

# Please Pay Voucher Approval Training

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ACCOUNTS PAYABLE

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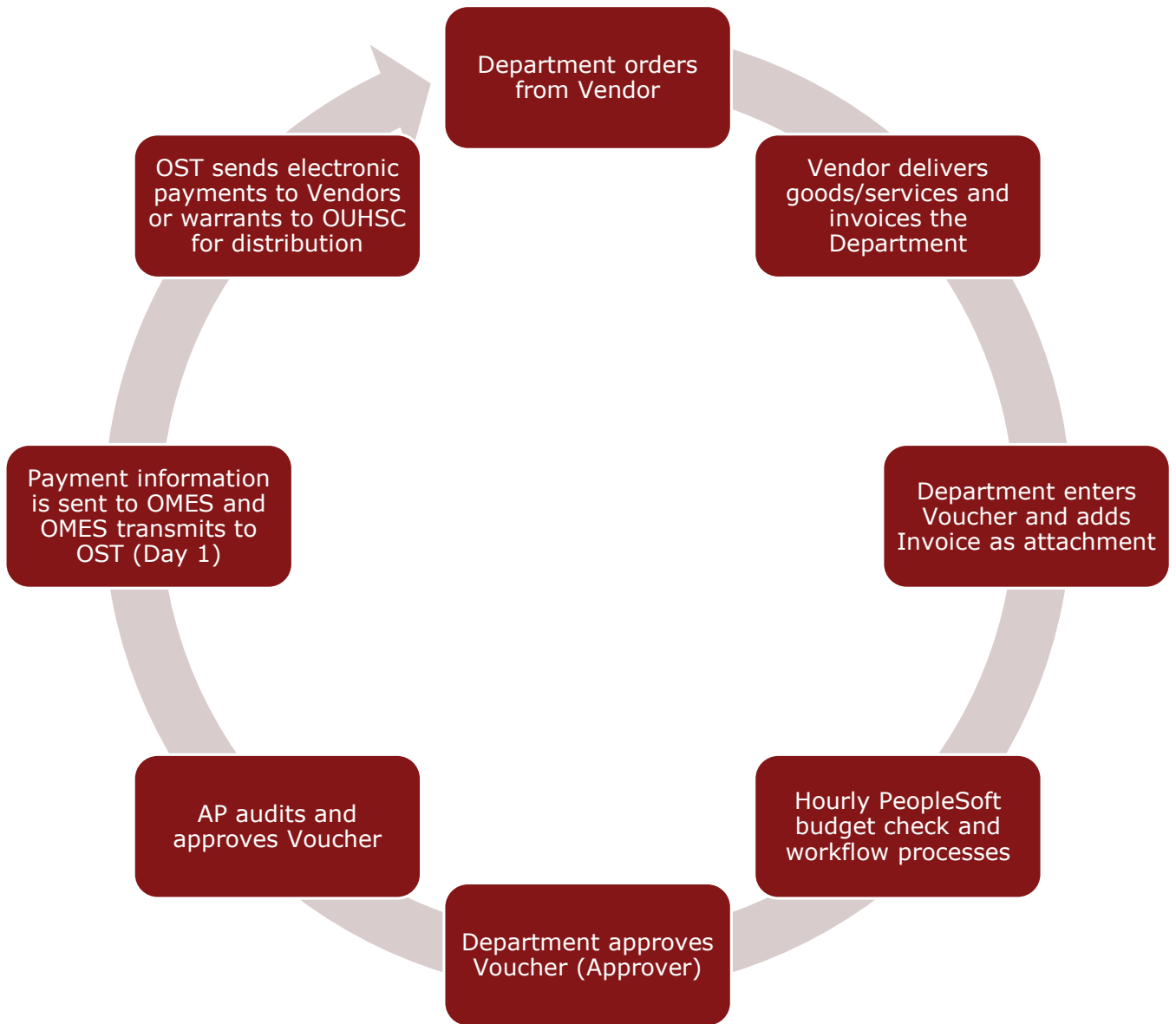
# Contact Information

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- Accounts Payable
  - <http://www.ouhsc.edu/financialservices/ap/>
  - 865 Research Parkway, Suite #590
  - (405) 271-2410
- Management
  - [AP-Management@ouhsc.edu](mailto:AP-Management@ouhsc.edu)
- Processing
  - [AP-Processing@ouhsc.edu](mailto:AP-Processing@ouhsc.edu)
- Travel
  - [Travel@ouhsc.edu](mailto:Travel@ouhsc.edu)
- Vendors
  - [AP-VendorOffice@ouhsc.edu](mailto:AP-VendorOffice@ouhsc.edu)
- Files
  - [AP-Files@ouhsc.edu](mailto:AP-Files@ouhsc.edu)
- Pcard
  - [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu)

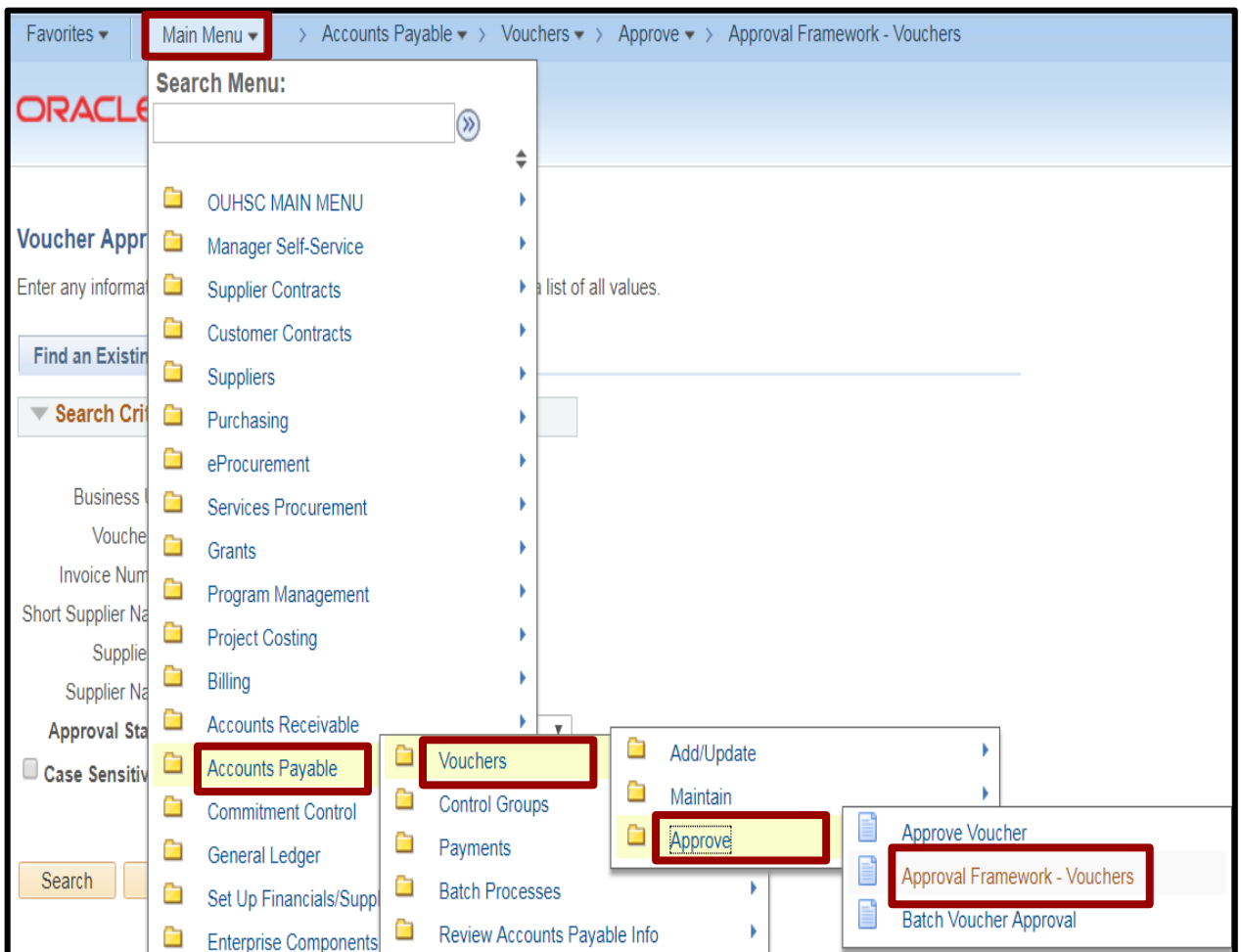
# Please Pay Voucher Process

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# 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](mailto: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

Worklist

Detail View Worklist Filters  Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Tracie Lynn Cornett	07/12/2018	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_659825_VoucherApprovalDefault_2014-05-25_N_0_BUSINESS_UNIT:OUHSC_VOUCHER_ID:02310453_RDC:RA:0A</a>	Mark Worked	Reassign
Scott Edward Landgraf	09/07/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition_92842_Approvals_2018-07-19_N_0_BUSINESS_UNIT:OUHSC_REQ_ID:0000092122</a>	Mark Worked	Reassign
Scott Edward Landgraf	09/07/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition_92844_Approvals_2018-07-19_N_0_BUSINESS_UNIT:OUHSC_REQ_ID:0000092126</a>	Mark Worked	Reassign
Tiffany D. Tran	12/06/2018	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_661491_VoucherApprovalDefault_2018-11-26_N_0_BUSINESS_UNIT:OUHSC_VOUCHER_ID:02312663_RDC:RA:0A</a>	Mark Worked	Reassign
Kayla M Dearman	12/06/2018	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_661493_VoucherApprovalDefault_2018-11-26_N_0_BUSINESS_UNIT:OUHSC_VOUCHER_ID:02314669_RDC:RA:0A</a>	Mark Worked	Reassign
Brandon Louis Brackett	12/07/2018	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_661528_VoucherApprovalDefault_2018-12-06_N_0_BUSINESS_UNIT:OUHSC_VOUCHER_ID:02314688_RDC:RA:0A</a>	Mark Worked	Reassign

Refresh

# Voucher Approval

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

**Voucher Approval AF**

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

**Find an Existing Value**

**Search Criteria**

Business Unit =

**Voucher ID begins with**

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Approval Status =

Case Sensitive

**Search** **Clear** Basic Search Save Search Criteria

**Voucher Approval AF**

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

**Find an Existing Value**

**Search Criteria**

Business Unit =

**Voucher ID between**  **and**

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Approval Status =

Case Sensitive

**Search** **Clear** Basic Search Save Search Criteria

# Approval Screen

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

Approval	Line Information	Charge Information			
Business Unit	OUHSC	Invoice Number	1234		
Voucher	02314701	Supplier	UNIVERSITY OF OKLAHOMA		
Invoice Date	12/07/2018	ID	9100002469		
<b>Voucher Details</b>					
Transaction Currency	USD	Approval Status	Pending		
Total	150.000	Added By	SCARTER5 Tyna S. Carter		
<a href="#">Attachments (1)</a>					
<b>Details</b>					
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>         First  1 of 1  Last					
Remit Supplier	Scheduled to Pay	Gross Amt	Supplier Name		
9100002469	01/21/2019	150.000	UNIVERSITY OF OKLAHOMA		
<b>Remit Address</b>					
Address	PRINTING MAILING & DOCUMENT PRODUCTION		Country	USA	
City	NORMAN	State	OK	Postal Code	73069-8253





# Approval Screen

- Chart field spread
- Department comments
- Rush/Priority information

Merchandise Amt	GL Unit	Account	Fund Code	Department	Program Code	Class Field	PC Business Unit	Project	Activity	Budget Date
150.000	OUHSC	602700	CLNOP	CMT115	00124	00000				12/10/2018

**Misc Voucher Info**

**Departmental Comments** Business cards for Andy Approver.  
**Priority Processing** Rush  
**Rush Justification Handling** Please rush - invoice is past due.

**Departments**

▼ **BUSINESS\_UNIT=OUHSC, VOUCHER\_ID=02314701:Pending** [View/Hide Comments](#)  
[Start New Path](#)

Approvals

**Pending**

Multiple Approvers  
WF Voucher Department Approver

▶ **Comment History**

▼ **BUSINESS\_UNIT=OUHSC, VOUCHER\_ID=02314701:Awaiting Further Approvals** [View/Hide Comments](#)  
[Start New Path](#)

Approvals

**Not Routed**

Multiple Approvers  
WF Voucher Approver

▶ **Comment History**

254 characters remaining

# Voucher Comments

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

Merchandise Amt	GL Unit	Account	Fund Code	Department	Program Code	Class Field	PC Business Unit	Project	Activity	Budget Date
150.000	OUHSC	602700	CLNOP	CMT115	00124	00000				12/10/2018

**Misc Voucher Info**

**Departmental Comments** Business cards for Andy Approver.  
**Priority Processing** Rush  
**Rush Justification Handling** Please rush - invoice is past due.

**Departments**

▼ **BUSINESS\_UNIT=OUHSC, VOUCHER\_ID=02314701:Pending** [View/Hide Comments](#)  
[Start New Path](#)

Approvals

**Pending**

Multiple Approvers  
WF Voucher Department Approver

▶ **Comment History**

▼ **BUSINESS\_UNIT=OUHSC, VOUCHER\_ID=02314701:Awaiting Further Approvals** [View/Hide Comments](#)  
[Start New Path](#)

Approvals

**Not Routed**

Multiple Approvers  
WF Voucher Approver

▶ **Comment History**

254 characters remaining

# Voucher Denials

- Onetime email to Enterer
- Hourly workflow processes

GL Chart

Merchandise Amt	GL Unit	Account	Fund Code	Department	Program Code	Class Field	PC Business Unit	Project	Activity	Budget Date
150.000	OUHSC	602700	CLNOP	CMT115	00124	00000				12/10/2018

**Misc Voucher Info**

**Departmental Comments** Business cards for Andy Approver.

**Priority Processing** Rush

**Rush Justification Handling** Please rush - invoice is past due.

**Departments**

**▼ BUSINESS\_UNIT=OUHSC, VOUCHER\_ID=02314701:Pending** View/Hide Comments  
Start New Path

Approvals

**Pending**

Multiple Approvers  
WF Voucher Department Approver

**▶ Comment History**

**▼ BUSINESS\_UNIT=OUHSC, VOUCHER\_ID=02314701:Awaiting Further Approvals** View/Hide Comments  
Start New Path

Approvals

**Not Routed**

Multiple Approvers  
WF Voucher Approver

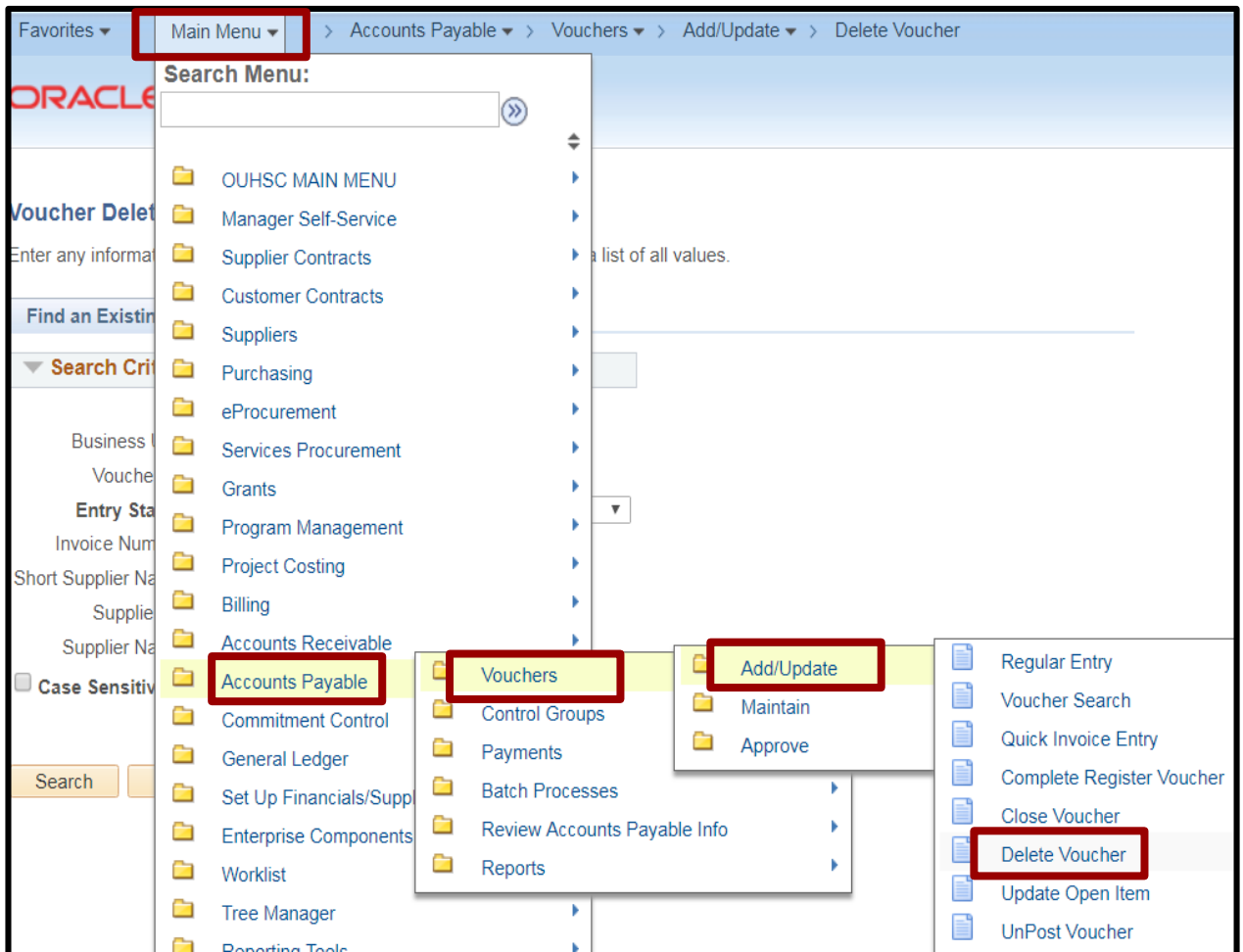
**▶ Comment History**

254 characters remaining

Deny
Pushback
Add Comments
Hold

# Voucher Deletion

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



# Voucher Deletion

- Enter Voucher ID Number
- Search
- Delete
- OK
- Budget warning
- OK

**Delete Voucher** | Voucher Details

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**Business Unit** OUHSC      **Voucher** 02249585

**Supplier**

**Supplier** 9100034024 SHERATON OKC HOTEL  
**Short Name** SHERATON O-004

**Voucher Information**

<b>Invoice</b> 1075478	<b>Origin</b> ONL	<b>Header Budget Status</b> Valid
<b>Date</b> 11/10/2017	<b>Group</b>	<b>Non-Prorated Budget Status</b> Valid
<b>Gross Amount</b> 107.000 USD		<b>Entry Status</b> Postable
<b>Related Voucher</b>		

# Warrant/Payment Information

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- 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

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	OU Voucher Info
<b>Business Unit</b> OUHSC		<b>Invoice No</b> 6083				
<b>Voucher ID</b> 02238997		<b>Invoice Date</b> 10/05/2017				
<b>Voucher Style</b> Regular Voucher						
<b>OU Voucher Information</b>						
<b>*Priority Processing:</b> Normal Processing		<b>Rush Justification Handling Instructions:</b> <input type="text"/> 254 characters remaining				
<b>Approver:</b>		<b>Approval Date:</b>				
<b>OU Payment Information</b>						
<b>Claim Number:</b>	J181643509	<b>Payment Type:</b>	Warrant			
<b>Payment Number:</b>	102264672	<b>Warrant Date:</b>	10/26/2017			
<b>Redeemed Date:</b>	11/02/2017	<b>Cancelled Date:</b>				

# Queries

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- 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?

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