e-Pro Bulk Voucher Guide

A Bulk Voucher is an eVoucher form which allows users to generate multiple payments with one voucher. The user will provide the payment details using the bulk voucher excel spreadsheet template and attach it to a bulk voucher. Once the bulk voucher has been approved through workflow and audited by Accounts Payable, individual vouchers will be created for each entry on the spreadsheet.

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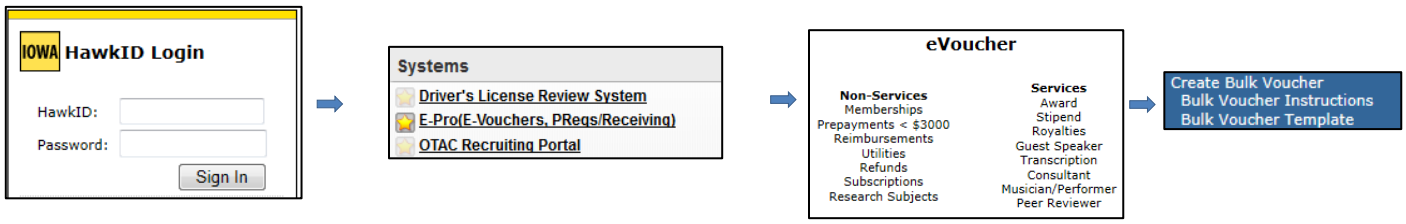
Accessing Bulk Voucher

Sign In to
Employee Self Service
https://hris.uiowa.edu/portal/

Go to the
ADMINISTRATION tab >**Systems** box>
E-Pro(E-Vouchers, Preqs/Receiving)

Continue by clicking
eVoucher

Click **Create Bulk Voucher** link on the Sidebar



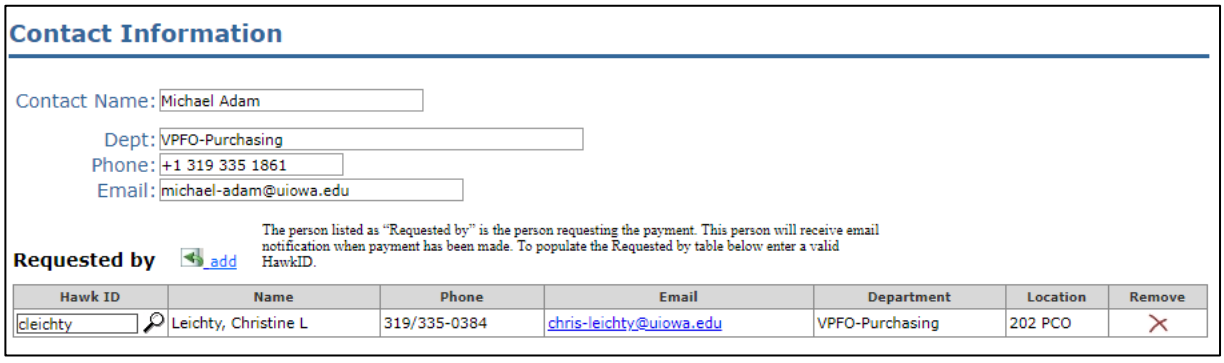
Creating a Bulk Voucher

Step 1. Review Contact Information

The **Contact Information** will be populated with the Initiator's Name, Department, Phone and Email. This is the information that Accounts Payable will use to make contact with any questions they have. The Initiator can edit these fields if necessary.

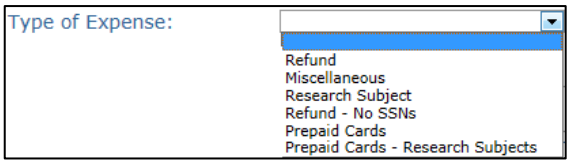
The **Requested By** will be populated from the previous order. The person listed as "Requested By" is the person requesting the payment. To populate the Requested by table enter a valid HawkID or use the Search functionality. Another option is to use the Requested By Favorites by clicking the icon.

The Contact Name and Requested By person(s) will receive an email when payment has been made.

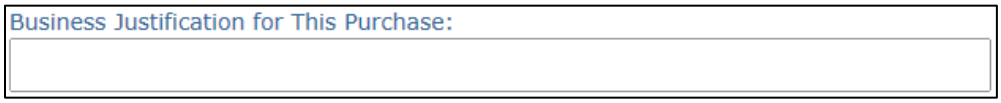


Step 2. Processing Information

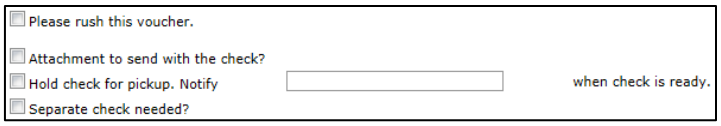
Select the **Type of Expense** from the drop-down menu.



Provide additional comments regarding reason for purchase for the **Business Justification**.



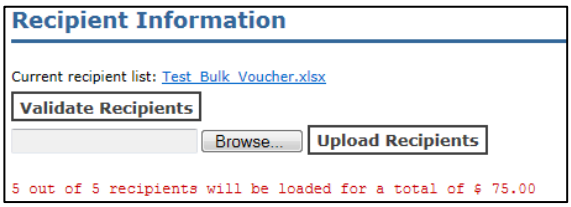
Additional options regarding voucher and payment include:



- If you need a payment by a specific date, check the **Please rush this voucher** and complete the Date field.
- If you want an attachment to go with the check, check the **Attachment to send with the check?**
- If you want to pick up the check rather than having it mailed, check the **Hold check for pickup** and complete the Notify field with the contact person's email address.
- If you don't want this payment to be included on the same check with other vouchers to the same vendor, click the **Separate check needed?**
- If you have any other payment processing requests, please include in the Internal Comments.

Step 3. Recipient Information

Upload the Bulk Voucher Template.



Bulk Voucher Template Instruction

- The file type you attach to your Bulk Voucher must be an Excel spreadsheet. The file type is .xls or .xlsx and all data must be listed on "Sheet 1" of the spreadsheet. The Bulk Voucher itself can only have one MFK line.
- All payees listed on the spreadsheet must be a US citizen with a valid Social Security Number (SSN) with a home address, not a University departmental address.
- The spreadsheet must contain either the payee SSN (Column A) or the VENDOR ID (Column K) you do not need both columns completed, one or the other, and they can be mixed with in the spreadsheet. For example, you may have some new vendors listing their SSNs and then some that you've paid before so you have their vendor numbers. An example spreadsheet is shown below.
- No punctuation should be used in any field (i.e., First Ave. should be First Ave and 2nd St. should be 2nd St with no commas or periods, etc.).

NOTE: *Exception to above regarding SSN / VENDOR ID fields – for bulk vouchers on research subjects paid $75.00 or less, neither field is required. Refunds do not require SSN.*

The bulk voucher number will begin with the letter "B". Before submitting to your departmental workflow, please validate the voucher to verify that the total payee count and total amount from your spreadsheet matches what has loaded to the EVoucher system. For example, your spreadsheet contains 19 payees for a grand total of $8,581.00 you will receive a message in red text (19 out of 19 recipients will be loaded for a total of $8,581.00). Any lines that failed validation will be listed in the red text message and must be corrected before submitting to your departmental workflow. After the bulk voucher has a status of "Workflow Complete", you will have individual "V" vouchers created from your list that you can view in the EVoucher Search Center and there will be a link on your B-voucher number that will display your entire list as well.

Excel Spreadsheet Column Listing and Requirements: No additional columns should be added to the spreadsheet.

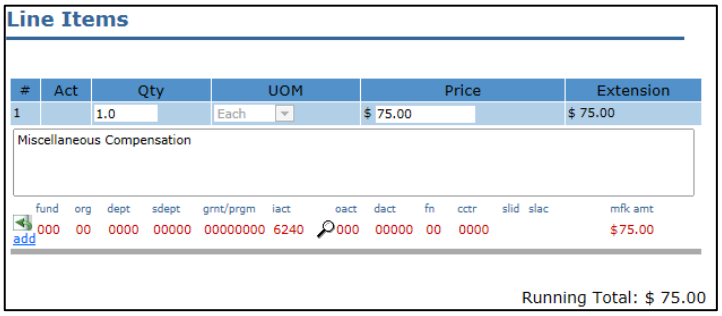
1. Column A = **SSN**: Required and valid unless you have the vendor number entered in Column K; all numeric – 9 digits, no hyphens or spaces.
2. Column B = **LAST NAME**: Required; 80 characters or less when combined with First Name
3. Column C = **FIRST NAME**: Required; 80 characters or less when combined with Last Name
4. Column D = **ADDRESS1**: Required; maximum length of 35 characters (no punctuation)
5. Column E = **ADDRESS2**: Maximum length of 35 characters (no punctuation)
6. Column F = **ADDRESS3**: Maximum length of 35 characters (no punctuation)
7. Column G = **CITY**: Required; maximum length of 30 characters
8. Column H = **STATE**: Required; use 2-character state abbreviation
9. Column I = **POSTAL**: Required; 5 digits
10. Column J = **AMOUNT**: Required; all numeric and greater than zero with 2 decimal places
11. Column K **= VENDOR ID**: Required and valid unless you have a valid SSN in Column A; can enter all 10 digits as 0000675123 or 6 digits as 675123

Example Excel Spreadsheet with file type of .xls or .xlsx:

	A	B	C	D	E	F	G	H	I	J	K
1	SSN	LAST NAME	FIRST NAME	ADDRESS1	ADDRESS2	ADDRESS3	CITY	STATE	POSTAL	AMOUNT	VENDOR ID
2	111XXXXXX	Busby	Mariann	105 1/2 2nd Avenue			Iowa City	IA	52240	150	
3	111XXXXXX	Scheck	Hien	1658 Teg Drive			Coralvill	IA	52241	150	
4	222XXXXXX	Shrick	Janyce	3022 Sweetbriar Ave			Iowa City	IA	52246	150	
5	333XXXXXX	Freer	William	PO Box 209			Iowa City	IA	52245	250	
6	444XXXXXX	Zhu	Gregg	2023 Lynncrest Drive			Iowa City	IA	52244	300	
7	555XXXXXX	Baril	Lolita	2559 Walden Road			Coralvill	IA	52241	150	
8		Hurtado	Porfirio	61 2nd Street			Iowa City	IA	52246	250	557595
9		Gammons	Lura	1125 Hotz Avenue			Coralvill	IA	52241	150	455712
10		Niemiec	Freeman	3335 Tulane Avenue			Iowa City	IA	52245	100	309122
11		Shirah	Pearle	2598 Marak Court NW Unit 6C			Iowa City	IA	52245	75	309123

Step 4. Line Items

The **UOM** (Unit of Measure), **Qty** (Quantity) and **Price** default from the upload of the template to the Line Item. If a portion of the **Description** defaults due to the Type of Expense or Payment, please add details following the text. *Note: The first thirty characters of the Description will print on the check.* The **IACT** will initially default based on the Type of Expense or Payment but can still be modified, please verify accuracy. The remaining MFK fields need to be applied and can be added manually or by using a Favorites . If the Line amount needs to be split across multiple MFKs, click the + to add and the × to remove. The Org and Dept on the first MFK determines which approval routing path. The MFK entered here will be used for all vouchers created from this bulk voucher.

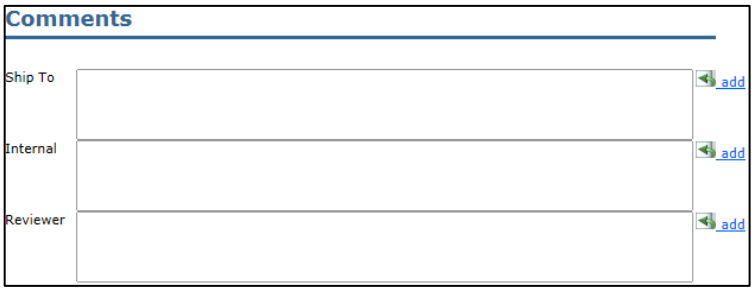


Step 5. Attachments

Any document type or any number of documents can be uploaded as **Attachments** to the voucher. Start by clicking the Browse... button and searching for your document. Select the document and click the **Upload Attachment**. Each Attachment is uploaded using the Filename associated to the document. If an Attachment is not needed, you can remove by clicking the ×.

Step 6. Comments

Add Comments to the Voucher as needed, either manually or using the Favorites .



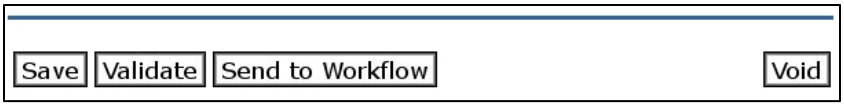
Ship To: Can be useful for providing Ship To Information to the Vendor when it is not included on documentation. For example, a mailing address for a magazine subscription.

Internal: Are for the Initiator to use to communicate information about the Voucher to those approving and to the Accounts Payable Department.

Reviewer: Are for the Accounts Payable Department to note information about handling of the voucher.

Step 7. Finalize Voucher

You have four options when completing the Voucher.



Save: This saves the Voucher and assigns a Voucher number and you can return to edit at a later time.

Validate: This validates the MFK and all required fields are complete. If a Voucher is not valid, it will not allow you to Send to Workflow and will require updates as noted on the Voucher in red for correction.

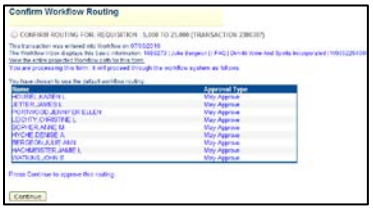
Send to Workflow: This will submit the Voucher into the Workflow System.

Void: Allows the Initiator to void a Voucher that has been saved or validated but not sent to Workflow.

Step 8. Workflow

Choose Workflow Routing

Initiate Workflow Process

Workflow **Routing**

Confirm Workflow Routing