



Voucher Checklist

Please follow these steps to submit a voucher to Accounts Payable for payment.

Direct any voucher processing questions to AP-Processing@ouhsc.edu.

	Bill to OUHSC
1	Once you receive an invoice, ensure that it is billed to OUHSC or an OUHSC department and that the invoice is an actual bill, not a quote or estimate.
	Identifying Information
2	Locate on the invoice the Invoice Number, Invoice Date, Gross Amount (minus any taxes or late fees) and Remit Address.
	Supplier Name
3	Search in PeopleSoft to ensure that the Supplier is active in the system.
	Supplier Location
4	Ensure that the Supplier location is active in the system.
	GL Code
5	Review the detailed good/service description on the invoice, identify the most appropriate GL Code.
	Create Voucher
6	Create a voucher for the invoice in PeopleSoft by navigating to Main Menu > Accounts Payable > Add/Update > Regular Entry. Enter in the Supplier ID, Supplier Location, Invoice Number, Invoice Date and Gross Invoice Amount. Click Add.
	Invoice Information
7	On the Invoice Information tab, adding a Description or Comment is recommended. An Attachment of the invoice is required.
	Chart Field Spread
8	Under Distribution Lines, enter the chart field spread. Click the + sign to charge multiple spreads. Ensure that the Budget Date is in the same Fiscal Year as the order/service date if paying from EDWCH, STATE, SPNSR, MISCD, HSPRM, RSOKC or FEDLN funds.
	OU Voucher Info
9	If the invoice needs to be rushed or has specific mailing instructions, enter that information on the the OU Voucher Info tab.
	Departmental Approval
10	The voucher will electronically route to your departmental approver for approval in PeopleSoft. Please be aware that hourly processes must run before the voucher will be available to them for approval.
	Accounts Payable Approval
11	Accounts Payable will review the voucher and invoice information electronically and approve
	Payment Information
12	To check the payment status, locate the voucher by going to Regular Entry and selecting the Find an Existing Value tab. Enter the Voucher ID and click Search. On the OU Voucher Info tab, paid vouchers will display a Claim and Payment Number.