

Please Pay Voucher Training

ACCOUNTS PAYABLE

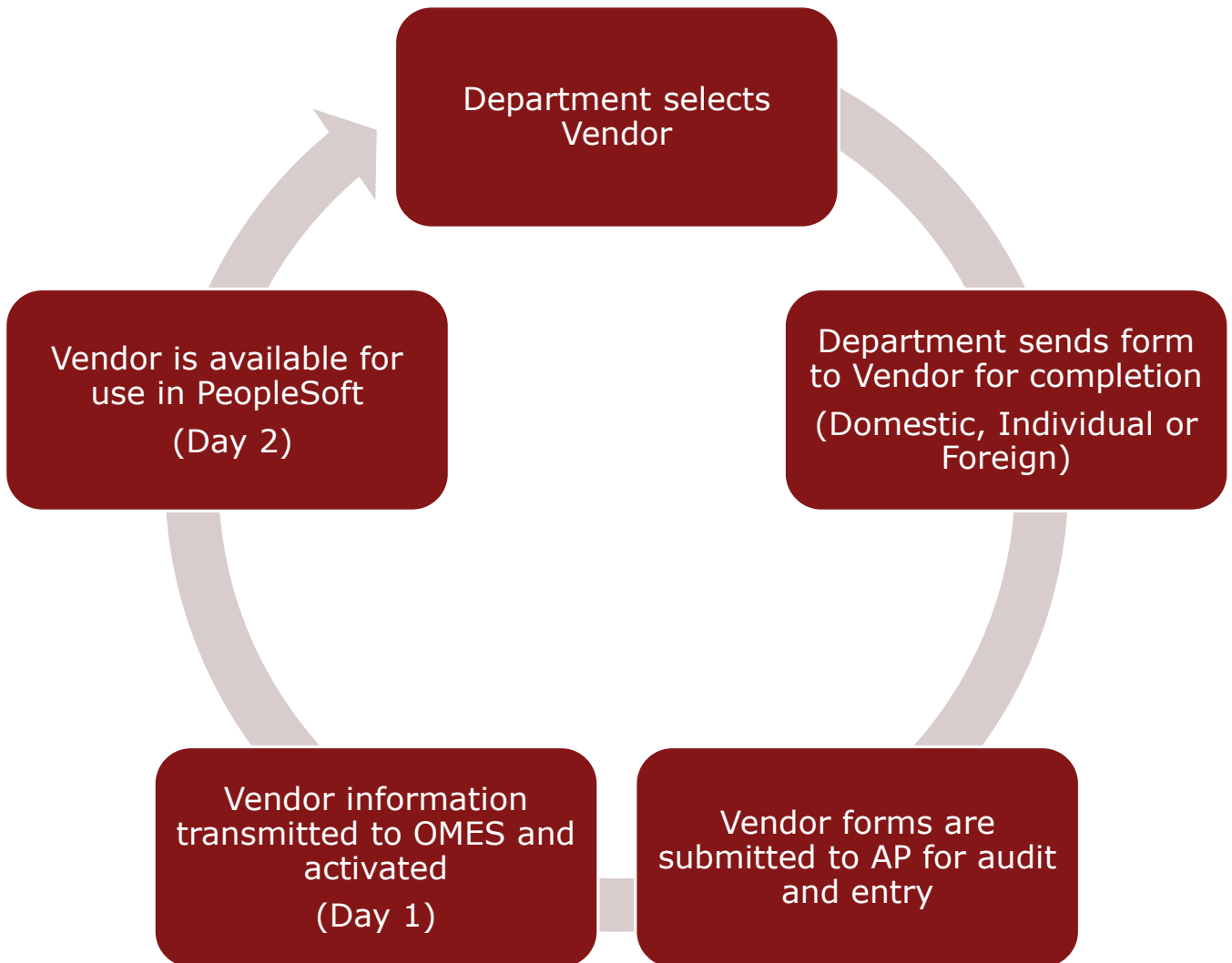
Table of Contents

•Contact Information.....	3
•Vendor Process.....	4
•Purchase Order Voucher Process.....	5
•Please Pay Voucher Process.....	6
•Supplier/Vendor Information.....	7
•Invoice Information.....	9
•Invoice Conventions.....	10
•GL Codes.....	14
•Creating a Voucher.....	15
•Comments and Attachments.....	16
•OU Voucher Info.....	17
•Budget Check Errors.....	18
•Find an Existing Voucher.....	19
•Denials.....	20
•Warrant/Payment Information.....	21

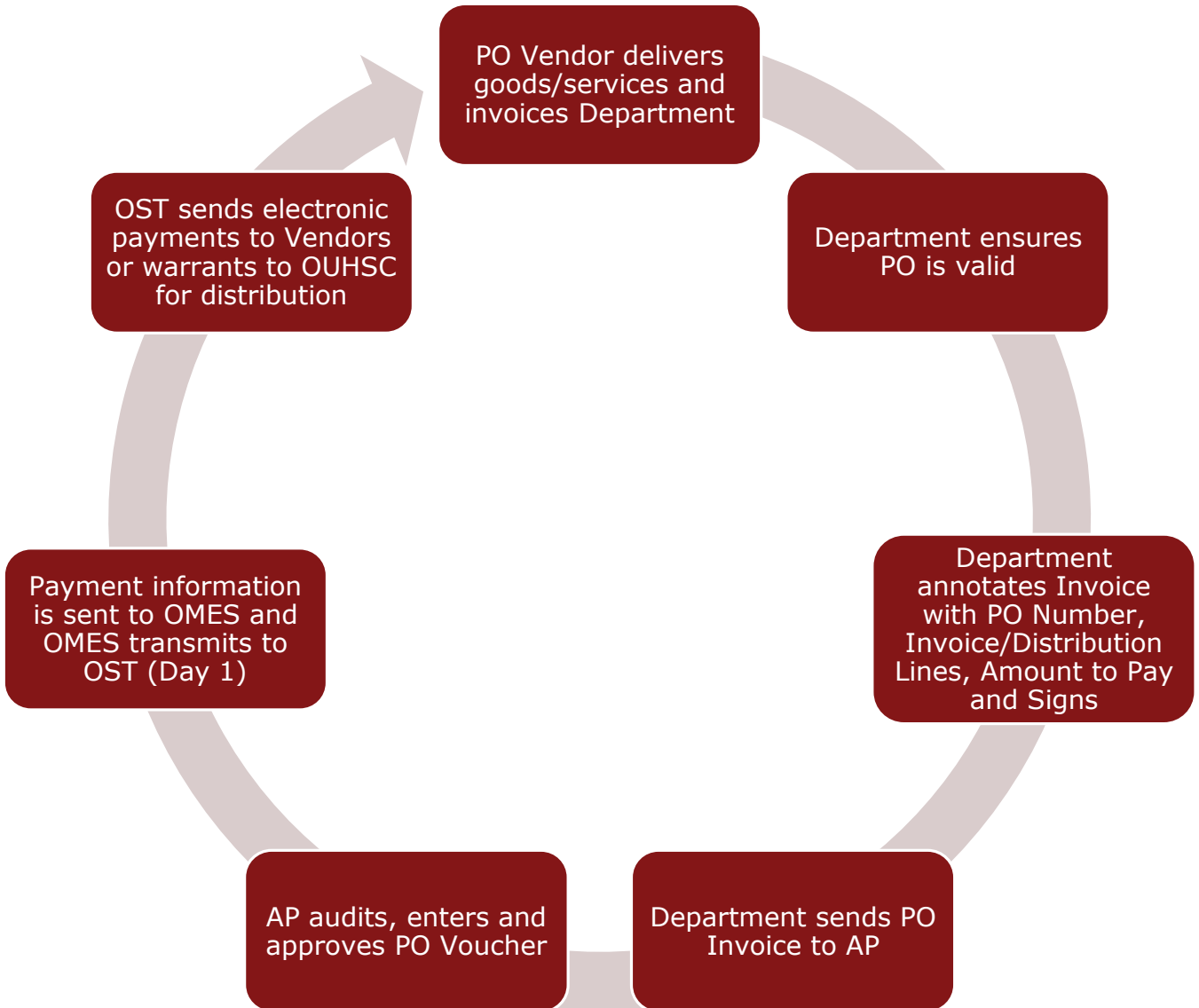
Contact Information

- 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

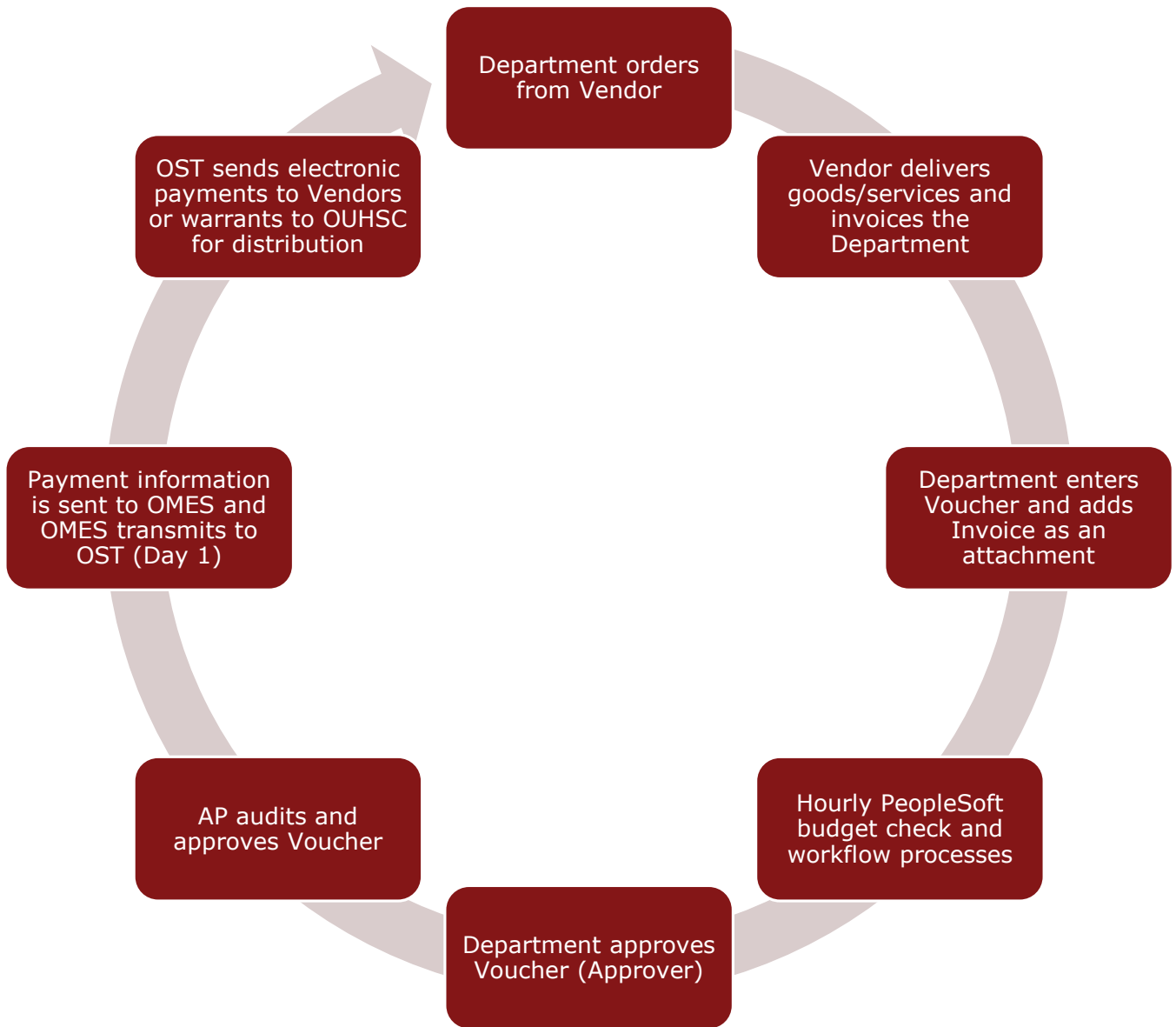
Vendor Process



Purchase Order (PO) Voucher Process



Please Pay Voucher Process



Invoice Example

Airgas Airgas USA, LLC
an Air Liquide company PO Box 1152
Tulsa, OK 74101

CYLINDER RENTAL INVOICE

INVOICE DATE	PAYER	INVOICE NO.	DUE DATE	PAY THIS AMOUNT
06/30/2018	3253644	9954594586	07/30/2018	\$ 8.86

SOLD BY AIRGAS USA, LLC
2701 W RENO AVE
OKLAHOMA CITY OK 73107-6843
405-235-8621

Manage Your Account Online

Pay invoices, review order history, track shipping, and more!

Go to: airgas.com/onlinebillpay

We accept

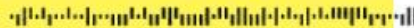


71957 1 AB 0.408 T248 AADC730 PL6 S296

BILL TO **OUHSC**
STEPHENSON CANCER
800 NE 10TH ST STE 5011
OKLAHOMA CITY OK 73104



PLEASE MAKE CHECKS PAYABLE AND REMIT TO:



Airgas USA, LLC
PO BOX 676015
DALLAS TX 75267-6015

32536441995459458600000008869

TO ENSURE PROPER CREDIT, PLEASE RETURN THE UPPER PORTION WITH YOUR REMITTANCE. FOR QUESTIONS ON YOUR ACCOUNT PLEASE CALL: 1-855-470-2666

INVOICE NO.	SOLD TO NUMBER	SHIP TO	INVOICE DATE	RENTAL PURCHASE ORDER NO.	TERMS					
9954594586	3253644	3253905	06/30/2018	RENT	NET 30					
MATERIAL / DESCRIPTION	BEG BAL	SHIP	RETURN	ADJ	END BAL	LEASES	SUBJECT TO RENT	NET DAYS	RATE	PRICE
RRCYLMG-CD - Rent Cyl Med Large Carbon Dioxide	2	1	1	0	2	0	2		\$4.43/ZM	\$8.86 N
RRLIQMDOTH - Rent Liquid Medical 160-180 Lt Othe	0	1	1	0	0	0	0		\$28.20/ZM	
	2	2	2	0	2					\$8.86

Airgas Hazmat Charge (H) - see Itemized Charges on reverse or visit www.Airgas.com/terms-of-sale

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.

AMOUNT \$ 8.86

FOR WIRE TRANSFER PAYMENTS
Airgas USA, LLC
Acct No 8606074174
PNC Bank, ABA No 031000053

Airgas
an Air Liquide company

Airgas USA, LLC
PO Box 1152
Tulsa, OK 74101

SHIP TO: 3253905
DR JIE WU
975 NE 10TH ST BRC 413
OKLAHOMA CITY OK 73104-5418

For change of address
email to: cdtv_return_mail@airgas.com
or call 855-470-2666

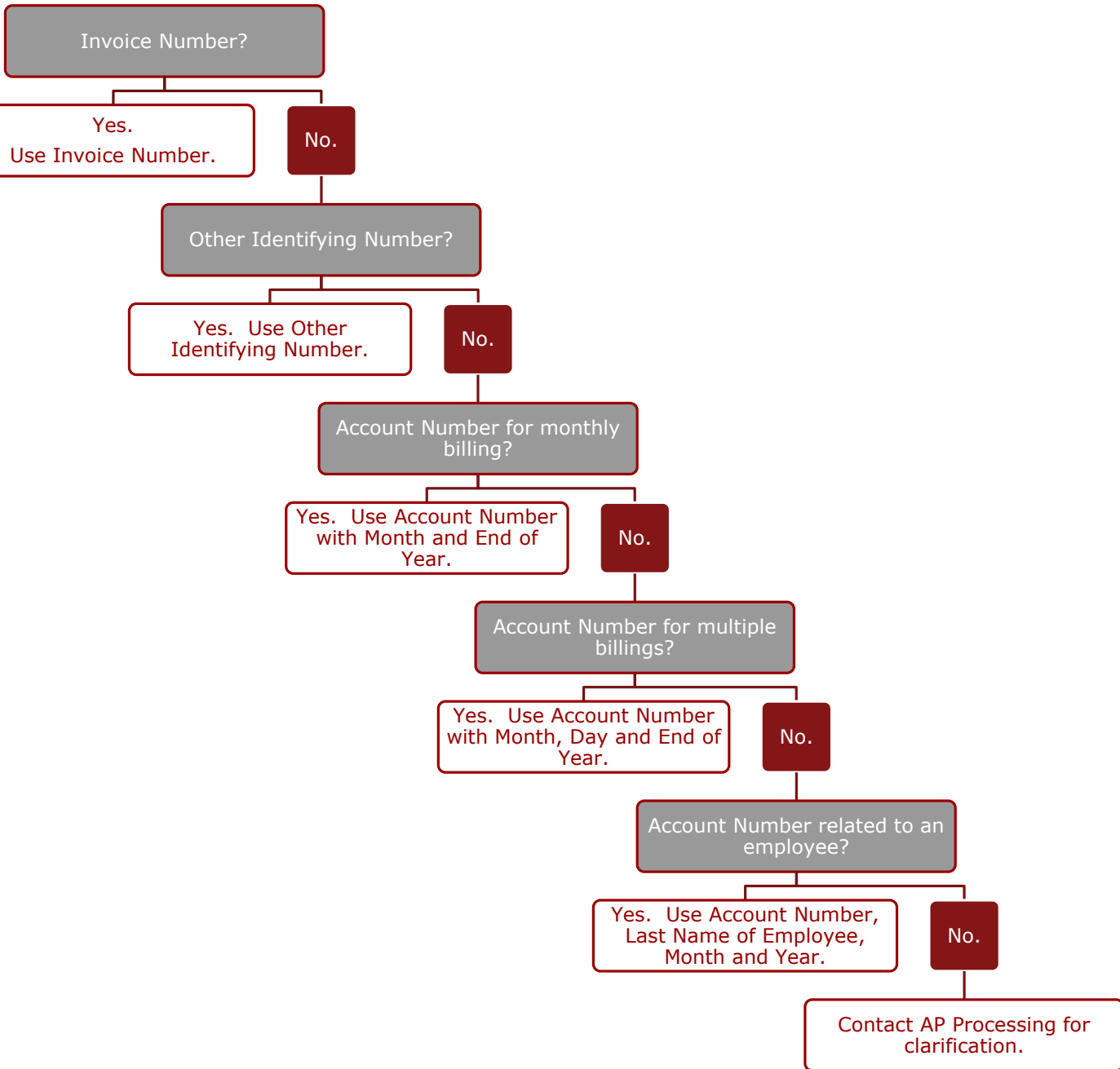
Invoice Information

- 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
 - **000**7812998
 - **INV**7812998

Invoice Conventions



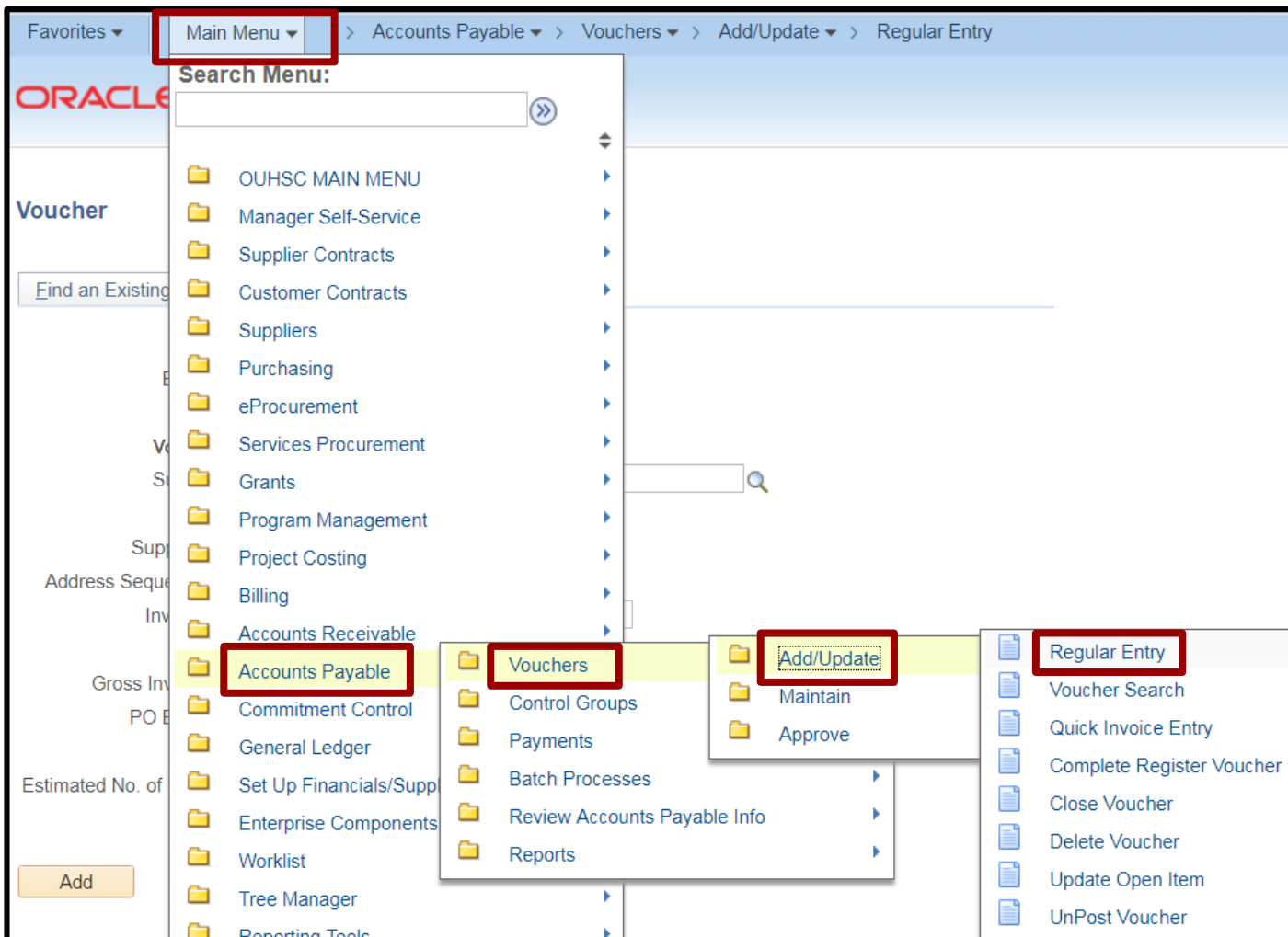
http://www.ouhsc.edu/financialservices/documents/AP_forms/Voucher_Info.pdf

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

Voucher

Find an Existing Value Add a New Value

Business Unit

Voucher ID

Voucher Style

Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

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

The screenshot shows a window titled "Look Up Supplier Location" with a "Help" button in the top right. The search criteria are: SetID MDCTR, Supplier ID 9100002469, and Supplier Location contains. Below the criteria are buttons for "Look Up", "Clear", and "Cancel", along with a "Basic Lookup" link. The "Search Results" section shows a table with 214 results, displaying columns for "Supplier Location" and "Description".

Supplier Location	Description
1099	1099
OK - ASP	OK-ASP AVE-STUDENT LIFE PANHEL
OK - ASP	OK-SPECIAL EVENTS CATERING
OK - ASP A	OK-ASP AVE-HOUSING & FOOD SERV
OK - DAVID	OK-DAVID L BOREN BLVD-CLIMATOL
OK - ELM A	OK-ELM AVE RM 323-ARTS AND SCI
OK - PARR	OK-PARRINGTON OVAL RM 104-INST
OK - PARRI	OK-PARRINGTON OVAL STE 110-WOR
OK - VAN V	OK-VAN VLEET OVAL-NOBLE MICROS
OK - W BOY	OK-W BOYD ST RM 107-COLLEGE OF
OK - W LIN	OK-W LINDSEY ST RM 3000-GAYLOR
OK -PARRIN	OK-PARRINGTON OVAL-OFFICE OF F
OK -STEPHE	OK-STEPHENSON PKWY-CHEMISTRY D
OK -VAN VL	OK-VAN VLEET OVAL RM 122-SOONE
OK -W BOY	OK-W BOYD ST STE 101-OFFICE OF
OK -W BOYD	OK-WHITEHAND HALL RM 130-UNIVE
OK -W BROO	OK-W BROOKS ST RM 217 C-SOONER

Creating a Voucher

Invoice Information
Payments
Voucher Attributes
OU Voucher Info

Business Unit

Voucher ID

Voucher Style

Invoice Date

Invoice Received

UNIVERSITY OF OKLAHOMA

Supplier ID

ShortName

Location

*Address

Invoice No

Accounting Date

*Pay Terms NET 45

Basis Date Type

Control Group

Incomplete Voucher

Invoice Total

Line Total	50.000
*Currency	USD
Total	
	50.000
Difference	0.000

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (1)

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Action

▶ Copy From Source Document

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

Line 1 Copy Down

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

SpeedChart

Ship To

Description

Packing Slip

One Asset

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

GL Chart
Exchange Rate
Statistics
Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date
<input type="checkbox"/>	1	50.000		OUHSC	602700	STATE	ADM131	00111	00000		01/04/2019

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

File Name	Description	User	Name	Date/Time Stamp
Invoice_1234.pdf				

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.

Add Attachment

OK Cancel Refresh

OU Voucher Info

Invoice Information

Payments

Voucher Attributes

OU Voucher Info

Business Unit OUHSC

Invoice No 123456

Voucher ID NEXT

Invoice Date 01/04/2019

Voucher Style Regular Voucher

Incomplete Voucher

OU Voucher Information

*Priority Processing:

Normal Processing ▼
Normal Processing
Rush
Special Handling

Rush Justification Handling Instructions:

254 characters remaining

Approval Date:

OU Payment Information

Claim Number:

Payment Type:

Payment Number:

Warrant Date:

Redeemed Date:

Cancelled Date:

Save

Save For Later

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

The screenshot shows a voucher summary page with the following details:

- Business Unit:** OUHSC
- Voucher ID:** 02236780
- Voucher Style:** Regular
- Supplier Name:** OU MEDICAL CENTER
FINANCIAL SERVICES
655 RESEARCH PKWY STE 460
OKLAHOMA CITY, OK 73104-6266
- Entry Status:** Postable
- Match Status:** No Match [Preview Approval](#)
- Approval Status:** Pending
- Post Status:** Unposted
- Budget Status:** Exceptions (highlighted with a red box)
- Budget Misc Status:** Valid
- *View Related:** Payment Inquiry

Buttons at the bottom include: Return to Search, Notify, Refresh.

The screenshot shows the 'Voucher Exceptions' page with the following details:

- Business Unit:** OUHSC
- Voucher ID:** 02236780
- *Exception Type:** Error
- Maximum Rows:** 100
- Advanced Budget Criteria:** Override Transaction, More Budgets Exist

Budgets with Exceptions table:

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	OUHSC	OU_SP	Exceeds Budget Tolerance (highlighted with a red box)	More Detail	<input type="checkbox"/>	Go To ...

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

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

ORACLE OUHSC

Voucher

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

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▾ OUHSC

Voucher ID begins with ▾ 02211221

Dept begins with ▾

Invoice Number begins with ▾

Invoice Date = ▾

Short Supplier Name begins with ▾

Supplier ID begins with ▾

Supplier Name begins with ▾

Entry Status = ▾

Budget Checking Header Status = ▾ Error in Budget Check ▾

Incomplete Voucher = ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Denials

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

Summary	Related Documents	Invoice Information	Payments
Business Unit	OUHSC		
Voucher ID	02251340		
Voucher Style	Regular		
Supplier Name	OKLAHOMA MEDICAL RESEARCH FOUNDATION ACCOUNTS RECEIVABLE-MS18 825 NE 13TH ST OKLAHOMA CITY, OK 73104-5005		
Entry Status	Postable	Preview Approval	
Match Status	No Match		
Approval Status	Pending		
Post Status	Unposted		

Approval History Help

Business Unit OUHSC **Total** 511,487.370
Voucher ID 02070058
Approval Status Denied

Departments

BUSINESS_UNIT=OUHSC, VOUCHER_ID=02070058:Denied

Approvals

Approved

J Tyler
WF Voucher Department Approver
05/03/16 - 8:07 AM

Accounts Payable

BUSINESS_UNIT=OUHSC, VOUCHER_ID=02070058:Denied [View/Hide Comments](#)

Approvals

Denied

S Kirk
WF Voucher Approver
05/03/16 - 9:12 AM

Comments

S Kirk at 05/03/16 - 9:12 AM
DENIED PER DEPARTMENT REQUEST.

[Return](#)

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

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

Supplementary Information

- Vendor Information
- Voucher Information
- Invoice Conventions
- OnDemands
- PO Payment Information

Questions?
