

University of Houston Voucher Workflow

Presented by Accounts Payable

Voucher Workflow – General Information

Definition

Voucher Workflow is an electronic routing and approval process for Vouchers.

Key Elements of Voucher Workflow

Voucher Workflow will have the following impacts:

- (1) Voucher Coversheets are no longer required to be printed, signed, and mailed to AP.
- (2) Approvals by Voucher Creator, Department Approver (Certifying Signatory), Intermediate Approver (Financial Aid, Tax, OCG, and Research HEAF), and Final Approver (Accounts Payable) are electronically captured in the Finance System. The approval history can be reviewed on the Approval page or Voucher Coversheet.
- (3) Once a voucher is placed in Workflow, the voucher can only be modified by the person who first approved the voucher (i.e., placed the voucher into workflow).
- (4) If additional approval is required per the department policy, the voucher coversheet/form/memo can be printed, signed, scanned, and uploaded to the voucher page.
- (5) Voucher information, including approval history and backup documents, can be obtained quickly from the Documents page.

Voucher Workflow Roles

You will be assigned to one of the following roles:

- (1) Voucher Creator
Create vouchers, select appropriate routes, and submit the vouchers into Workflow. The vouchers will be sent to the Department Approvers' worklists.
- (2) Department Approver (Certifying Signatory)
Approve vouchers. Can also create vouchers and place them into Workflow. The vouchers will be sent to Intermediate Approvers' worklists or Final Approvers' worklists, depending on the approval route selected.
- (3) Intermediate Approver (Financial Aid, Tax, OCG, Research)
Approve vouchers as required by University Policy.
- (4) Final Approver (Accounts Payable)
Approve vouchers for payment in accordance with MAPP.

Approval Routes (Paths)

When you submit a voucher into Workflow, you must select an appropriate approval route (Path). You will have the following options:

- (1) Dept/Coll/Div – AP
Vouchers that do not require approval of Financial Aid, Tax, OCG, or Research HEAF
- (2) Dept/Coll/Div – Scholarships and Financial Aid – AP
Vouchers for the following scholarships:

<u>Description of Payment/Reimbursement</u>	<u>Acct</u>
<u>ATH SCHOL FTB (M)</u>	<u>55307</u>
<u>ATH SCHOL BKT (M)</u>	<u>55308</u>
<u>ATH SCHOL BSB (M)</u>	<u>55309</u>
<u>ATH SCHOL GLF (M)</u>	<u>55310</u>
<u>ATH SCHOL TEN (M)</u>	<u>55311</u>
<u>ATH SCHOL TRK (M)</u>	<u>55312</u>
<u>ATH SCHOL C-C</u>	<u>55313</u>
<u>ATH SCHOL BKT (W)</u>	<u>55314</u>
<u>ATH SCHOL SWM (W)</u>	<u>55315</u>
<u>ATH SCHOL TEN (W)</u>	<u>55316</u>
<u>ATH SCHOL TRK (W)</u>	<u>55317</u>
<u>ATH SCHOL VOL(W)</u>	<u>55318</u>
<u>Scholarships- Awarded by the University or an entitlement program</u>	<u>55300</u>
<u>Scholarship Indirect Award</u>	<u>55301</u>
<u>Scholarship Qualified Tui & Fees – Ledger 5 awards for instructional cost and fees</u>	<u>55305</u>
<u>SCH-QUALIFIED-TUI/FEES/BOOKS</u>	<u>55302</u>
<u>SCHOLAR-RES HALLS-NON-EXEMPT</u>	<u>55303</u>
<u>SCHOLAR RM/BOARD OFF CAMP</u>	<u>55304</u>
<u>Thesis Grants</u>	<u>55306</u>

The following items need to be forwarded to Scholarships and Financial Aid *only if they are paid for Students* *****

<u>Employee non-tax awards</u>	<u>54907</u>
<u>Employee Stipends</u>	<u>54812</u>
<u>Non-employee awards</u>	<u>54902</u>
<u>Non-employee non-tax awards</u>	<u>54908</u>
<u>Non-employee stipends</u>	<u>54819</u>
<u>Registration Fees</u>	<u>54901</u>
<u>Tuition Reimbursement (Not job related)</u>	<u>54900</u>
<u>Tuition Reimbursements (Job Related)</u>	<u>54906</u>
<u>Cost Reimbursements – non specific</u>	<u>50054</u>

(3) Dept/Coll/Div – Tax – AP

Vouchers for the following:

<u>Description of Payment/Reimbursement</u>	<u>Acct</u>
Club membership (Personal use)	54802
Employee Awards/Prizes/Gift – Non-cash>\$50 or cash equivalent of any amt	54904
Employee Discount>20%	54816
Employee stipends - <i>Non-student employees only</i>	54812
House Hunting	56122
Housing Allowance (paid to 3 rd party/provided by the component university)	54815
Insurance premium (Key employee)	54804
Lecturers and Artists	52404
Moving (Direct payment to moving company)	54806
Moving (Taxable non-direct expenses)	56121
Moving (Non-taxed travel while moving)	56120
Moving (Temporary storage > 30 days)	56123
Moving (Temporary storage for the first 30 consecutive days)	56132
Non-employee stipends	54819
Other taxable wage benefits	54814
Spousal travel (Non-business)	56138
Tuition Reimbursement (Job related) – <i>Non-student employees only</i>	54906
Tuition Reimbursement (Not job related) – <i>Non-student employees only</i>	54900

(4) Dept/Coll/Div – OCG – AP

Vouchers with sponsored project cost centers that are one of the following:

1. Expense reallocations from State to Local or from Local to State
2. Equipment purchases in the last 6 months of a project

(5) Dept/Coll/Div – Research HEAF – AP

Vouchers for Research HEAF (Fund 1043)

Approval Actions

When you submit a voucher into Workflow or approve a voucher, you need to use the voucher approvals page. There are three approval actions:

- (1) Approve
Select "Approve" to send a voucher to the next approvers' Worklist
- (2) Deny
Select "Deny" to send a voucher back to the person who placed it in Workflow
- (3) Recycle
Select "Recycle" to send a voucher back to the person who sent it to your Workflow

Voucher Worklist

- (1) Voucher Creator's Worklist
Lists vouchers denied/recycled by Department Approvers, Intermediate Approvers, and Final Approvers.
- (2) Department Approver's Worklist
Lists vouchers that need to be approved. Also, list their own vouchers that are denied/recycled by Intermediate/Final Approvers.
- (3) Intermediate Approver's Worklist
Lists vouchers that need to be approved.
- (4) Final Approver's Worklist
Lists vouchers that need to be approved.

Voucher Worklist Functions

Voucher Worklist can be filtered by the following columns:

- (1) Business Unit
- (2) Source
- (3) From

For example, if you want to review vouchers submitted by NSM only, you can select "Source", enter "NSM", and click on . Worklist will show NSM vouchers only.

Payable worklist

Filter On Source v Value (NSM)

Q

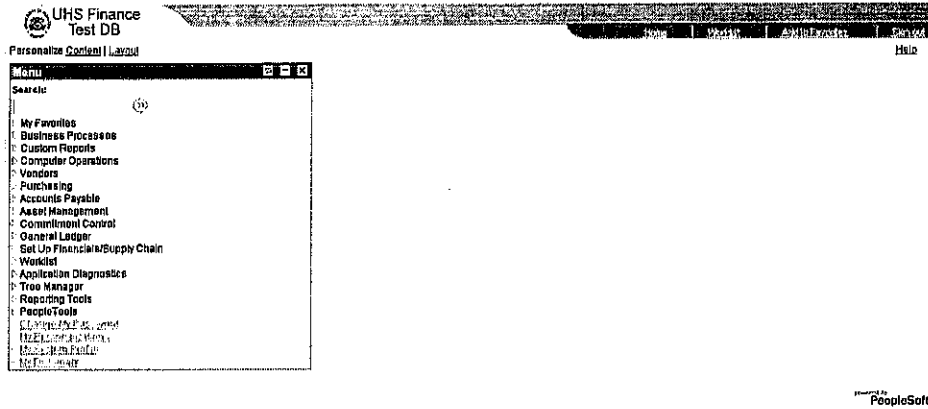
Also, Voucher Worklist can be sorted by each column.

Source

Source indicates College/Division. When voucher creators create vouchers, the voucher sources are defaulted to the College/Division they are employed. If a creator need to send a voucher to a different College/Division, they should go to the voucher approvals page and select the appropriate source on their voucher. Source determines to which Department Approvers' worklist the vouchers are sent.

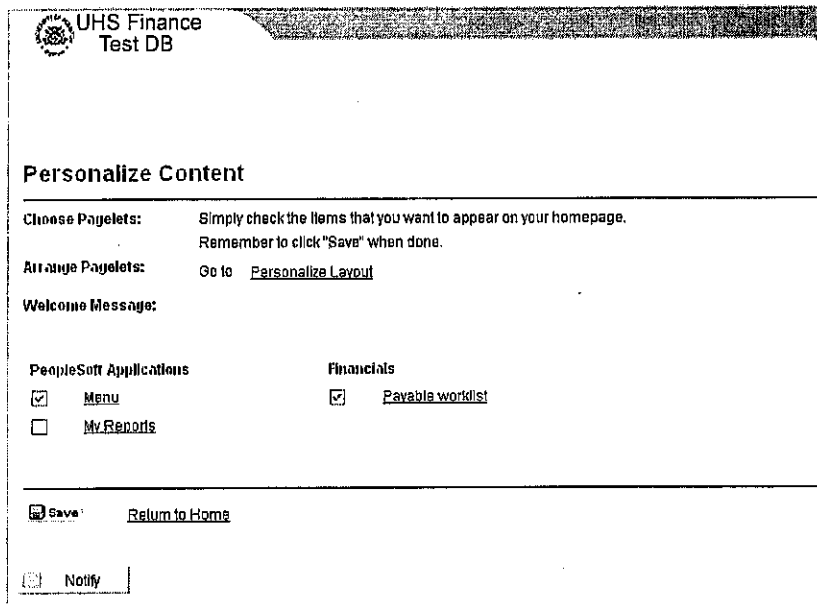
HOW TO SETUP YOUR VOUCHER PAGELET

Step 1: Go to your Home Page. Then, Click on "Content" on your home page.

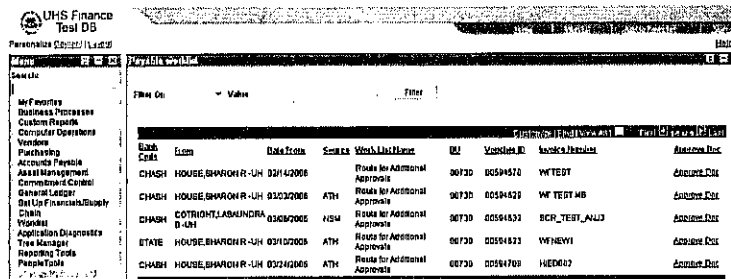


Step 2: The system displays the Personalize Content Page. Place a checkmark for Payable Worklist and click on

Save



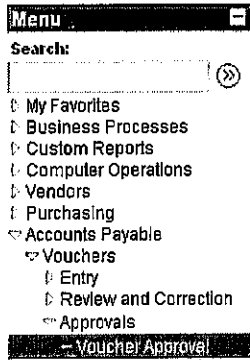
Now the Pagelet is setup on your home page.



HOW TO SUBMIT A VOUCHER INTO WORKFLOW (VOUCHER CREATOR/DEPARTMENT APPROVER)

Step1: Go to the Voucher Approval page.

Navigation: Accounts Payable>Vouchers>Approvals>Voucher Approval



Step 2: The system displays the following screen:

Select the **Approval Route**, **Source**, and **Approval Action**.

Approval Line Information Charge Information Documents

Unit: 00730 Invoice: WF 032906 Vendor: JP MORGAN CHASE BANK
 Vendor: 00594719 Date: 03/02/2006 ID: 000001417
 DeptID: H0107 SCHULTOK
 Source: NBM - Coll of Natural Sci & M

*Please select the appropriate approval path:
 Dept:Coll:Div - AP
 Dept:Coll:Div - Scholarship & FinancialAid - AP
 Dept:Coll:Div - Tax - AP
 Dept:Coll:Div - Contract & Grant - AP
 Dept:Coll:Div - Research HEAF - AP

Appr Inst: Inv Dt: 03/02/2006
 Status: Pending Inv Rcpt Dt:
 Action: Good Rcpt Dt:
 Inspect Dt:
 Gross: \$1.00

Comment History

Comment

Approval Log	Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID
1					

(1) Select Approval Route

*Please select the appropriate approval path:

- Dept:Coll:Div - AP
- Dept:Coll:Div - Scholarship & FinancialAid - AP
- Dept:Coll:Div - Tax - AP
- Dept:Coll:Div - Contract & Grant - AP
- Dept:Coll:Div - Research HEAF - AP

(2) Review Source

Source is defaulted to the College/Division of the person who created the voucher. If the voucher needs to be submitted to a different College/Division approver, select the appropriate College/Division.

DeptID: H0107 SCHULTOK
Source: NSM - Coll of Natural Sci & M
Appr Inst: ITS - Information Technology
Indirect Cost
Status: Inst Adv. Interface 03/02/2006
LIB - College of Law
LIB - University Libraries
Action: Letter Of Credit
NSM - Coll of Natural Sci & M
DGC Interface
DPT - College of Optometry \$1.00
Online Entry
PC Bud Interface
PHA - College of Pharmacy
PRS - President
Payroll Processing
Postage Interface
Purchase Order Processing
Purchasing Interface
RES - Research
RIC - Research Information Ctr
Receipt of Goods and Services
Revenue Recognition
SCR Interface
STU - Student Affairs
SWK - Grad Coll of Social Work
Student Financials
TEC - College of Technology
Telephone Interface
UAV - University Advancement
USAS - Pay Reimb
Upgrade - Controlled Budget Jnl

(3) Select Approve for action and click on

Apply

Appr Inst:
Status: Pending
Action: Approve

Apply

Step 3: The system displays the following message indicating that the voucher needs to be approved by the next approver. Click on OK

Warning -- This transaction needs WF_APVCHR_COLLDIV approval. Enter it into workflow? (107,4)

This transaction must be approved. If you click OK, the system will route it to someone who can approve it, if you click Cancel, you can change the transaction without forwarding it.

OK | Cancel

Step 4: Now the voucher is in Workflow. The Comment History and Approval Log sections will show your name/user ID indicating that the voucher was submitted to Workflow by you.

Approval	Line Information	Charge Information	Documents
Unit: 00730	Invoice: WF 032906	Vendor: JP MORGAN CHASE BANK	
Voucher: 00594718	Date: 03/02/2006	ID: 000001417	
<p>*Please select the appropriate approval path:</p> <p><input type="radio"/> Dept:Coll:Div - AP</p> <p><input type="radio"/> Dept:Coll:Div - Scholarship & FinancialAid - AP</p> <p><input checked="" type="radio"/> Dept:Coll:Div - Tax - AP</p> <p><input type="radio"/> Dept:Coll:Div - Contract & Grant - AP</p> <p><input type="radio"/> Dept:Coll:Div - Research HEAF - AP</p>		<p>DeptID: H0107 SCHULTOK</p> <p>Source: NSM - Coll of Natural Sci & M</p> <p>Appr Inst: 843466</p> <p>Status: Pending</p> <p>Action:</p> <p><input type="button" value="Apply"/></p>	<p>Inv Dt: 03/02/2006</p> <p>Inv Rcpt Dt:</p> <p>Good Rcpt Dt:</p> <p>Inspect Dt:</p> <p>Gross: \$1.00</p>
<p>Comment History</p> <p>03-29-06 09:49 AM : Dept/Coll/Div- TAX- Payables Office : Approve: SCHULTZ,OLIVIA K-UH</p>			
<p>Comment</p>			

Approval Log				
Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID
1	I	Initiated	03/29/06 9:50:43AM	SCHULTOK
2 Step 1	P	Pending	03/29/06 9:50:43AM	
3 Step 2	P	Pending	03/29/06 9:50:43AM	
4 Step 3	P	Pending	03/29/06 9:50:43AM	

HOW TO APPROVE/DENY A VOUCHER (DEPARTMENT/INTERMEDIATE/FINAL APPROVER)

Step 1: Go to your Home Page and review the Voucher Worklist. Select a voucher for review by clicking on the hyperlink Approve Doc.

Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Invoice Number	
CHASH	SCHULTZ,OLIVIA K-UH	03/13/2006	NSM	Route for Additional Approvals	00730	00594644	WF PATH1	A
CHASH	SCHULTZ,OLIVIA K-UH	03/13/2006	NSM	Route for Additional Approvals	00730	00594645	WF PATH2	A
CHASH	SCHULTZ,OLIVIA K-UH	03/29/2006	NSM	Route for Additional Approvals	00730	00594718	WF 032906	A

Step 2: The system displays the following page. Click on the "Documents" tab.

Approval | Line Information | Charge Information | Documents


Unit: 00730 Invoice: WF 032906 Vendor: JP MORGAN CHASE BANK
 Voucher: 00594718 Date: 03/02/2006 ID: 0000001417

DeptID: H0107 SCHULTOK
 Source: NSM - Coll of Natural Sci & M

*Please select the appropriate approval path:
 Dept-Coll/Div - AP
 Dept-Coll/Div - Scholarship & Financial Aid - AP
 Dept-Coll/Div - Tax - AP
 Dept-Coll/Div - Contract & Grant - AP
 Dept-Coll/Div - Research HEAF - AP

Appr Inst: 843466 Inv Dt: 03/02/2006
 Status: Pending Inv Rcpt Dt:
 Action: Good Rcpt Dt:
 Inspect Dt:
 Gross: \$1.00

Comment History
 03-29-06 08:49 AM : Dept/Coll/Div - TAX - Payables Office : Approve: SCHULTZ,OLIVIA K-UH

Step 3: The system displays the following page. Click on the hyperlink Print Voucher Coversheet to review the voucher coversheet. Click on  to review the backup documents.

Approval | Line Information | Charge Information | Documents

Unit: 00730 Invoice: WF 032906 Vendor: JP MORGAN CHASE BANK
 Voucher: 00594718 Date: 03/02/2006 ID: 0000001417

Post Status: Unposted Posting Date:

[Print Voucher Coversheet](#)

Display Active Documents Only

1 of 1

Secured Document

Document Status: Active Document Seq Num: 1
 Created By: COTRIGLB
 Created Date-Time: 04/05/06 4:24:58PM
 Last Update User ID:
 Last Update Date-Time:

Image Type

Step 4: When you are ready to approve the voucher, click on the "Approval" tab. The system displays the following page. Select "Approve" or "Deny" for Action and click on .

Unit: 00730 Invoice: WF 032906 Vendor: JP MORGAN CHASE BANK
 Voucher: 00594718 Date: 03/02/2006 ID: 000001417

DeptID: H0107 SCHULTOK
 Source: NSM - Coll of Natural Sci & M

*Please select the appropriate approval path:

- Dept:Coll Div - AP
- Dept:Coll Div - Scholarship & Financial Aid - AP
- Dept:Coll Div - Tax - AP
- Dept:Coll Div - Contract & Grant - AP
- Dept:Coll Div - Research HEAF - AP

Appr Inst: B43466 Inv Dt: 03/02/2006
 Status: Pending Inv Rcpt Dt:
 Action: Approve Good Rcpt Dt:
 Inspect Dt:
 Gross: \$1.00

Apply

Comment History
 03-29-06 09:49 AM : Dept/Coll/Div - TAX - Payables Office : Approve: SCHULTZ,OLIVIA K-UH


Comment

Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID
1	I	Initiated	03/29/06 9:50:43AM	SCHULTOK
2 Step 1	P	Pending	03/29/06 9:50:43AM	
3 Step 2	P	Pending	03/29/06 9:50:43AM	
4 Step 3	P	Pending	03/29/06 9:50:43AM	

Remit SetID	Remit Vendor	Name 1	Name 2
00797	0000001417	JP MORGAN CHASE BANK	

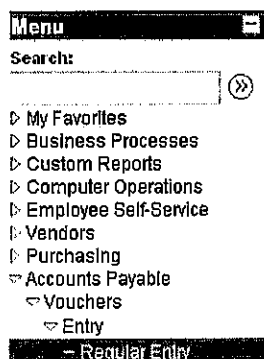
Await Approval from: WF_APVCHR_COLLDIV

Save Return to Search Notify

Comments can be entered by anyone at anytime. Enter the comment then click on  Save

HOW TO REVIEW VOUCHER STATUS

Step 1: Go to the voucher entry page:
 Navigation: Accounts Payable>Voucher>Voucher Entry



Step 2: The system displays the following page. Select Business Unit and enter Voucher Number. Then click on Search

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

Business Unit: = v 00730 Q

Voucher ID: begins with v 00594704

Invoice Number: begins with v

Short Vendor Name: begins with v

Vendor ID: begins with v Q

Name 1: begins with v

Voucher Style: = v v

Entry Status: = v v

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step 3: The system displays the Invoice Information page. Click on [D]

Invoice Information | UHS Data Lines | Payments | Voucher Attributes | Accounting Information | Documents [D]

Style: Regular	Entry Status: Postable	Comments	
Unit: 00730	Voucher ID: 00594704	Group:	Budget Status: Valid Post Status: Unpost
PO Unit:	Purchase Order:	Worksheet Copy Option: None	
Vendor: 000001417	Invoice No: TRAINING	Invoice Date: 03/01/2006	Calc Basis Date Accty Date: 03/22/2006
Name: JPMORGANCH-001	Pay Terms: Net 30	Misc Amt:	Pay Schedule: Other
Location: V	Fright Amt:	Sales Tax:	Non Merchandise Summary
Address: 1	SUT Exempt Use Tax:	VAT:	VAT Summary
JP MORGAN CHASE BANK			
PO Box 5747 Gpo			
New York, NY 10087-5747	Total:	1.00 Curr: USD	Balance: 0.00

Step 4: Click on the Approval Log tab.

UHS Data Line		Payments	Voucher Attributes	Accounting Information	Documents	Approval Log
Style: Regular	Entry Status: Postable	Comments				
Unit: 00730	Voucher ID: 00594704	Group:	Budget Status: Valid	Post Status: Unp		
PO Unit:	Purchase Order:	Worksheet Copy Option: None				
Advanced Vendor Search		Invoice No:	TRAINING			
Vendor:	0000001417	Invoice Date:	03/01/2006	Calc Basis Date Acctg Date:	03/22	
Name:	JPMORGANCH-001	Pay Terms:	Net 30	Pay Schedule:	Other	
Location:	V	Misc Amt:				
Address:	1	Fright Amt:				
JP MORGAN CHASE BANK		Sales Tax:		Non Merchandise Summ		
PO Box 5747 Gpo		SUT Exempt Use Tax:		VAT Summary		
New York, NY 10087-5747		VAT:				
		Total:	1.00	Curr: USD	Balance:	0.00

Step 5: The system displays the approval information. The Comment History contains information about who approved/denied the voucher and when. The Approval Log records the most recent approve history (previous voucher deny actions are not recorded).

UHS Data Line		Payments	Voucher Attributes	Accounting Information	Documents	Approval Log
Unit: 00730	Invoice: TRAINING	Vendor:	JP MORGAN CHASE BANK			
Voucher: 00594704	Date: 03/01/2006	ID:	0000001417			
		DeptID:	H0107 SCHULTOK			
		Source:	NSM - Coll of Natural Sci & M			
*Please select the appropriate approval path:						
Dept:Coll:Div - AP		Appr Inst:	843418	Inv Dt:	03/01/2006	
Dept:Coll:Div - Scholarship/FinancialAid - AP		Appr Stat:	Pending	Inv Rcpt Dt:		
Dept:Coll:Div - Tax - AP				Good Rcpt Dt:		
Dept:Coll:Div - ContractGrant - AP				Inspect Dt:		
Dept:Coll:Div - Research HEAF - AP				Gross:	\$1.00	
Comment History						
03-22-06 02:26 PM : Dept/Coll/Div - Payables Office : Approve: SCHULTZ,OLIVIA K-UH						
03-22-06 03:01 PM : Dept/Coll/Div - Payables Office : Approve: COTRIGHT,LASAUNDRAB-UH						
03-22-06 03:03 PM : Dept/Coll/Div - Payables Office : Deny: Bean,Mary L-UH: Account Code needs to be changed.						
03-23-06 08:05 AM : Dept/Coll/Div - Payables Office : Approve: SCHULTZ,OLIVIA K-UH						
Comment						

Approval Log				
Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID
1	I	Initted	03/22/06 2:29:24PM	SCHULTOK
2 Step 1	P	Pending	03/22/06 3:01:13PM	
3 Step 2	P	Pending	03/23/06 8:05:17AM	