Please Pay Voucher Training

ACCOUNTS PAYABLE
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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
Vendor Process

1. Department selects Vendor
2. Department sends form to Vendor for completion (Domestic, Individual or Foreign)
3. Vendor information transmitted to OMES and activated (Day 1)
4. Vendor forms are submitted to AP for audit and entry (Day 1)
5. Vendor is available for use in PeopleSoft (Day 2)
Purchase Order (PO) Voucher Process

1. PO Vendor delivers goods/services and invoices Department
2. Department ensures PO is valid
3. Department sends PO Invoice to AP
4. AP audits, enters and approves PO Voucher
5. Department annotates Invoice with PO Number, Invoice/Distribution Lines, Amount to Pay and Signs
6. Payment information is sent to OMES and OMES transmits to OST (Day 1)
7. OST sends electronic payments to Vendors or warrants to OUHSC for distribution
Please Pay Voucher Process

Department orders from Vendor

Vendor delivers goods/services and invoices the Department

Department enters Voucher and adds Invoice as an attachment

AP audits and approves Voucher

Hourly PeopleSoft budget check and workflow processes

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

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

## Cylinder Rental Invoice

**Company:** Airgas USA, LLC  
**Address:** PO Box 1152, Tulsa, OK 74101

**Sold By:** Airgas USA, LLC  
**Address:** 2701 W RENO AVE, OKLAHOMA CITY OK 73107-6843  
**Phone:** 405-235-8621

**Bill To:** OUHSC  
**Address:** 800 NE 10TH ST STE 5011, OKLAHOMA CITY OK 73104

### Manage Your Account Online
Pay invoices, review order history, track shipping, and more!  
Go to: airgas.com/onlinebillpay

We accept:  
- VISA  
- DISCOVER

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**Please make checks payable and remit to:**

Airgas USA, LLC  
**Address:** PO BOX 678016, DALLAS TX 75287-6015

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**To ensure proper credit, please return the upper portion with your remittance.**  
**For questions on your account, please call:** 1-855-476-2068

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Sold To Number</th>
<th>Shipped To</th>
<th>Invoice Date</th>
<th>Rental Purchase Order No.</th>
<th>Terms</th>
<th>Net 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>0004594566</td>
<td>3253644</td>
<td>3253065</td>
<td>06/30/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Material/Description**  
**BRCYLMG-CD - Rent Cyl Med Large Carbon Dioxide**  
**Price:** $4.43/IN  
**Cost:** $0.86/IN  
**RBAIHMEOOH - Rent Liquid Medical 160-180 LI Other**  
**Price:** $28.20/IN  
**Cost:** $5.86/IN

**Airgas Hazmat Charge (H) - see itemized charges on reverse or visit www.Airgas.com/terms-of-sale**

**Amount:** $8.86

For wire transfer payments:  
Airgas USA, LLC  
**Acct No:** 8800674174  
**Bank:** PNC Bank, ABA No 091000053

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**Important:** See the Notice Regarding Cylinder Rentals/Leases and Responsibility on the Reverse side of this form. You will be deemed to have accepted the provisions in the said Notice as part of the contractual arrangements between you and us, unless you reject such provisions by written advice to us within (15) days after the date of this document.

**Bill To:** 3253065  
**Name:** DR JIE WU  
**Address:** 575 NE 10TH ST BRC 413, OKLAHOMA CITY OK 73104-5418
Invoice Information

• Invoice
  • Actual amount due
  • Not a statement or estimate

• Bill to
  • OUHSC or OUHSC department

• Identifying Information
  • Invoice number
  • Invoice date
  • Gross amount (minus tax or late fees)
  • Remit address

• General Ledger (GL) Codes
  • Part of the chart field spread (CFS)
  • Identifies what we are paying for
    • Appropriate expenses
    • Budgeting
    • Reporting
  • Can search by description or previous GL code

• Additional Information
  • Food and Beverage
    • Business purpose, number of attendees and per person limit
      • Breakfast = $25, Lunch = $40, Dinner = $80
  • Guest Lodging
    • Name and business purpose
  • Memberships
    • Type and fund restrictions
Invoice Conventions

• Unique identifiers to prevent duplicate payments

• Use invoice dates, when available
  • Date provided by vendor
  • Date department stamped as received
  • Date voucher was entered in PS

• Use invoice numbers, when available
  • Alphanumeric
  • 30 characters
  • Use preceding information
    • 0007812998
    • INV7812998
Invoice Conventions

Invoice Number?

Yes.
Use Invoice Number.

No.

Other Identifying Number?

Yes. Use Other Identifying Number.

No.

Account Number for monthly billing?

Yes. Use Account Number with Month and End of Year.

No.

Account Number for multiple billings?

Yes. Use Account Number with Month, Day and End of Year.

No.

Account Number related to an employee?

Yes. Use Account Number, Last Name of Employee, Month and Year.

No.

Contact AP Processing for clarification.

http://www.ouhsc.edu/financialservices/documents/AP_forms/Voucher_Info.pdf
Supplier/Vendor Information

• Navigation
  • Main Menu
  • Suppliers
  • Supplier Information
  • Add/Update
    • Supplier
    • Find an Existing Value

• Supplier ID
  • 90 = Employees
  • 91 = Suppliers/Vendors

• Our Customer Number
  • Six digit HR Employee ID

• ID Number
  • Tax Identification Number (TIN)
  • Nine digits
  • No dashes or spaces
  • Not always applicable for foreign vendors

• Supplier Name
  • Contains
  • Should match name on invoice

• Supplier Status
  • Defaults to Approved
  • Last modified date + 2 business days for vouchers
Creating a Voucher

• Main Menu
• Accounts Payable
• Vouchers
• Add/Update
• Regular Entry
Creating a Voucher

- Business Unit
- Supplier ID
- Supplier Location
- Invoice Number
- Invoice Date
- Gross Invoice Amount
- Add
Creating a Voucher

• Location should match Remit To on invoice
• 1099 Location
  • Business address for tax purposes
• EFT Location
  • Available if setup for EFT payments
• Location Description
  • Address description is in the location
  • NEVER update a voucher by address
Creating a Voucher

Invoice Information

Business Unit: OUHSC
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: 01/04/2019
Invoice Received: 01/04/2019

UNIVERSITY OF OKLAHOMA
Supplier ID: 6100002408
Shortname: OU-001
Location: OK-W TECUM
Address: 80

Control Group: [Incomplete Voucher]

Non Merchandise Summary
Session Defaults
Comment(s): 0
Attachments: 1

Copy From Source Document

Invoice Lines

Line 1
Copy Down
*Distribute by: Amount
Item
Quantity
Unit Price
Line Amount: 50,000

Description: Business Cards
Packing Slip:

Distribution Lines

GL Chart
Exchange Rate
Statistics
Assets

Copy Down
GL Unit
Account
402700
STATE
ADM131
0011
00000
01/04/2019

Save
Save For Later
Comments and Attachments

- Comments
  - Department use only

Voucher Comments (Maximum number of characters allowed for comments is 254)

Departmental Comments Only:
Business cards for Andy Approver.

221 characters remaining

OK  Cancel

Enter AP priority processing instructions on OU Voucher Info tab

- Attachments
  - PHI warning
  - Add attachment
  - OK

Voucher Header Attachment

Business Unit OUHSC  Voucher ID NEXT

Details

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>User</th>
<th>Name</th>
<th>Date/Time Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice_1234.pdf</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PHI WARNING: Do NOT enter into this system any PHI or other sensitive information that makes individual health or billing information identifiable. Submissions here are not encrypted or protected. Including PHI or identifiable sensitive information may result in a HIPAA violation. If you inadvertently enter any such information into this system, contact the HIPAA Security Officer (271-2511) immediately.
Budget Check Errors

• Budget check runs hourly with one email to Enterer per day
• Vouchers will not route for approval until error is resolved
• Double check CFS entry information is valid
• Coordinate with department for resolution
Find an Existing Voucher

• Regular Entry
• Find an Existing Value tab
• Search by Voucher ID
• Search by Budget Checking Header Status
• Can review Approval History
  • Department approval
  • Accounts Payable approval

![Voucher Search Screen](image)
Denials

- Onetime email to Enterer
- Preview Approval
- View/Hide Comments
- Comments
- Comment History

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>OUHSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>02251340</td>
</tr>
<tr>
<td>Voucher Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>OKLAHOMA MEDICAL RESEARCH FOUNDATION ACCOUNTS RECEIVABLE-MS18 825 NE 13TH ST OKLAHOMA CITY, OK 73104-5005</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Postable</td>
</tr>
<tr>
<td>Match Status</td>
<td>No Match</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Post Status</td>
<td>Unposted</td>
</tr>
</tbody>
</table>

**Preview Approval**

**Approval History**

**Accounts Payable**

**Comments**

DENIED PER DEPARTMENT REQUEST.
Warrant/Payment Information

- **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

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**OU Voucher Information**

- **Business Unit**: OUHSC
- **Voucher ID**: 02238997
- **Voucher Style**: Regular Voucher

**OU Payment Information**

- **Claim Number**: J181643509
- **Payment Number**: 102264672
- **Payment Type**: Warrant
- **Warrant Date**: 10/26/2017
- **Redeemed Date**: 11/02/2017
- **Cancelled Date**: 

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Supplementary Information

• Vendor Information
• Voucher Information
• Invoice Conventions
• OnDemands
• PO Payment Information
Questions?