errors.

5. Select the **Related Documents** tab for payment information.

6. Review **Payment Status**, **Scheduled to Pay**, **Payment Reference** & **Payment Method**.

**PeopleSoft Tips**
- **Not Selected for Payment** indicates no payment has been made to the vendor.
- When vendor is paid, a check number or ACH reference number will appear under the **Payment Reference** column.
Classroom Questions & Answers

- What are the different options available to find a voucher in PeopleSoft?
- Where do I find the status of a voucher?
- Where do I get the reference (payment) number of a voucher?
Approving Vouchers

• Once an Accounts Payable voucher document is created, it needs to be submitted for approval.
• The Approver receives an email notification to approve the PeopleSoft documents.
• The approver then can:
  – Navigate through the email link to the document in PeopleSoft.
  -OR-
  – Login to PeopleSoft and navigate using the WORKLIST link directly in PeopleSoft.
Approving Vouchers using Email

Option A: Email Approval
1. After voucher is created, the approver will receive an email notification that approval is requested.
2. Click the hyperlink to navigate to the Voucher Approval page.
3. Enter your credentials if not already logged in.

PeopleSoft Tips
- Using option A; (Email Approval) you will automatically be routed to the voucher approval page to approve document.
Approving Vouchers through PeopleSoft

Option B: Worklist Approval
1. Click the Worklist link located at the upper right corner of the home page.
2. Select voucher requiring approval.

PeopleSoft
- Using Option B; (Worklist Approval) you will be automatically directed to the voucher approval page to approve document.
1. Identify **Vendor** being paid.
2. Click **Attachments** to see actual invoice.
3. Click the **Charge Information** tab to see the Funding Source used.
4. Verify the correct **Project/Cost Center** being charged.

**PeopleSoft**
- Under the **Charge Information** tab, to see the funding source of the document.
- Approvers should follow all five steps above before approving documents.
5. Always review the comments entered by the creator or approver.

6. Approver Process:
   - **Approve**: Document is approved and routed to next approver.
   - **Deny**: Document is not approved and is sent back to the creator. Comments must be added before returning the denied document.
   - **Hold**: Document is placed on Hold by the approver pending further action.

**PeopleSoft**
- After each approval, the document will automatically route to additional approver(s).
- Denied documents will be **RETURNED** to the creator. The creator can then modify the document and re-submit it for approval.
- A justification is required in the Comments section for all Denied documents. The approver **MUST** indicate if the document needs to be **DELETED** or **MODIFIED**
Classroom Questions & Answers

• What two options are available to APPROVE a document?
• What is the Worklist in PeopleSoft?
• What does an “Approver” verify before approving a document?
• What are the two main approval actions of an Approver?
• What does the Deny action do?
Denied Vouchers

• The Approver can return a document back to the Initiator by using the Deny button.
• Comments required for all Denied vouchers.
• Approvers can Deny/return vouchers to:
  1) **Modify** - Initiator needs to make adjustments to the original voucher and re-submit for approval.
  2) **Delete** - Initiator needs to delete and completely remove voucher from the system.
1. From the Worklist link at the top of the page, select the denied voucher to view details.
2. Click the dropdown arrow under Comments section to see notes left by the approver. Approver will note if the voucher needs to be “Deleted” or “Modified”.

PeopleSoft Tips

- Verify the voucher is correct by referencing the Voucher ID.
- Document denied by an approver is indicated by icon.
Delete Denied Vouchers

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

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.
View Denied Vouchers

1. From the Worklist link at the top of the page, select the denied voucher to view details.
2. Click the dropdown arrow under Comments section to see notes left by the approver. Approver will note if the voucher needs to be “Deleted” or “Modified”.

PeopleSoft Tips
- Verify the voucher is correct by referencing the Voucher ID.
- Document denied by an approver is indicated by icon.
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.
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!