Please Pay Voucher Approval 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
Please Pay Voucher Process

1. Department orders from Vendor
2. Vendor delivers goods/services and invoices the Department
3. Department enters Voucher from Invoice (Enterer) and creates Voucher Register
4. Hourly PeopleSoft budget check and workflow processes
5. Department sends Invoice and Voucher Register to AP
6. AP audits and approves Voucher
7. Department approves Voucher (Approver)
8. Payment information is sent to OMES and OMES transmits to OST (Day 1)
9. OST sends electronic payments to Vendors or warrants to OUHSC for distribution
10. OST sends electronic payments to Vendors or warrants to OUHSC for distribution
Documentation

- Voucher Register
- Invoice
- Additional Documentation
- Hourly Processes
- Departmental Approval
- Mail to AP
Voucher Approval

• Main Menu
• Accounts Payable
• Vouchers
• Approve
• Approval Framework – Vouchers
Voucher Approval

• Voucher ID - Begins With – Voucher ID Number
• Voucher ID – Between – First Voucher ID Number and Last Voucher ID Number
• Search
Voucher Approval

• Review before approval:
  • Supplier/Vendor Name
  • Amount
  • GL Code
  • Chart Field Spread
  • Allowable Expense

• Approve
Voucher Comments

- Optional
- Cannot be deleted
- Should be used when denying voucher back to enterer

Accounts Payable

Insert Comments in this section and then click Add Comments.
Voucher Denials

• Onetime email to Enterer
• Hourly workflow processes

Insert denial reason in this section and then click Deny.
Voucher Deletion

• Main Menu
• Accounts Payable
• Vouchers
• Add/Update
• Delete Voucher
Voucher Deletion

• Enter Voucher ID Number
• Search
• Delete
• OK
• Budget warning
• OK
Warrant/Payment Information

- Main Menu
- Accounts Payable
- Vouchers
- Add/Update
- Regular Entry
- Find an Existing Value
- Enter known information
- Search
- OU Voucher Info tab

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
Queries

• Navigation
  • Main Menu
  • Report Tools
  • Query
  • Query Viewer
  • Query Name, begins with
    • Enter query name
  • Search
  • HTML or Excel

• OU_AP_DENIED_VCHR
  • Search by Org/Fund for denied vouchers

• ZZ_AP_NOT_BCM_ORG
  • Search by Org for vouchers not budget checked

• OU_AP_COMMENT_SEARCH
  • Search voucher comment field for specific words
  • %Example%
Questions?