Please Pay Voucher Approval Training

ACCOUNTS PAYABLE
# Table of Contents

- Contact Information ................................................................. 3
- Please Pay Voucher Process ...................................................... 4
- Documentation ........................................................................... 5
- Voucher Approval ....................................................................... 6
- Voucher Comments ..................................................................... 9
- Voucher Denials ......................................................................... 10
- Voucher Deletion ........................................................................ 11
- Warrant/Payment Information .................................................... 13
- Queries ......................................................................................... 14
Contact Information

• Accounts Payable
  • http://www.ouhsc.edu/financialservices/ap/
  • 865 Research Parkway, Suite #590
  • (405) 271-2410

• Management
  • AP-Management@ouhsc.edu

• Processing
  • AP-Processing@ouhsc.edu

• Travel
  • Travel@ouhsc.edu

• Vendors
  • AP-VendorOffice@ouhsc.edu

• Files
  • AP-Files@ouhsc.edu

• Pcard
  • Pcard@ouhsc.edu
Please Pay Voucher Process

Department orders from Vendor

Vendor delivers goods/services and invoices the Department

Department enters Voucher and adds Invoice as attachment

Hourly PeopleSoft budget check and workflow processes

Department approves Voucher (Approver)

AP audits and approves Voucher

Payment information is sent to OMES and OMES transmits to OST (Day 1)

OST sends electronic payments to Vendors or warrants to OUHSC for distribution
Voucher Approval

- Main Menu
- Accounts Payable
- Vouchers
- Approve
- Approval Framework – Vouchers
Voucher Approval

- Daily email or Worklist

From: PeopleSoft
Sent: Monday, December 17, 2018 2:36 PM
To: Approver, Andy A. (HSC) <Andy-A-Approver@ouhsc.edu>
Subject: 2 Vouchers Pending Approval
Importance: High

The following vouchers are pending approval.

Please login to PeopleSoft Financials to review.

02313937-- Entered By: AWITT
02313936-- Entered By: AWITT
Voucher Approval

- Voucher ID - Begins With – Voucher ID Number
- Voucher ID – Between – First Voucher ID Number and Last Voucher ID Number
- Search
Approval Screen

- Allowable department expense
- Vendor, location and amount
- Scroll for more details

<table>
<thead>
<tr>
<th>Approval</th>
<th>Line Information</th>
<th>Charge Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>OUHSC</td>
<td>Invoice Number</td>
</tr>
<tr>
<td>Voucher</td>
<td>02314701</td>
<td>Supplier</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>12/07/2018</td>
<td>ID</td>
</tr>
</tbody>
</table>

**Voucher Details**

- Transaction Currency: USD
- Total: 150.000
- Approval Status: Pending
- Added By: SCARTER5
- Tyna S. Carter
- Attachments (1)

**Details**

<table>
<thead>
<tr>
<th>Remit Supplier</th>
<th>Scheduled to Pay</th>
<th>Gross Amt</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>9100002469</td>
<td>01/21/2019</td>
<td>150.000</td>
<td>UNIVERSITY OF OKLAHOMA</td>
</tr>
</tbody>
</table>

**Remit Address**

<table>
<thead>
<tr>
<th>Address</th>
<th>Country</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINTING MAILING &amp; DOCUMENT PRODUCTION</td>
<td>USA</td>
<td>NORMAN</td>
<td>OK</td>
<td>73069-0253</td>
</tr>
</tbody>
</table>
Approval Screen

• Chart field spread
• Department comments
• Rush/Priority information
Voucher Comments

- Optional
- Cannot be deleted
- Should be used when denying voucher back to enterer
Voucher Denials

- Onetime email to Enterer
- Hourly workflow processes
Voucher Deletion

- Main Menu
- Accounts Payable
- Vouchers
- Add/Update
- Delete Voucher
Voucher Deletion

- Enter Voucher ID Number
- Search
- Delete
- OK
- Budget warning
- OK
Warrant/Payment Information

• Main Menu
• Accounts Payable
• Vouchers
• Add/Update
• Regular Entry
• Find an Existing Value
• Enter known information
• Search
• OU Voucher Info tab

• Payment Type
  • Warrant = Paper Check
  • EFT = Electronic Funds Deposit
  • Inter-Agency Payment = Electronic Agency Transfer

• Cancelled/Redeemed information not real-time and EFT and Interagency payments not usually loaded
Queries

- **Navigation**
  - Main Menu
  - Report Tools
  - Query
  - Query Viewer
  - Query Name, begins with
    - Enter query name
  - Search
  - HTML or Excel

- **OU_AP_DENIED_VCHR**
  - Search by Org/Fund for denied vouchers

- **ZZ_AP_NOT_BCM_ORG**
  - Search by Org for vouchers not budget checked

- **OU_AP_COMMENT_SEARCH**
  - Search voucher comment field for specific words
  - %Example%
Questions?