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Training Resources

1. How do I get training for Non-PO Vouchers?

   Training is available in Online Training. Go to the UTMB web page and click on Online
   Training in the left hand margin under Employees. PeopleSoft Basics & Navigation is
   required for all. To create and approve Non-PO Vouchers, the requirement is to complete
   PeopleSoft Non-PO Vouchers 1-5. To inquire only, complete 1 and 4.

2. What should I do if I don't have the Non-PO PeopleSoft courses in my Online Training
   course list?

   You should contact your department’s training coordinator who has access to Online Training
   and can assign and un-assign courses for you.

3. Is training information available anywhere else?

   Yes. Go to the UTMB web page. Click on ACCOUNTING, HORIZON WEB PAGE. Look for
   Training in the left hand margin.

4. Are there any other training materials available to help me?

   Yes. There is a step-by-step guide to entering Non PO vouchers on the AP web page. Go to
   the UTMB web page. Click on ACCOUNTING, PAYABLES INFORMATION, END USER
   GUIDE or go to the menu on the left while in PeopleSoft Non PO. Click ACCOUNTS
   PAYABLE, AP FORMS, PAYABLES INFORMATION, END USER GUIDE.

5. How do I know if rules and regulations have changed?

   The Accounts Payable Guide is available on the AP web page. Go to the UTMB web page.
   Click on ACCOUNTING, PAYABLES INFORMATION, ACCOUNTS PAYABLE GUIDE or go
   to the menu on the left while in PeopleSoft Non PO. Click ACCOUNTS PAYABLE, AP
   FORMS, PAYABLES INFORMATION, ACCOUNTS PAYABLE GUIDE.

General Questions

6. How do I get started creating a voucher?

   Go to the UTMB web page. Click on PEOPLESOFT ADMIN APPS. Click FPRD-
   FINANCIALS PRODUCTION DATABASE. Type your User ID and password (case
   sensitive). Click SIGN IN. The menu will appear. Click ACCOUNTS PAYABLE,
   ACCOUNTS PAYABLE HOME PAGE, VOUCHERS HOME, VOUCHER ENTRY. Skip the
   page that appears by going to the bottom of the page and click ADD.

7. What are two major changes that affect both Non PO and Travel / Expense?

   Registrations made payable to the vendor, are now processed through Non PO rather than
   Travel / Expense. Employee reimbursements for entertainment such as food, gifts, flowers,
   etc. are now processed through Travel / Expense rather than Non PO.

8. Where do I submit vendor payments for entertainment purposes?

Effective 9/1/2004
Submit through Non PO. Travel / Expense cannot pay vendors directly.

9. Where do I submit employee reimbursements for registration fees?

Employee reimbursements for travel registrations are submitted through Travel after the trip has been completed. No reimbursement will be allowed through Travel / Expense before the trip has taken place. Reimbursement to an employee can be done through Non PO provided a financial hardship exists and reimbursement cannot wait to be submitted through Travel after the trip.

10. What forms do I submit to Non PO to pay a registration fee to a vendor?

Non PO needs a copy of the registration form stating the name of the seminar, price, location, and dates. A memo stating why more than one person from your department is attending the seminar must be provided if two or more people are attending. When sending the registration form to Accounting, be sure to mark the box labeled REGISTRATION on the envelope. This will insure that registration fees are paid in a timely manner.

11. Can I use state funds to pay for registration fees?

No. State funds may no longer be used for travel.

12. Can I pay more than one invoice on a Non PO Voucher?

No. PeopleSoft has only one INVOICE NO. box. Therefore, submit only one invoice per voucher.

13. Do I include sales tax in the payment if a vendor charges it on the invoice?

No. UTMB is a state agency and is tax exempt.

14. Do I include previous balances or past due balances in the payment if a vendor charges it on the invoice?

No. UTMB pays only current charges on an itemized invoice.

15. Do I include late fees or finance fees in the payment if a vendor charges it on the invoice?

No. UTMB does not pay late fees. If an invoice is not paid in 30 days or less from the latest of the following, invoice date, invoice receipt date, or goods receipt date, interest will be calculated at the current rate specified by the state and included in the check. Interest calculated at $5.00 and less will not be paid per the Prompt Payment Act.

16. Are there special envelopes used to send invoices/receipts to Non PO?

OCR envelopes may be used until all supplies are depleted. There is a cover sheet to attach to the top of the OCR envelope. Go to the UTMB web page. Click ACCOUNTING, PAYABLES INFORMATION, ACCOUNTS PAYABLE FORMS, NON PO VOUCHER COVER PAGE FOR ENVELOPES. You may also print it from the Non PO menu. Click on AP FORMS, NON PO VOUCHER COVER PAGE FOR ENVELOPES. You can also order new Non PO envelopes by going to the UTMB web page and clicking ACCOUNTING, PAYABLES INFORMATION, ACCOUNTS PAYABLE FORMS, ORDER FORM FOR NON-PO ENVELOPES.

17. How soon can I expect my Non PO vouchers to be paid?

Effective 9/1/2004
Non PO vouchers require more time to audit and therefore will not have as quick a turn around time as OCRs had. We will get to them as soon as possible.

18. What can be paid by a Non PO voucher and what should be paid on a purchase order?

Refer to the ACCOUNTS PAYABLE GUIDE. Go to the UTMB web page. Click on ACCOUNTING, PAYABLES INFORMATION, ACCOUNTS PAYABLE GUIDE or go to the menu on the left while in PeopleSoft Non PO. Click ACCOUNTS PAYABLE, AP FORMS, PAYABLES INFORMATION, ACCOUNTS PAYABLE GUIDE.

19. How can I find out if Accounting has approved the Non PO voucher for payment and the check or ACH number?

Go to the APPROVAL STATUS DETAILS page to see if Accounting has approved the payment in step 3. If step 3 shows APPROVED, go to the PAYMENTS page and see the SCHEDULED DUE box. This is the date the check or ACH is set to print or go direct deposit. The check number or ACH number will appear in the REFERENCE box if payment has processed. Check numbers start with 8. ACH numbers start with 1. The date of the check or ACH can be found in the PAYMT DATE box below the REFERENCE box.

20. What is an ACH?

An ACH stands for Automated Clearing House. This is a direct deposit to the payee’s bank account. No check is issued. Many employees and some vendors are paid by ACH rather than having a check issued. Employees that utilize the ACH method of payment have their Non PO payments and Travel / Expense payments direct deposited to the same bank account as their payroll.

21. How can I avoid paying interest to vendors and non-employees?

There are two ways to avoid paying interest. First, be sure to date stamp all invoices received in your office. Use this information when completing the CALC BASIS DATE hyperlink with invoice date, invoice receipt date, and goods receipt date. Second, create the Non PO voucher, send it into the workflow and have all approvals completed. Send the Non PO envelope with original invoice/receipt to Accounting as soon as possible. You must allow time for Accounting to audit and possibly have the voucher denied back because of errors.

22. How do I initiate a voucher or send a voucher into the workflow (routing) process after it has been created?

Go to the menu on the left of the screen. Click on ACCOUNTS PAYABLE, VOUCHERS, APPROVALS, VOUCHER APPROVAL INITIATE, FIND AN EXISTING VALUE, (input voucher ID number), and SEARCH. When the voucher appears on screen, click APPROVED, SAVE, and OK.

23. How do I make a correction to a voucher and resubmit it into the workflow?

Pull up the voucher by going to the menu on the left of the screen. Click on ACCOUNTS PAYABLE, ACCOUNTS PAYABLE HOME PAGE, VOUCHERS HOME, VOUCHER ENTRY, FIND AN EXISTING VALUE, (input voucher ID number), and SEARCH. When the voucher appears on the screen, make the changes, and click SAVE. If any changes have been made in the chartfield string, another budget check will be required. To send it back into the workflow (routing) process, click WORKLIST at the top right of the screen. Search for the voucher. Click the link to open it up. Click APPROVED, SAVE, OK.

Effective 9/1/2004
24. When do I go to the menu on the left of the screen and when do I go to the WORKLIST at
the top right of the screen to send a voucher into the workflow (routing) process?

Go to the menu on the left of the screen when sending the voucher into the workflow (routing)
process for the first time after creating it. Go to the WORKLIST at the top right of the screen
if a voucher has been denied back to you to send it back into the workflow (routing) process.

25. Why does a voucher “throw me out” to the FIND AN EXISTING VALUE screen when I
budget check? Why can’t I pull that voucher back up when I do a SEARCH?

The most likely reason is that you are creating a voucher for a department that you do not
have security access. If you are creating for another department, and your security is not set
up for that department, you will not be able to pull up the voucher to inquire, or pull up the
voucher to make corrections. Either the Trusted Requestor will need to give you security
access to that department or someone within that department that does have security access
needs to create the voucher or make corrections to that voucher for you. After the
corrections are made, go to the WORKLIST at the top right of the screen to send the voucher
back into the workflow (routing.)

Invoice Information Page

26. What is the purpose of the green icon with the magnifying glass?

This is the BUDGET CHECK button. After all information is entered on the INVOICE
INFORMATION page and the PAYMENTS page, click it. This will search the funding source
for available money. If money is available the message VALID will appear. If money is not
available the message ERROR will appear.

27. What is the purpose of the COMMENTS hyperlink?

Comments are a required field. These are internal only and do not print on the stub of the
check. There are two COMMENTS boxes. One is located on the INVOICE INFORMATION
page and the other is located on the PAYMENTS page. They hold approximately 250
characters each. Comments are comparable to what used to be the OCR attachment
screen. Type the purpose of the payment including information such as who, what, where,
when, why, and the benefit to UTMB.

28. How do I look up a vendor or non-employee?

Next to the VENDOR box is a magnifying glass. Click it. In the SHORT VENDOR NAME box
type the vendor name or last name of the non-employee. Click LOOK UP. When the vendor
name or non-employee name appears below, click on it.

29. How do I look up an employee?

Next to the VENDOR box is a magnifying glass. Click it. In the SHORT VENDOR NAME box
type the 6-digit employee number. Click LOOK UP. When the employee name appears
below, click on it. Lead off an employee number with zeros if an employee does not have a
6-digit employee number.

Effective 9/1/2004
30. Why should I not look up an employee by their last name in the SHORT VENDOR NAME box?

There are two reasons. The first is that the majority of employees cannot be found in the vendor file by their last name when using the SHORT VENDOR NAME box. PeopleSoft searches by employee number. The second reason is that if you possibly find an employee in the vendor file by their last name, the system will treat them as a non-employee and could possibly pay interest to them in error. The reason you may possibly find an employee in the vendor file by their last name is that they may have been paid for various reasons before they actually became an employee.

31. If I don’t know the employee’s number can I still search by their name and still have the system recognize them as an employee?

Yes. Next to the NAME box is a magnifying glass. Click it. In the NAME 1 box type the employee’s last name. Click LOOK UP. When the employee’s name appears below, click it. If the employee name is listed multiple times, click the line that lists their employee number in the SHORT VENDOR NAME column.

32. What is the purpose of the LOCATION and ADDRESS box?

Many vendors may have multiple locations and addresses. By clicking the magnifying glass next to the LOCATION or ADDRESS box, the correct mailing address can be chosen.

33. When paying a vendor, what do I enter in the INVOICE NO. box?

Always use the invoice number assigned to the invoice by the vendor.

34. When paying a vendor, what do I enter in the INVOICE NO. box if there is no assigned invoice number?

Type the vendor name and 6-digit current date you are entering on screen without spaces, dashes, or slashes. If you were paying Mason Restaurant and entering it on screen October 13, 2003 you would type MasonRestaurant101303

35. When paying an employee or non-employee, what do I enter in the INVOICE NO. box?

Type the first initial of the first name, last name, and 6-digit current date you are entering on screen without spaces, dashes, or slashes. If you were paying John Doe and entering it on screen October 13, 2003, you would type JDoe101303

36. If a non-employee has sent an invoice with an assigned invoice number, do I enter the invoice number in the INVOICE NO. box or use the format of first initial of first name, last name, and current 6-digit date I am entering on screen in the INVOICE NO. box?

Always enter the assigned invoice number on an invoice from a non-employee if one has been provided on the invoice. Invoice numbers take precedence over the format of first initial of first name, last name, and current 6-digit date you are entering on screen.

Effective 9/1/2004
37. What if I am paying a vendor or non-employee and I am using the format of vendor name and current 6-digit date or first initial of first name, last name and 6-digit current date and the system tells me it is a duplicate invoice number?

If you are certain that it is not a duplicate payment, add an A, or B, or C, etc. at the end of the 6-digit date. If you were paying Cingular Wireless on October 13, 2003 and the system stated it was a duplicate payment you would then add an A to the end of the date such as CingularWireless101303A.

38. Will the INVOICE NO. box print on the stub of the check?

Yes. It will automatically populate on the stub of the check so the vendor can apply your payment correctly.

39. When paying a vendor, what do I enter in the INVOICE DATE box?

Enter the assigned date on the invoice from the vendor.

40. When paying a vendor, what do I enter in the INVOICE DATE box if there is no assigned date on the invoice?

Enter the date it was received in your office.

41. When paying an employee or non-employee, what do I enter in the INVOICE DATE box?

Enter the current date you are entering on screen.

42. When paying a non-employee with an invoice, what do I enter in the INVOICE DATE box?

Enter the assigned date on the invoice by the non-employee.

43. What is the purpose of the CALC BASIS DATE hyperlink?

It calculates interest according to the rules of the Prompt Payment Act. UTMB must pay an invoice in 30 days or less. On day 31, interest starts accruing at the rate specified by the state according to whichever is the latest of the three—invoice date, invoice receipt date, or goods receipt date. Interest calculated at $5.00 or less will not be paid per the Prompt Payment Act.

44. Do I have to use the CALC BASIS DATE?

Yes. When paying vendors and non-employees you must fill in the dates for invoice date, invoice receipt date, or goods receipt date—whichever are applicable. You do not need to complete the CALC BASIS DATE hyperlink for employees. Interest will not be paid to employees.

45. Should I date stamp invoices as they are received in the office?

Yes. This is so you can complete the CALC BASIS DATE screen with correct information as to when you received the invoice and/or goods.

46. What do I choose in the PAY TERMS box?

PAY TERMS will default to DUE NOW for employees and NET 30 for vendors and non-employees. Do not change them.

Effective 9/1/2004
47. If I change the PAY TERMS to DUE NOW, will I get a check sooner?

No. DUE NOW does not speed up the process of getting a check. If you change the PAY TERMS to DUE NOW when paying a vendor or non-employee, you will cause the system to automatically calculate interest whether the payment is past due or not.

48. When the PAY TERMS default to DUE NOW on an employee, will it cause the system to pay interest to an employee?

No. The system will not calculate interest to employees as long as they were entered into the system with their employee number.

49. What do I enter in the MISC AMT box?

This box is not applicable to Non PO. Do not use it.

50. What do I enter in the FRGHT AMT box?

If you have an invoice charging shipping, enter the shipping amount only.

51. What do I enter in the TOTAL box?

Enter the total dollar amount of your payment to an employee, non-employee, or vendor. This includes the total of merchandise and shipping if applicable.

52. What do I enter in the ACCTG DATE box?

This box will automatically populate with the current date. Do not change it.

53. What do I choose in the PAY SCHEDULE box?

This box will automatically populate with MANUAL. Do not change it.

54. What is the purpose of the SPEEDCHART?

It is a shortcut for populating the chartfield string. Click the small box next to SPEEDCHART. A check mark will appear. In the box to the right, type in the 6-digit FRS account number. Click the magnifying glass. It will take you to the FRS account number look up page. Click on the FRS account number. It will take you back to the INVOICE INFORMATION page. The FUND, SUB-FUND, DEPARTMENT, CLASS, and/or PROJECT will be populated automatically.

55. Do I have to use the SPEEDCHART to populate the CHARTFIELD STRING?

No. If you already know the information and can type the CHARTFIELD STRING yourself, you may do so.

56. What if I need more than one SPEEDCHART (FRS account number) or CHARTFIELD STRING? How can I pull up more blank lines?

Scroll across to the right side of the screen. Just below the dark blue line titled INVOICE LINES will be a plus sign and minus sign in yellow boxes. Click the plus sign. A box will appear at the top of the screen asking how many additional lines you need. Type the number and click OK.

Effective 9/1/2004
57. When I get out of the voucher and come back to it later, all of the CHARTFIELD STRINGS disappear except for the first line? Why is that?

They have not disappeared. They are only hidden. Click on VIEW ALL in the INVOICE LINES. All of the CHARTFIELD STRINGS will appear again.

58. What do I enter in the DESCRIPTION box?

It is a short description of what you are paying. Get in the habit of typing the description.

59. What do I enter in the QUANTITY box?

If you are paying a quantity of items you may enter the amount. This is not a required field.

60. What do I enter in the UOM box?

This is UNIT OF MEASUREMENT. This is not a required field.

61. What do I enter in the UNIT PRICE box?

This is the cost of an individual item. This is not a required field.

62. What do I enter in the EXTENDED AMT box?

This is the total dollar amount of all items. This is a required field.

63. What do I enter in the ACCOUNT box?

This is a required field. It is comparable to the OCR object code. It is a way of classifying expenses and is a 6-digit number. Click on the magnifying glass next to the ACCOUNT box. Expense accounts start in the 5xxxxx range. When you have found the correct account, click on it.

64. What if I want to use the same SPEEDCHART (FRS account number) or CHARTFIELD STRING but need more lines to change the ACCOUNT number (object code)? How do I get more blank lines?

Scroll across to the right side of the screen. Just below the light blue line titled DISTRIBUTION LINES will be a plus sign and a minus sign in yellow boxes. Click the plus sign. A box will appear at the top of the screen asking how many additional lines you need. Type the number and click OK.

65. When I get out of the voucher and return to it later all the DISTRIBUTION LINES disappear except for the first one. Why is that?

They have not disappeared. They are only hidden. Click on VIEW ALL in the DISTRIBUTION LINES. All the lines will appear again.

66. Do I have to use the LOOK UP box if I already know the correct account (object code)?

No. Just type it in the ACCOUNT box.

Effective 9/1/2004
67. How can I find a list of the ACCOUNT numbers?

Go to the UTMB web page. Click on ACCOUNTING, PEOPLESOFT REFERENCES, FRS SUB CODE CROSSWALK TO PS ACCOUNTS or go to the menu on the left while in PeopleSoft Non PO. Click ACCOUNTS PAYABLE, AP FORMS, PAYABLES INFORMATION, ACCOUNTS PAYABLE GUIDE. They are listed in the back of the guide.

68. When I have all the necessary information completed on the INVOICE INFORMATION page, how do I save it?

Click the SAVE button at the bottom of the screen.

69. How do I know what the VOUCHER ID NUMBER is?

After you click SAVE, scroll to the top of the screen. The VOUCHER ID NUMBER will be populated in the appropriate field with an 8-digit number.

Payments Page

70. What is the purpose of the PAYMENT INQUIRY, HOLIDAY/CURRENCY OPTIONS, EXPRESS PAYMENT, VENDOR BANKS, and DRAFTS hyperlinks?

They are not applicable to Non PO. Do not use them.

71. What is the purpose of the LATE CHARGE hyperlink?

It determines whether interest will be paid. It defaults to COMPUTE CHARGES. Do not change it.

72. What is the purpose of the MESSAGES hyperlink?

The PAYMENT MESSAGES box will print on the stub of the check. This will help the payee identify how to apply the payment to your account.

73. Do I need to enter the vendor assigned invoice number and invoice date in the PAYMENT MESSAGES box?

No. If you typed the assigned invoice number and invoice date on the INVOICE INFORMATION page in the INVOICE NO and INVOICE DATE box it will automatically populate on the stub of the check.

74. Should I enter the assigned account number or customer number from the invoice in the PAYMENT MESSAGES box?

Yes. This will help the vendor identify your payment and apply it to your account.

75. What do I enter in the PAYMENT MESSAGES box if I am reimbursing an employee or paying a non-employee?

Enter a brief description that will help identify the payment. The PAYMENT MESSAGES box holds only 70 characters.

Effective 9/1/2004
76. What if I want to pick up a check instead of having Accounting mail the check out? How do I indicate I want to pick up the check?

The majority of checks are mailed out by Accounting because of the Prompt Payment Act. Occasionally, some are picked up by the department such as registration checks. To indicate that you want to pick up the check you would type three asterisks, your name, your extension, and three more asterisks, and then a brief message. Example: ***John Doe 22222*** Registration for Sue Smith.

77. Do I need to do anything else to make sure Accounting understands I want to pick up the check?

Yes. Below the PAYMENT MESSAGE box is the MESSAGE box with the magnifying glass next to it. Click the magnifying glass. Click HOLD. HOLD IN ACCOUNTING will print on the check indicating that the department wants to pick up the check rather than have it mailed out. You will also need to scroll down on the PAYMENTS page and click the magnifying glass next to HANDLING. Click PU for PICKUP IN ACCOUNTING. Scroll down further and click SEPARATE PAYMENT. This assures that this voucher will print on a separate check and will not combine with any other vouchers.

78. What is the purpose of the COMMENTS hyperlink?

Comments are a required field. These are internal only and do not print on the stub of the check. There are two COMMENTS boxes. One is located on the INVOICE INFORMATION page and the other is located on the PAYMENTS page. They hold approximately 250 characters each. Comments are comparable to what used to be the OCR attachment screen. You type the purpose of the payment including information such as who, what, where, when, why, and the benefit to UTMB.

79. What if I don’t have enough space to type all of the purpose in the COMMENTS box?

Either include a memo inside the Non PO envelope stating the purpose or go to the menu on the left side of the screen. Go to AP FORMS and print out the appropriate form. Complete and enclose in the envelope to Accounting.

80. Do I have to give detailed comments versus a short explanation?

Detailed comments are a must. To avoid having the Non PO voucher denied or held up for payment, always include enough explanation.

81. What is the purpose of the LOCATION and ADDR box?

Many vendors may have multiple locations and addresses. By clicking the magnifying glass next to the LOCATION or ADDR box, the correct mailing address can be chosen.

82. What is the purpose of the MORE ADDR LINES?

Click this hyperlink to view the address of the payee.

83. What if the address is incorrect? How do I find the correct address?

Just to the left of the vendor name is a box titled ADDR: with a magnifying glass. Click the magnifying glass to view all the address choices. Click an address choice. Then click MORE ADDR LINES to view that particular address. Repeat these steps until the correct address is found.

Effective 9/1/2004
84. What if I don't find the correct address at all?

Contact Purchasing to have that address added to the vendor file.

85. What do I choose in the METHOD box?

Payment goes by either check or ACH. If employees are on direct deposit, an ACH will default in this box. The box will automatically populate. Do not change it.

86. What do I choose in the PAY GROUP box?

03 are for normal processing. 05 are for emergency checks. This will default to 03. Do not change it. If Accounting deems a check as an emergency it will be changed by Accounting only.

87. If I choose 05 in the PAY GROUP will I get the check sooner?

No. In fact, your check will not print at all unless Accounting runs an emergency check run which is different from the normal daily run of checks. Never change the PAY GROUP to 05.

88. What do I choose in the HANDLING box?

This box will populate automatically. Do not change it. The only time to change it is if you are going to pick up a check in the Bursar's Office rather than have it mailed out by Accounting. Change to PU for PICKUP IN ACCOUNTING for registration checks.

89. What do I enter in the HOLD PAYMENT box and the HOLD REASON box?

These boxes are used by Accounting to hold payments from printing checks or releasing ACH's. These boxes are used by Accounting only.

90. What do I enter in the SEPARATE PAYMENT box?

This assures that only your voucher will print on one check. It is used for registration checks, payments to phone companies and utility companies. This box is used by Accounting only.

91. What do I enter in the GROSS AMT box?

This is the total amount to be paid. It will automatically populate when you SAVE the INVOICE INFORMATION page.

92. What do I enter in the DISCOUNT box?

This is not applicable to Non PO. Do not use it.

93. What do I enter in the NET DUE box?

It is the date the voucher should be paid in order to avoid paying interest. The date is calculated by the information typed in the CALC BASIS DATE hyperlink, INVOICE DATE, INVOICE RECEIPT DATE, GOODS RECEIPT DATE. It will automatically populate. Do not change it.

94. What do I enter in the DISCOUNT DUE box?

This is not applicable to Non PO. Do not use it.

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95. What do I enter in the SCHEDULED DUE box?
   This is the date the check is scheduled to print. It will automatically populate.

96. What do I enter in the ACCTG DATE box?
   It will automatically populate. Do not change it.

97. What do I choose in the ACTION box?
   It will automatically populate with SCHEDULE. Do not change it.

98. What do I choose in the PAY box?
   This is not applicable to Non PO. Do not use it.

99. What is the purpose of the REFERENCE box?
   After the voucher has been processed by Accounting, the check or ACH number will populate here.

100. What do I enter in the L/C ID box?
   This is not applicable to Non PO. Do not use it.

101. What is purpose of the PAYMT DATE box?
   This is the date the check printed or ACH processed.

102. How do I save all the information on this page?
   Click SAVE at the bottom of the screen.

Approval Status Details

103. What is the purpose of the Approval Status Details page?
   It shows who initiated the voucher and the various approval routings it must go through to be processed for payment. Step 0 is the initiator, step 1 is department approver, step 2 is project approver, and step 3 is accounting approver.

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