

PEOPLESOFT

Voucher Workflow

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. 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 scholarships
- (3) 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

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 **(Do not use recycle)**
Select “Recycle” to send a voucher back to the person who sent it to your Workflow
Only certain field are available for correction.


Voucher Worklist

- (1) Voucher Creator’s Worklist
Lists vouchers denied by Department Approvers, Intermediate Approvers, and Final Approvers.
- (2) Department Approver’s Worklist
Lists vouchers that need to be approved.
- (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 Value 

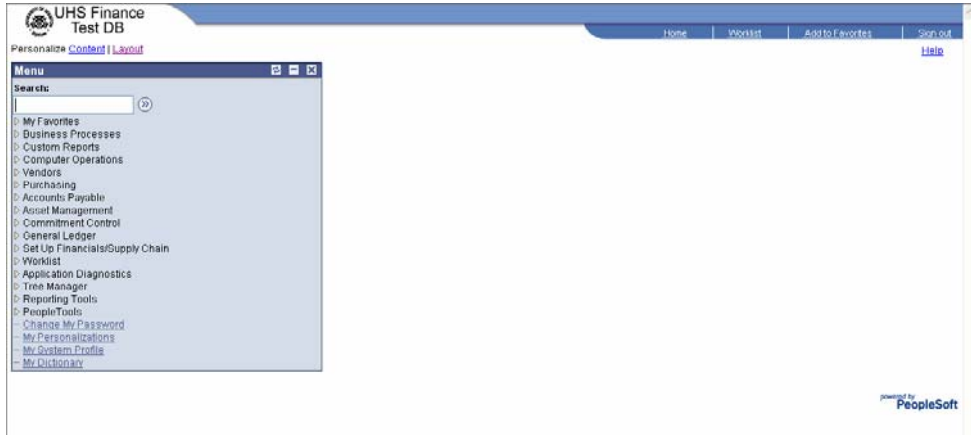
Also, Voucher Worklist can be sorted by each column.

Source

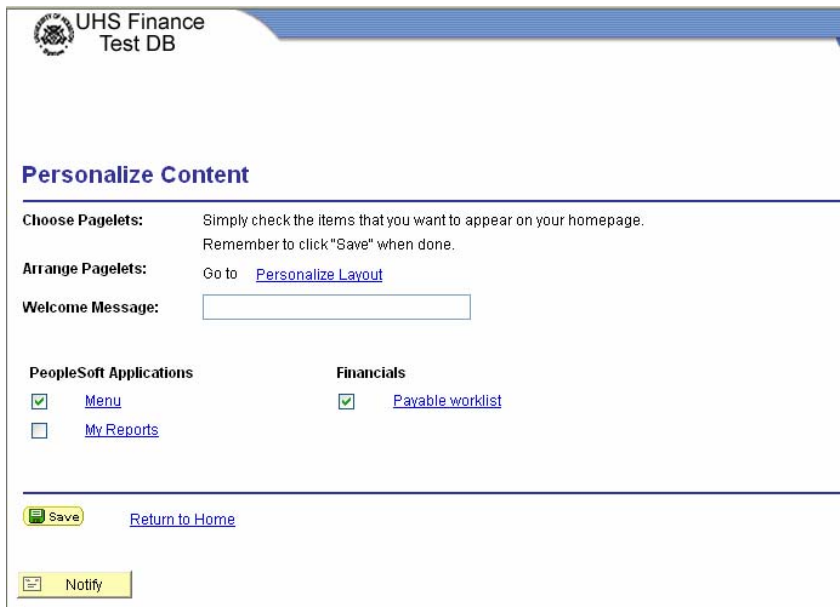
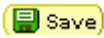
Source indicates department. When voucher creators create vouchers, the voucher sources are defaulted to the department they are employed. If a creator need to send a voucher to a different department, they should go to the voucher approvals page and select the appropriate source on their voucher. Source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

HOW TO SETUP YOUR VOUCHER PAGELET

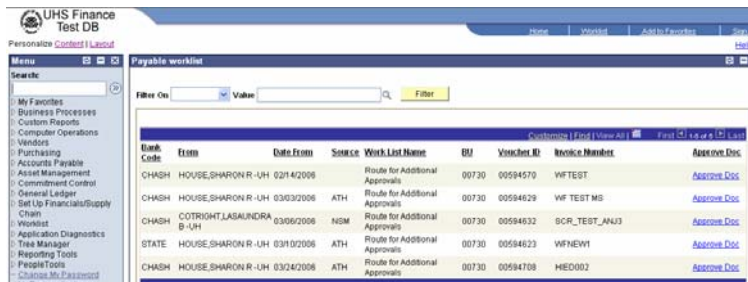
Step 1: Go to your Home Page. Then, Click on “Content” on your home page.



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



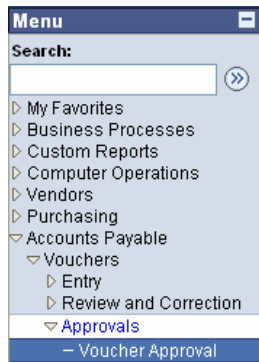
Now the Pagelet is setup on your home page.



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**.

The screenshot displays the 'UHS Finance Test DB' interface for a voucher approval. The voucher details are as follows:

Unit:	00765	Invoice:	WRKFLW67	Vendor:	COASTAL OFFICE PRODUCTS INC
Voucher:	00044220	Date:	06/30/2007	ID:	0000035732

Initial By: DeptID: V0012 MOCEROME
Source: AAP - Accounts Payable

Approval Information:
Appr Inst: [blank]
Status: Pending
Action: [dropdown menu]
Apply

Voucher Info:
Inv Dt: 06/30/2007
Inv Rcpt Dt: 06/30/2007
Good Rcpt Dt: 06/30/2007
Inspect Dt: 06/30/2007
Gross: \$20.00

Route to:
*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

Comment History
Comment

Approval Log

(1) Select Approval Route

Route to:


*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

(2) Review Source

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

The screenshot shows the 'Regular Entry - Microsoft Internet Explorer' browser window displaying the 'UHS Finance' application. The page title is 'Regular Entry - Microsoft Internet Explorer' and the address bar shows 'https://my.uh.edu:9880/psp/fstst_5/EMPLOYEE/ERP/c/ENTER_VO...'. The page content includes a 'Route to:' section with radio buttons for selecting an approval path, and a 'Source' dropdown menu. The dropdown menu is open, showing a list of departments including: BUS - Business Services, CFC - Center for Children, CMS - Community Relations, CRN - Cinco Ranch Operation, CRS - Career Services, CUS - Custodial, FAC - Facilities, FAS - Financial Aid, FIN - Finance (highlighted), GRD - Ground Maint, HMS - Human Resources, INT - Intl Stu Relations, IPS - International Pgm&Sp Pj, ITS - Information Technology, LIB - Library, MKT - Marketing, NUR - Nursing, PRS - President Office, PRV - Provost Office, SAS - School of Arts & Science, SBD - Small Business Dev, SBU - School of Business, SLD - Student Lead Srvs, SOE - School of Education, SRS - Student Relations, STU - Student Affairs, and UAV - University Advancement. Other fields visible include 'Unit: 00765', 'Invoice: WRKFLW67', 'Voucher: 00044220', 'Date: 06/30/2007', and 'Gross: \$20.00'. An 'Apply' button is visible at the bottom of the form.

(3) Select Approve for action and click on 

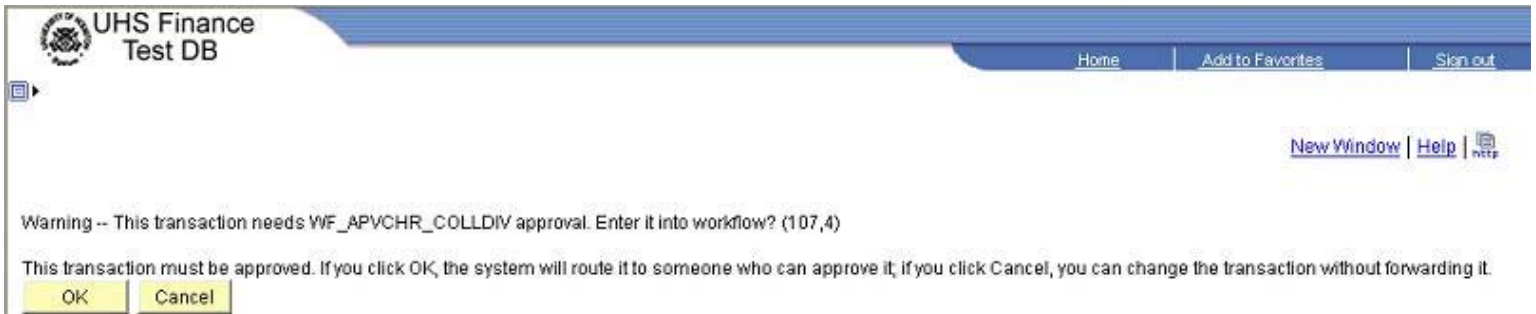
Approval Information

Appr Inst:

Status: Pending

Action:

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



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.

UHS Finance Test DB

Comment History

07-02-07 03:02 PM : Dept/Coll/Div - Payables Office : Approve: Kolesar, Maria-UHV
 07-02-07 03:04 PM : Kolesar, Maria-UHV: P/B: PURCHASE OF OFFICE SUPPLIES TO BE USED BY FINANCE DEPARTMENT IN SUPPORT OF DAILY OPERATIONS.

Comment

Approval Log

Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID
1	I	Initiated	07/02/07 3:02:59PM	MOCEROME
2 Step 1	P	Pending	07/02/07 3:02:59PM	
3 Step 2	P	Pending	07/02/07 3:02:59PM	

Details [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
00797	0000035732	COASTAL OFFICE PRODUCTS INC	

Await Approval from: WF_APVCHR_COLLDIV

Save **Return to Search** **Notify**

[Approval](#) | [Line Information](#) | [Charge Information](#) | [Documents](#)