Please Pay Voucher Training

ACCOUNTS PAYABLE
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
Vendor Process

Department selects Vendor

Vendor information transmitted to OMES and activated (Day 1)

Vendor forms are submitted to AP for audit and entry

Vendor is available for use in PeopleSoft (Day 2)

Department sends form to Vendor for completion (Domestic, Individual or Foreign)
Purchase Order (PO) Voucher Process

PO Vendor delivers goods/services and invoices Department

Department ensures PO is valid

Department sends PO Invoice to AP

AP audits, enters and approves PO Voucher

Payment information is sent to OMES and OMES transmits to OST (Day 1)

OST sends electronic payments to Vendors or warrants to OUHSC for distribution
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. Payment information is sent to OMES and OMES transmits to OST (Day 1)
8. OST sends electronic payments to Vendors or warrants to OUHSC for distribution
9. Department approves Voucher (Approver)

Day 1
OST sends electronic payments to Vendors or warrants to OUHSC for distribution

Day 2
Payment information is sent to OMES and OMES transmits to OST

Day 3
OST sends electronic payments to Vendors or warrants to OUHSC for distribution

Day 4
Payment information is sent to OMES and OMES transmits to OST

Day 5
OST sends electronic payments to Vendors or warrants to OUHSC for distribution

Day 6
Payment information is sent to OMES and OMES transmits to OST

Day 7
OST sends electronic payments to Vendors or warrants to OUHSC for distribution
### Cylinder Rental Invoice

**Invoice Example**

**Airgas USA, LLC**  
PO Box 1152  
Tulsa, OK 74101

**Sold By:** AIRGAS USA, LLC  
2701 W RENO AVE  
OKLAHOMA CITY, OK 73107-6843  
405-235-821

**Bill To:** OUHSC  
STEPHENSON CANCER  
800 NE 10TH ST STE 5011  
OKLAHOMA CITY, OK 73104

<table>
<thead>
<tr>
<th>Material/Description</th>
<th>RENT</th>
<th>NET 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRCY:MG-CD - Rent Cyl Med Large Carbon Dioxide</td>
<td>$4.43/IN</td>
<td>88.86</td>
</tr>
<tr>
<td>RALIQMEDOTH - Rent Liquid Medical 160-180 Lt Other</td>
<td>$28.20/IN</td>
<td>58.86</td>
</tr>
</tbody>
</table>

**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.

**Account:**  
Airgas USA, LLC  
Acct No 860067/1174  
PNC Bank, ABA No 031000063

**BHP To:**  
DR JIE WU  
575 NE 10TH ST BRC 413  
OKLAHOMA CITY, OK 73104-5418
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
    • Expenses are normally paid on Travel Cards
  • Guest Lodging
    • Name and business purpose
  • Marketing form
  • 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
    • 0007812998
    • INV7812998
Invoice Conventions

Invoice Number?

Yes.
Use Invoice Number.

No.

Other Identifying Number?

Yes. Use Other Identifying Number.

No.

Account Number for monthly billing?

Yes. Use Account Number with Month and End of Year.

No.

Account Number for multiple billings?

Yes. Use Account Number with Month, Day and End of Year.

No.

Account Number related to an employee?

Yes. Use Account Number, Last Name of Employee, Month and Year.

No.

Contact AP Processing for clarification.

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
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
Creating a Voucher
Creating a Voucher

![Image of a voucher creation interface with fields for contact name, phone number, and payment information.]
Voucher Register

- Main Menu
- OUHSC Main Menu
- Accounts Payable
- Voucher Register Report
- From/To Voucher ID OR From/To Date
- Entered By User ID
- Run
Voucher Register

• OK
• Server Name = PSNT
• Process Monitor
• Run Status = Success
• Distribution Status = Posted
• Details
• View Log/Trace
• PDF
• Print
### Voucher Register

#### View Process Request For
- **User ID**: FLAST1
- **Type**: ▼
- **Name**: ▼
- **Instance**: ▼
- **Run Status**: ▼
- **Distribution Status**: ▼
- **Save On Refresh**

#### Process List
<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5154421</td>
<td>SQR Report</td>
<td>OUAP1010</td>
<td>11/13/2017 12:56:06PM CST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Process Detail
- **Instance**: 5154421
- **Name**: OUAP1010
- **Description**: OU Voucher Register Report
- **Run Status**: Success
- **Distribution Status**: Posted

#### View Log/Trace
- **Report ID**: 4187960
- **Process Instance**: 5154421
- **Name**: OUAP1010
- **Process Type**: SQR Report
- **Run Status**: Success
- **File List**:
  - OUAP1010_5154421.PDF
  - OUAP1010_5154421.log
  - SQR_OUAP1010_5154421.log
Documentation

- Voucher Register
- Invoice
- Additional Documentation
- Paperclip
- Hourly Processes
- In Voucher ID Order to Departmental Approver
- Mail to AP
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
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
Denials

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

![Image showing OU Voucher Information and Payment Details](image-url)
Supplementary Information

• Vendor Information
• Voucher Information
• Invoice Conventions
• OnDemands
• PO Payment Information
Questions?